



**Karnes City Independent School District  
REQUEST FOR QUALIFICATIONS**

**Construction Manager-Agent/Program Manager  
Services**

**Issued: October 15, 2019**

**Statements of Qualifications Due No Later than:  
3:00 p.m. (CST) November 5, 2019**

## INTRODUCTION

Karnes City Independent School District ("KCISD" or "District") is seeking one qualified firm to provide Construction Manager-Agent ("CMA")/Program Management services interested in implementing projects associated with a potential May 2020 Bond.<sup>[RR1]</sup> It is the intent of KCISD invites interested parties to submit statements of qualifications for this work, as outlined below.

## SCOPE OF SERVICES

The selected Project Manager(s) will be expected to assist KCISD with oversight and management of various District projects, including, but not limited to, projects approved under the bond planning for a potential 2020 Bond Program<sup>[RR2]</sup>. The projects contemplated, are as follows:

- **Renovation of Existing Elementary or Construction of New Elementary**

The selected individual(s) or firm(s) will coordinate with the project architects, engineers, contractors and other consultants. KCISD will hold all construction contracts and is seeking a relationship with the CMA/Project Management firm as defined by Texas Government Code Section 2269.201.

The services included in the Program Management contract may include overall project management services, assist in budgeting for bond, assist The District in upfront programming of needs, assist The District's committee during programming, assist The District with procuring of Architectural Services, procuring of Material Testing, oversight of construction with at least one member of the Offeror's team being a Certified Construction Manager (CCM), preparation and/or oversight of solicitation of requests for proposals from prime contractors, development of scopes of work, construction standards, scheduling, independent third party estimating by a Certified Professional Estimator (CPE), bidding and negotiations, design review (with regard to costs, schedule and constructability), quality assurance, on-site inspection, review of contractor pay applications, associated project/construction administration, monthly report, and construction close-out.

The Program Manager must maintain professional liability or errors and omissions insurance in a minimum amount of \$1,000,000 per occurrence during the term of the Bond Program, as required by Texas Government Code Section 2269.208. The Program Manager may not self-perform any work in the Program or serve as a subcontractor on any project in the Program.

## **SELECTION PROCESS FOR CMA/PROGRAM MANAGER**

As required by law, the selection of a CMA/Program Manager will be made on the basis of demonstrated competence and qualifications in accordance with Texas Government Code sections 2269.207 and 2254.004. In phase one of the selection process, KCISD will review all Statements of Qualifications received by the deadline and evaluate each Offeror's experience, technical competence, capability to perform, past performance, references and other relevant factors submitted in response to this Request for Qualifications. No pricing information will be sought, and none may be provided until the commencement of contract negotiations with the selected firm(s). KCISD may select multiple finalists to participate in interviews, at its discretion. At the end of the evaluation process, KCISD will score and rank finalists using the following weighted selection criteria:

1. The reputation and experience of the Offeror and its proposed personnel. (20%)
2. The competence and demonstrated quality of the Offeror and its proposed personnel. (20%)
3. Extent to which the Offeror's firm, staffing plan and size meets the District's needs and is appropriate for KCISD's possible 2020 bond program. (20%)
4. The Offeror's presentation of its Statement of Qualifications and performance in an interview/presentation. (20%)
5. The extent to which Offeror's approach and methodology are in agreement with the philosophy of the District. (20%)

Based on the final rankings, KCISD will select the firm(s) it believes to be the most highly qualified and may attempt to negotiate an acceptable contract with such firm(s) for one or more projects.

## **KCISD RESERVATIONS**

THE DISTRICT RESERVES THE RIGHT TO WAIVE ANY IRREGULARITIES OR TECHNICALITIES AND MAKE ANY DECISION THAT THEY JUDGE IS IN THE BEST INTEREST OF ANGLETON ISD. THIS REQUEST FOR QUALIFICATIONS DOES NOT OBLIGATE ANGLETON ISD TO AWARD A CONTRACT OR PAY ANY COSTS INCURRED BY THE OFFEROR IN THE PREPARATION AND SUBMITTAL OF A STATEMENT OF QUALIFICATIONS. ANGLETON INDEPENDENT SCHOOL DISTRICT, IN ITS OWN DISCRETION, RESERVES THE RIGHT TO ACCEPT ANY OFFER AND/OR REJECT ANY AND ALL STATEMENTS OF QUALIFICATIONS WITHOUT REASON OR CAUSE, SUBMITTED IN RESPONSE TO THIS REQUEST FOR

