

**Dayton Independent School District  
Request For Qualifications #21-001rfq:  
Architectural And Engineering Services  
(FOR MISCELLANEOUS CONSTRUCTION PROJECTS)**

The Dayton Independent School District (DISD) is soliciting qualifications from qualified architectural and engineering (including structural, MEP and civil) firms to provide architectural and engineering services for Miscellaneous Construction Projects on a Task-Request Basis (RFQ).

**REQUEST FOR QUALIFICATIONS  
#21-001RFQ:  
ARCHITECTURAL AND ENGINEERING SERVICES  
(FOR MISCELLANEOUS CONSTRUCTION PROJECTS)  
DUE NO LATER THAN 10:00 A.M. (CST)  
ON MONDAY, MAY 10, 2021**

DAYTON INDEPENDENT SCHOOL DISTRICT  
Attn: Hector Herrera  
100 Cherry Creek Rd  
Dayton, Texas 77535

**Any submittal received after the time and date stated above will not be considered.**

**Failure to comply with specifications may result in the disqualification of your submittal.**

Submitters must provide all requested information; failure to comply with any portion of this solicitation will be reflected in the evaluation process. The DISD reserves the right to accept or reject any Submission or any part thereof or any combination of Submissions and to waive any or all formalities. All responses in the Submission may be used by the DISD in the selection process. The DISD reserves the right to verify the accuracy and completeness of all responses by utilizing any information available to the DISD without regard to whether such information appears in the Submission.

**OVERVIEW:**

The DISD intends for this Request for Qualifications (RFQ) to result in the selection a pool of architectural and engineering (all disciplines, including MEP (which could be separated as mechanical, electrical, and plumbing), structural, and civil, referenced herein collectively as MEP) firms to provide Architectural and Engineering Services for projects on a task-request basis for the type of Miscellaneous Construction Projects described in Exhibit A. The DISD seeks qualifications from highly qualified professionals in each of the design disciplines listed.

The selected professionals shall perform all tasks and functions associated with the services for which selected, pursuant to a contract (or contracts) negotiated with DISD. The DISD reserves the right to award

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multiple contracts to create a pool. The work contemplated is professional in nature. It is understood that the Submitters are acting as an individual, partnership, corporation or other legal entity, is of professional status, licensed to perform in the State of Texas and licensed for all applicable professional discipline(s) requiring licensing and/or certification(s).

The DISD will negotiate compensation amounts with all selected Submitters prior to project award by Task Request. The DISD will use the qualified pool to engage firms for subsequent projects. The project specific requests for task requests will set forth the services which are to be performed and a desired completion date. The design profession will then respond by proposing a work plan, time schedule, budget, deliverables, and list of key personnel, all of which conform to the terms of the contract negotiated.

**TERM:**

The resulting contract(s) with the awarded Submitter(s), shall have an initial term of one year with the DISD's option to renew for up to four (4) one year renewals, and in no event will the total term of the contract, including the initial term, any renewal terms, and any extensions exceed five (5) years.

**RFQ SUBMITTAL INSTRUCTIONS:**

1. Responses must be submitted in sufficient time to be received and time stamped at the above location on or before the Response Deadline.
2. Responses received after the time and date set for receipt and opening will not be considered.
3. The District will not be responsible for delivering mail from the post office.
4. Faxed responses will not be considered
5. All questions regarding this RFQ shall be directed **in writing** to Hector Herrera – Assistant Superintendent of Support Services, via email at: [hector.herrera@daytonisd.net](mailto:hector.herrera@daytonisd.net), no later than Wednesday, April 28, 2021 at 5:00 pm (CST). Responses to questions will be published on Friday, April 30, 2021.
- 6. No Submitter may contact any other person at the DISD with regard to this RFQ.**
7. No Submitter submittal may be changed, amended or modified by any means after the qualification package has been opened at the date and time shown noted by DISD.

