

**Bovina Independent School District
PO Box 70
Bovina, TX 79009**



**REQUEST FOR QUALIFICATIONS
2015-03**

for
Construction Manager-Agent Services
Related to New Gymnasium Project

The Board of Trustees of the Bovina ISD is requesting proposals for:

CONSTRUCTION MANAGER-AGENT

for construction of a new practice gymnasium

Qualifications will be accepted until 3:00 pm on Tuesday, January 5, 2015 to:

**Bovina ISD
ATTN: Denise Anderson, Superintendent
PO Box 70
Bovina, TX 79009**

All responses must be annotated with the following:

**Construction Manager-Agent Services
RFQ #2015-03**

Please enclose one (1) original and seven (7) copies of your response with the appropriate annotation to the address above.

Questions regarding this qualifications package should be directed to:

**Bovina ISD
ATTN: Denise Anderson, Superintendent
PO Box 70
Bovina, TX 79009
Ph: (806) 684-2652
Fax: (806) 684-2687
Email: denise.anderson@region16.net**

EVALUATION CRITERIA

The decision to select a Construction Manager-Agent will be based on demonstrated competence and qualifications as required by Texas Government Code §2269.207 and 2254.004. Each response shall be evaluated on the following criteria and weights:

<u>CRITERIA</u>		<u>WEIGHTS</u> (UP TO THE FOLLOWING POINTS)
1.	Reputation of the Construction Manager-Agent or firm	15
2.	Experience over the last five years assisting Districts with projects of similar size and scope	20
3.	References	5
4.	Resumes of key personnel	10
5.	Location of the firm and ability to provide services in District	10
6.	Claims or suits filed against the Construction Manager-Agent or firm in past 5 years for professional negligence, if any, and the disposition of such claims, if any	10
7.	Past relationship with the District	25
8.	Responsive documents and interviews, if conducted	5
	TOTAL	100

**QUESTIONNAIRE
CONSTRUCTION MANAGER-AGENT SERVICES**

All interested and qualified Construction Manager-Agents are invited to submit a statement of their competence and qualifications consisting of the following:

GENERAL QUALIFICATIONS

The Construction Manager-Agent should have expertise and experience in construction administration services for Texas school districts or other public facilities with similar regulatory and legal requirements. The Construction Manager-Agent need not have a local office, but the Construction Manager-Agent that will be involved in the planning and construction administration of this Project should have experience in the Bovina area and knowledge of local construction practices and procedures.

At a minimum the response to the RFQ must contain the following:

1. Construction expertise, capability and quality of Construction Manager-Agent or Firm
2. Local, regional and statewide experience over the last three years in assisting districts with similar construction projects
3. Reference contacts and telephone numbers
4. Resumes of key construction personnel
5. Location of the firm and proximity to the work
6. Demonstrate ability to complete project in reasonable time
7. Lawsuits filed against the construction manager-agent or firm in past 10 years for professional negligence, if any, and their disposition
8. Percentage of work for school districts and percentage of work that is new building construction compared to percentage of work that is renovation of existing structures
9. Past relationship with the District

Inquiries and Interpretations

Responses to inquiries which directly affect an interpretation or change to this RFQ will be issued in writing by the District as an addendum and faxed or e-mailed to all parties recorded by the District as having notified the District of their interest in the RFQ by contacting Denise Anderson, Superintendent. All such addenda issued by the District prior to the time that qualifications are received shall be considered part of the RFQ.

Only those inquiries to which the District replies by written addenda shall be binding. Oral and other interpretations or clarifications will be without legal effect.

Selection Schedule:

Second Publication of RFQ:	December 24, 2015
Receive RFQ's:	January 5, 2016
Notify Shortlisted Firms (if needed):	January 6, 2016
Board Interview/Rank Firms (if needed):	January 11, 2016
Selected Party Notified and Begin Negotiations:	Immediately following selection by Board
Board Action on CMa Contract:	To be determined (intended to be within 45 days of notifying selected party)

The District may interview firms recommended by the Bovina ISD Administration from those responding to this solicitation, but the Board will determine the highest ranked Construction Manager-Agent. If in the District's discretion, however, a firm(s) is able to demonstrate superior competence over all others, the District reserves the right to select and rank firms without conducting interviews.