QUALIFICATIONS. BY SUBMITTING A STATEMENT OF QUALIFICATIONS, OFFEROR AGREES TO WAIVE ANY CLAIM IT HAS OR MAY HAVE AGAINST ANGLETON INDEPENDENT SCHOOL DISTRICT AND ITS TRUSTEES, EMPLOYEES, OR AGENTS ARISING OUT OF OR IN CONNECTION WITH (1) THE ADMINISTRATION, EVALUATION, OR RECOMMENDATION OF ANY FIRM; (2) ANY REQUIREMENTS UNDER THE SOLICITATION OR RELATED DOCUMENTS; (3) THE SELECTION OR NON- SELECTION OF ANY FIRM, THE REJECTION OF ANY FIRM; AND/OR THE AWARD OF A CONTRACT, IF ANY.

KCISD may request clarification from firms for the purpose of eliminating minor errors, and/or non-substantive irregularities. Clarification does not give a firm the opportunity to revise, change, or modify its statement of qualifications except to the extent of correction of the error. The District reserves the right to require additional information from firms and to conduct necessary investigations to determine firm's competence and qualifications and/or the accuracy of information. KCISD assumes no financial responsibility for any costs incurred by firms in developing and submitting a statement of qualifications or any amendments or addenda, participating in any negotiation sessions or discussions, or any other costs incurred by firms pursuant to this RFQ. Responses to this RFQ shall include the complete submission requirements in the sequence and format prescribed in that section. Interested firms will submit One Original response (clearly marked as original), three copies (clearly marked as copy) and one electronic version (flash drive or CD) of their response to the following address:

RFQ#2019-0001  
Karnes City ISD  
c/o Dr. Jeanette Winn  
404 N. Hwy 123  
Karnes City, TX 78118

All questions should be addressed via email to [jwinn@kcisd.net](mailto:jwinn@kcisd.net) **no later than 3:00 p.m. Tuesday, October 29.** Responses will be issued via addendum to all registered firms.

## KCISD CODE OF SILENCE

Purpose. The District shall implement a Code of Silence regarding the procurement of goods and services through competitive methods to enforce its commitment to ethical contracting standards and to improve accountability and public confidence.

Definition. For purposes of this policy, “vendor’s representative” shall mean an employee, partner, director, Board member, or officer of a potential vendor or consultant, lobbyist, actual or potential subcontractor of a vendor, or any other individual or for-profit or nonprofit organization acting through or on behalf of any person seeking an award or on behalf of a group of interested individuals or members.

Procurement Methods. In accordance with Texas Procurement law, the District may purchase goods and services through one of the following procurement methods:

1. Competitive bidding for goods and services other than construction services;
2. Competitive sealed proposals for goods and services other than construction services;
3. A request for proposals (“RFP”) for goods and services other than construction services;
4. Any method provided by Chapter 2269 of the Texas Government Code for construction services;
5. A request for qualifications for professional services; and
6. Any other procurement method authorized by state law.

For purposes of this policy, “Competitive Solicitation” shall mean any RFP, bid or other competitive solicitation issued pursuant to one of the foregoing procurement methods.

Applicability. The Code of Silence period applies to the acquisition of goods or services using the procurement methods identified above, as well as renewal periods for contracts previously awarded by the Board of Trustees with renewal options.

“Code of Silence” shall mean a prohibition on any communication regarding any Competitive Solicitation between:

1. Any person who seeks an award from the District or its affiliated entities (including, but not limited to, the KCISD Education Foundation), including a potential vendor or vendor’s representative; and
2. A Board member, the Superintendent, the Deputy Superintendent, an Executive Team member, or other District representative who has influence on or is participating in the evaluation or selection process.

Furthermore, campaign contributions, gifts, donations, and any other items of value are prohibited between the parties defined above during the Code of Silence period. Also, candidates who have filed for election to the Board of Trustees are subject to these

limitations after the date on which the candidate has filed for office. The District shall review historical campaign finance reports to identify campaign contributions for the applicable period and will hold newly elected Board members accountable as existing Board members during the Code of Silence period.

Exceptions. The Code of Silence shall not apply to communication with the District's legal counsel, Chief Financial Officer, or Director of Operations, to the extent that they are not serving on the particular procurement committee, or with any individual specifically designated to be excepted from the Code of Silence in the Competitive Solicitation; provided that any such communications shall be limited to the purpose of obtaining clarification or information concerning the subject solicitation.

An exception shall also apply to specific members of the Board of Trustees and the office of finance for the selection of external auditors or the Board's legal counsel, and to any other specific circumstances approved in writing by the Superintendent.