**COMMITMENTS:**

1. The DISD reserves the right to withdraw or modify this RFQ at any time and for any reason.
2. Receipt of response by the DISD or submission of a response to the DISD or selection of a Submitter for the purposes of negotiating a contract; confers no rights to the Submitter, nor obligates the DISD in any manner.
3. The DISD reserves the right to award or not award the contract(s). The DISD also reserves the right to award the contract(s) to the party or parties that the Board of Trustees of the DISD determines to be most qualified and most responsive to this RFQ.
4. The DISD is under no obligation regarding this RFQ until written contract(s) are approved and executed by all parties, a Task Request for a specific project is executed by all parties, and funding for the projects and services occurs.
5. The cost of developing a response is the sole responsibility of the Submitter. The DISD shall not provide reimbursement of such cost and shall not be liable for any response preparation cost for any reason whatsoever.

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6. If a contract or contracts is agreed upon, and designs/Instruments of Service are completed, the DISD reserves non-exclusive rights to ownership of the designs/Instruments of Services. Use of the designs/Instruments of Service by either the DISD or the consultant at any time without consent of the other is permitted. The DISD reserves the right to use the designs/Instruments of Services as many times as desired and with as many providers as it desires. The provider maintains the right to use the designs/Instruments of Services with any client it desires and as often as desired.
7. Submitters may submit qualifications for one or more architectural and/or engineering practice scope that would be applicable to the types of projects as described in Exhibit A, Scope of Services. Sections shall be separated and organized in accordance with the subject matter sequence as set forth in Sections 1 through 3 and Exhibit B. For each professional discipline for which a submission is made, separate applicable information pertinent to a particular project must be included, so that DISD may clearly distinguish professional qualifications submitted under each individual discipline. If the same information applies to one or more disciplines, the Submitter must still include information to be evaluated for that discipline. DISD will not evaluate information not specifically labeled for that individual discipline.

**REQUIREMENTS OF THE RESPONSE:**

**Response shall include or address the following items in the same sequence, identifying the submission as for each discipline. For example, if submitting for structural engineering only, please note the same. If submitting for electrical engineering only, please note the same. If submitting for more than one discipline, submit separately for each discipline.**

Submitters are advised to adhere to the submittal requirements of the RFQ. Failure to comply with the instructions of this RFQ may be cause for the Submitter to be deemed non-responsive for that discipline or overall. Submitter must provide information in the appropriate areas throughout the RFQ. By submitting a response to this RFQ, you are acknowledging that your response and related submittals may become part of the contract. Submitters must also acknowledge receipt of Addendum issued by DISD, if any.

Section 1: Submitter's Introduction and Qualifications

- 1-1. A cover letter which shall identify the specific discipline(s) being responded to, as described in Exhibit A that applies to this submission. Include a brief statement of interest, number of years in business, and information regarding organizational structure, availability and intent to perform services; and general qualifications for selection and signature of an authorized officer of the Submitter who has legal authority in such matters. The cover letter should also indicate the Submitter's name, address, phone and fax numbers, and person to be contacted regarding the response.
- 1-2. Provide proof of professional liability insurance, general liability, auto liability and worker's compensation/employer's liability insurance. Professional liability insurance should remain in force during the term of the contract(s). Please state the carrier, agent, amount, expiration date and length of time you have maintained coverage for professional liability, general liability, auto liability and worker's compensation/employer's liability insurance coverage.
- 1-3. Submit an organization chart accounting for all proposed project personnel, in addition to resumes highlighting the education, licenses(s) (as applicable), and certification(s) (as applicable), position title, experience, capabilities, and accomplishments of the Submitter's employees who would be assigned to the District's project(s). Clearly identify individuals who are subcontractors or other third-party associates of the firm.

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- 1-4. Describe your firm's demonstrated technical competence and qualifications (for each discipline). Clearly note key personnel areas of expertise and areas for prime responsibility for various tasks or aspects of the services.