Parties invited for an interview, if any, will be required to provide comprehensive evidence of Construction Manager-Agent services for a project of similar type and size that was performed within the past two years.

All responses shall be evaluated and ranked on the criteria and weights identified above, and final selection will be based upon the Construction Manager-Agent's demonstrated competence, in comparison to the needs of the program, the quality of the documents provided, and factors that any entity would consider in selecting a construction manager-agent in compliance with Texas Government Code Chapter 2254 and Chapter 2269, subchapter E.

Any selected Construction Manager-Agent will be required to execute a contract with the District within 45 days of being selected. The District may use an AIA contract, as modified and amended by the District.

THE DISTRICT RESERVES THE RIGHT TO REJECT ANY OR ALL PROPOSALS AND TO WAIVE IRREGULARITIES OR INFORMALITIES AS MAY BE DEEMED IN OWNER'S INTEREST.

Firms selected for final consideration, if any, will be notified January 6, 2016.

INSURANCE

Construction Manager-Agent shall secure non-declining, non-expense within limits professional liability insurance in a minimum amount of \$1,000,000.00 from an insurer lawfully authorized to do business in the jurisdiction in which the Project is located and which shall apply to claims made with respect to this Project for negligent acts, errors or omissions of the Construction Manager-Agent, the Construction Manager-Agent's consultants, and agents and employees of any of them, subject to the standard terms and conditions of such policies, as acceptable to and approved by the District.

Construction Manager-Agent shall furnish District copies of Certificates of such Project professional liability insurance. The costs and premiums for such insurance will be at the expense of the Construction Manager-Agent. In addition, Construction Manager-Agent may be asked to provide the following insurance coverage in the following amounts:

The insurance required shall be written by an insurance company having an A VII rating or better by A.M. Best and shall be written in limits for not less than the minimum required by law or the following:

1. Commercial General Liability (including Premises- Operations; Independent Contractors' Protective; Products and Completed Operations; Broad Form Property Damage):

- (a) General Liability
 - Bodily Injury & Property Damage \$1,000,000 combined single limits/
\$2,000,000 aggregate
 - (b) Professional Error's and Omissions
 - Current E/O Policy Limits \$1,000,000 per claim/\$2,000,000 per year
2. Workers Compensation Coverage & Employers Liability (and as set out in District Policy CV (EXHIBIT)):
- (a) Workers' Compensation Statutory Limits
 - (b) Employer's Liability \$1,000,000 per accident/
\$1,000,000 per person
3. Automobile Liability (hired and non-hired automobiles only):
- (a) Bodily Injury & Property Damage \$250,000 per person/
\$500,000 per accident
 - (b) Property Damage \$250,000
4. Excess/Umbrella Liability: \$1,000,000 per occurrence/
\$1,000,000 aggregate

An "Original Certificate of Insurance" will evidence compliance with the insurance requirements and must be submitted with the packet.

Other insurance requirement as agreed upon in the contract addendum. Construction Manager-Agent shall not commence work under this agreement until satisfactory evidence of such insurance has been delivered to, and approved by the District.

PROJECT SCOPE AND DESCRIPTION

Construction of a new practice gymnasium.

WAIVER OF CLAIMS: BY TENDERING A RESPONSE TO THIS RFQ, THE CONSTRUCTION MANAGER-AGENT ACKNOWLEDGES THAT IT HAS READ AND FULLY UNDERSTANDS THE REQUIREMENTS FOR SUBMITTING A RESPONSE AND THE PROCESS USED BY THE DISTRICT FOR SELECTING THE BEST CONSTRUCTION MANAGER-AGENT FOR THE DISTRICT BASED ON DEMONSTRATED COMPETENCE. FURTHER, BY SUBMITTING A RESPONSE, THE CONSTRUCTION MANAGER-AGENT FULLY, VOLUNTARILY AND UNDERSTANDINGLY WAIVES AND RELEASES ANY AND ALL CLAIMS AGAINST THE DISTRICT AND ANY OF ITS TRUSTEES, OFFICERS, AGENTS AND/OR EMPLOYEES THAT COULD ARISE OUT OF THE ADMINISTRATION, EVALUATION, OR RECOMMENDATION OR SELECTION OF A CONSTRUCTION MANAGER-AGENT RESPONDING TO THIS RFQ.