Nothing contained in this policy shall prohibit any potential vendor or vendor's representative from:

3. Making public representations at scheduled pre-bid conferences or scheduled selection and negotiation committee meetings;
4. Engaging in contract negotiations during any scheduled meeting;
5. Making a public presentation to the Board during any duly noticed public meeting; or
6. Conducting business on contracts previously executed and currently in force.

The potential vendor or vendor's representative shall send all written communication related to the foregoing items 1-4 directly to the Chief Financial Officer.

Nothing in this policy shall prohibit the procurement committee's representative from initiating a contact with a potential vendor or vendor's representative and subsequent communication related thereto for the purpose of obtaining additional clarifying information regarding a response to a Competitive Solicitation. Such contact, and any response thereto, shall be in writing and shall be provided to the members of the applicable procurement committee.

Time Period. The Code of Silence time period shall begin upon the issuance of a Competitive Solicitation. Additionally, the Superintendent or designee may invoke the Code of Silence at any time for any existing or anticipated procurement of goods or services. The authority of the Superintendent or designee to invoke the Code of Silence extends to any procurement method and is not limited to those procurement methods identified in this policy.

The Code of Silence time period shall officially end upon execution of the awarded contract by all required parties.

Regardless of the above time period, it is not acceptable for a potential vendor or vendor's representative to participate in determining the scope of work, strategic direction,

technical specifications, or evaluation criteria of District projects subject to competitive procurement in a manner that limits fair and open competition or is otherwise prohibited by law.

## **SUBMISSION DEADLINE FOR STATEMENTS OF QUALIFICATIONS**

**Deadline for receipt of submissions is 3:00 P.M. on November 5, 2019**

Interested firms will submit One Original response (clearly marked as original), three copies (clearly marked as copy) and one electronic version (flash drive or CD) of their response to the following address:

RFQ#2019-0001  
Karnes City ISD  
c/o Dr. Jeanette Winn  
404 N. Hwy 123  
Karnes City, TX 78118

All questions must be addressed via email to [jwinn@kcisd.net](mailto:jwinn@kcisd.net) **no later than 3:00 p.m. on Tuesday, October 29**. Responses will be issued via addendum to all registered firms.

Statements of qualifications must be submitted in sufficient time to be received and time-stamped at the above location on or before the published deadline date and time. Statements received after the published deadline time and date cannot be considered and will be returned unopened. Electronic, email, telephone, telegram and facsimile statements of qualifications will not be accepted.



## SUBMISSION REQUIREMENTS

Please include the following in your submission:

1. **Cover Letter.** Provide a one-page cover letter introducing the firm and any other pertinent information concerning the firm's specific qualifications for the services.
2. **Firm Description.** Provide firm name, address, contact, and number of years providing project/program management services, specifically for K-12 educational clients.

All submitting firms must identify the location of any parent office(s), and the location of the office that will be principally responsible for the project. For the office responsible, please provide an Organizational Chart depicting:

- a. Key staff proposed for KCISD's program/projects.
  - b. Staff members who will be involved in supporting program management services.
3. **Project Team.** For each key team member proposed, provide a one page resume with the following information:
    - a. Overview of roles and responsibilities on the project, as well as degrees held, registrations, memberships, and years with the firm.
    - b. List of personnel experience specifically in the educational market.
    - c. Involvement, if any, in terms of roles and responsibilities on the firm's experience.
    - d. For team members in a project support role, provide a half page resume with the following information:
      - 1) Overview of roles and responsibilities on the project, as well as degrees held, registrations, memberships, and years with the firm.
      - 2) List of personnel experience specifically in the educational market.
  4. **Technical Approach & Methodology.** Describe how your firm team will plan, implement and manage the program.
  5. **References.** Identify three local (San Antonio Metropolitan area) educational entities for which your proposed personnel have provided services (within the last 5 years) or are currently providing comparable project management services. For each client, provide the following:
    - a. The name of the client, the scope of the work being managed in terms of numbers of projects and total cost, and the status of the work.
    - b. The name, position, phone number and email address of the individual at the entity to whom the Project Manager reported.
    - c. The name of the architect(s) responsible for major projects in each program or District being managed. Provide the name, phone number and email address

for a contact with each architectural firm.

6. **JOINT RESPONSES.** Responses must be submitted individually. Joint responses will not be considered.
7. **Insurance.** Submit a copy of your firm's Professional Liability/E&O, Auto, CGL and Workers' Compensation insurance coverage certificate(s).
8. **Attached Submission Forms:** The vendor submission packet must include the required attachments, signed and included with each firm's submission