Section 2: Submitter's Experience

- 2-1. Provide a list of five to eight (5-8) most recent K-12 projects for which your firm has provided full architectural services. Indicate the level of school, type and magnitude of work, completion date, and the name of the district or entity. Providing this information constitutes the respondent's invitation to the District to contact the persons listed. All client reference information must be supported and verified (See Exhibit B). The DISD may solicit from previous clients or any available sources, relevant information concerning Submitter's record of past performance.
- 2-2. Identify all architectural/engineering services within the last five (5) years for which Submitter rendered professional services on which a claim was asserted. "Claim" means litigation, submission to a dispute resolution board, or the use of other alternate dispute resolution such as mediation or arbitration. For each such project identified, please state the nature and description of the claim, including alleged claims for professional errors or omissions, contract extras, delay, disruption or impact claims, time extension claims, or other similar claims; the identity of the owner or consultant, and contractor; whether Submitter, or Submitter's agents, employees or consultants, was a party or alleged to have some responsibility for the claim; and the disposition of the matter.

Section 3: Submitter's Professional Engagement Approach

- 3-1. Submitter must provide an executive summary which explains its overall strategy and methodology for successfully implementing and managing services; capacity to perform, and approach to project management, and any additional factors for the DISD's consideration.
- 3-2. Provide a description of Submitter's efforts to provide quality work, meet schedules, and work within an agreed upon budget. Describe Submitter's quality assurance processes and/or provide peer review reports/documentation.
- 3-3. Describe how your firm manages dispute resolution, claims avoidance services, response time and project support.
- 3-4. Describe your approach to engagement changes, team communication, in addition to collaboration with internal and external stakeholders.
- 3-5. Provide a description of how you believe your firm would add value to the DISD.

**METHOD OF SELECTION:**

The DISD will separately evaluate the submissions for each of disciplines for which a Submission is made.

The DISD will first select the most highly qualified provider(s) based on demonstrated competence and qualifications, and then attempt to negotiate with each provider a fair and reasonable fee. TEX. GOV'T CODE §2254.004.

No fee or pricing information may be submitted in response to this RFQ. Do not submit any such information at this time.

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**EXHIBIT A  
SCOPE OF SERVICES  
REQUEST FOR QUALIFICATIONS (RFQ)  
FOR ARCHITECTURAL AND ENGINEERING PROJECTS**

The Submitter may submit qualifications in response to this RFQ for one or more of the following services: architectural and engineering (including structural, MEP, and civil).

The DISD anticipates the following types of projects for which services will be needed (this list is an example and is not all-inclusive of the services to be requested):

- High School kitchen new lighting, new ceiling, and new flooring
- Junior High School new flooring
- Add a generator to the High School kitchen/cafeteria
- Add a generator to the Junior High School kitchen/cafeteria

- Master plan for the football stadium including parking, improvements to the s-curve (road), lighting and drainage
- Adding concrete drives at Colbert (front and back of school)

The budgets for these projects will be communicated at the time the DISD seeks the services on a task request basis.

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**EXHIBIT B  
COMPANY REFERENCES/CLIENT PROFILE INFORMATION**

**PROJECT NAME:** \_\_\_\_\_

**In addition to providing the information set forth above in “Requirements of the Response” and set forth as Sections 1, 2, and 3, please submit a completed client profile information sheet for each reference.**

(1) Client Name: \_\_\_\_\_

(2) Address: \_\_\_\_\_

(3) City, State, Zip Code: \_\_\_\_\_

(4) Project Manager: \_\_\_\_\_

(5) Telephone Number: \_\_\_\_\_

(6) E-mail: \_\_\_\_\_

(7) Number of Employees in Client Organization: \_\_\_\_\_

(8) Project Scope of Services/Goals:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(9) Contract Award Date: \_\_\_\_\_ Completion Date: \_\_\_\_\_

(10) Describe how the client's goals were met. Describe the architectural/engineering services performed and implemented. Attach additional pages, as necessary.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(11) Discuss significant obstacles to providing the required services and how those obstacles were overcome:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(12) Has the client retained the Submitter for subsequent projects? If so, please describe current relationship. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(13) Did the project come in at or under budget? If not, why?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_