



Austin Independent School District

Contract and Procurement Services

REQUEST FOR QUALIFICATIONS (RFQ) Q15-034
Program Management Services for Austin ISD Capital Improvement Program
Due Date/Time: October 14, 2014

| Date | Event |
|-------------------|--|
| 9/25/14 & 10/2/14 | Advertise/Issue Date |
| 10/06/14 | Questions Submission Deadline |
| 10/10/14 | Responses to Questions Posted on AISD Website |
| 10/14/14 | Deadline for Submission, Proposal Opening at 2:00PM |
| 11/24/14 | Recommendation to the Board of Trustees/Contract Approval |

- Questions must be submitted via e-mail to the contact person listed below. In the e-mail subject line, type: Questions, Q15-034, Title of RFQ
- Q & A and Addenda will be posted on our website:
- <http://www.Austin ISD.org/contractandprocurement/advertised-bids-rfps>
- Sealed Statements of Qualifications (SOQ) will be received in accordance with the attached specifications. The sealed envelope containing your Statement of Qualifications should be plainly marked with the RFQ title, number, and opening date and time.
- FAX, e-mail or other electronic proposals **will not be accepted.**
- **PLEASE NOTE: Late responses WILL NOT be accepted**

Deliver Sealed Proposals to:

**Austin ISD
 Contract & Procurement Services
 1111 West 6th Street
 Building A, Suite 330
 Austin, TX 78703**

Contact:

Jennifer Dukes, Senior Contract Specialist
 512-414-9734
 Fax: 512-480-0924
 Jennifer.Dukes@Austin ISD.org

SECTION I- PURPOSE

The Austin Independent School District (“District”), under the direction of the Superintendent of Schools and Board of Trustees is seeking an Architect/Engineering Consulting Firm with Program Management Services expertise and experience in construction supervision.

Austin ISD is an urban school district serving a diverse population of approximately 86,000 students. Austin ISD (“AISD”) is located primarily within the Austin city limits, encompassing 230.3 square miles in Travis County. As the fifth largest school district in the state, AISD has 118 school facilities and 13 support facility sites representing 13.6 million square feet of building space spread over 2,112 acres. AISD uses a combination of permanent and portable classrooms to meet fluctuating space needs on campuses. The vast majority of classroom space is permanent. The District uses 630 portable buildings to address annual shifts in school populations and space restrictions where construction of permanent classroom space is not possible.

The District is engaged in renovation, modernization, addition, expansion and new construction projects under the voter-approved 2013 Bond Program/Capital Improvement Program (CIP) and remaining projects of the 2004 and 2008 Bond Programs with a total budget of \$489.7 million. The complete Facilities Master Plan can be found here: <http://www.Austin ISD.org/fmp>.

The Program Manager would identify District needs, developing concepts, determining feasibility of projects, budget and project plans and timelines to ensure efficiency, equity, timeliness, and accountability in the implementation of bond program(s). The Program Manager would also provide facilities planning, and strategic development and coordination with any and all Austin ISD stakeholders. The selected firm will work closely with all Austin ISD departments and be an integral part of the project team.

SECTION II –SERVICES/RESPONSIBILITIES OF THE PROGRAM MANAGEMENT FIRM

The Program Manager will work directly with AISD, design teams, general contractors and local and state agencies. The Program Manager will report to AISD, be sufficiently experienced, and technically proficient to satisfactorily perform the tasks as outlined herein.

The information below has been provided as an elaboration/clarification of the responsibilities of the Project Management firm. The selected firm will provide services “from start to finish” for all phases of each project. Responsibilities shall include, but not be limited to, the specific examples cited below.

1. Organization and Implementation Planning

- The Program Manager shall provide a full-time, on-site Program and Project Management team, with appropriate administrative support during the entirety of the program.

- Develop the Design/Engineering review phase procedures and report formats.
- Implement and maintain document control and record keeping systems.
- Assist in selection of Design Professionals by preparing and transmitting Request for Qualifications (RFQ's) assisting in the review of written proposals, conducting interviews, evaluating proposals and making recommendations.
- Review program schedules developed to date. Develop and maintain a comprehensive Master Project Schedule to include all organization, design, preconstruction, construction and post occupancy services. This will be a comprehensive schedule reflecting all significant activities required to deliver the project through occupancy and post occupancy. The schedule will be designed to deliver the project as quickly as possible while complying with all Austin ISD procurement, program and quality requirements. The Master Schedule will be continually updated to add and track sub-tasks to be performed by Program Manager, contractors and other parties.
- Provide an organizational plan and responsibility matrix for the management and control of the program, including activities of Austin ISD, project delivery team members and other pertinent to the process of project development. This includes assessment of project phasing, financing considerations, alternative delivery methods, bidding and contracting strategy, etc. to provide for the most efficient approach for delivering the projects.
- Review project budgets developed to date including a review of the districts condition assessment data and prepare Architect/Engineering (A/E) scopes of work with budget reconciliation for all bond projects that involve renovation or remodeling of existing structures. Provide a system for housing this data and tracking completion of work scopes throughout the duration of the program.
- Refine and develop a detailed preliminary Master Project Budget for the project. The Master Project Budget is intended to capture all costs of the project, serve as a reporting tool and enable control of all project costs. Actual project cost control will be coordinated with Austin ISD Finance for the optimum approach, to include cash flow projections.

2. Pre-Design / Planning Phase/ Design/Engineering Review

- Planning phase oversight and manage Technical Services Providers (Architect, Engineer, other Design Phase Consultants).
- Assist with verification of site conditions, scope to budget, conceptual planning and feasibility analysis.
- Correlate scope to budget and schedule, and/or Master Plan in coordination with the District and the A/E firms.
- Engage and Coordinate with Regulatory Authorities.
- Design phase oversight and manage Technical Services Providers (Architect, Engineer, other Design Phase Consultants).

- Review the design documents for compliance with the scope to budget and other program requirements.
- Review drawings and specifications for compliance with Austin ISD Technical Standards. Upon receipt of required deliverables, process payment for design phase consultants.
- Coordinate reviews of design documents and construction documents by the maintenance department and other auxiliary Austin ISD personnel. Assist these personnel in ensuring compliance with Austin ISD Standards.
- Provide dedicated Program Management personnel to accomplish proposed requirements of the program. Serve as Austin ISD representative in coordinating all activities of all Project Teams providing overall team leadership and guidance throughout the entire process. Program Manager will provide full time on-site program management representation and administrative support during this phase and throughout the balance of the program.
- Maintain the detailed Master Program Budget to address all projected costs. The Master Project Budget is intended to capture all costs of the project and serves a reporting tool to Austin ISD and enables control of project costs. Program Manager will maintain data on approved budget changes, commitments, expenditures to date and remaining budget amounts in a format consistent with Austin ISD requirements.
- Maintain the Master Program Schedule and a short term look-ahead schedule to facilitate the overall project decision-making process. Identify key milestones for the design team and coordinate decision-making processes necessary to achieve all milestones. The Master Schedule will be continually updated to add and track sub-tasks to be performed by Program Managers and contractors.
- Provide oversight of the design teams, as directed by the District's representative(s), including coordination of interfaces with District personnel. The nature of this oversight is to make certain that budget, schedule, and document coordination and quality are achieved; and that necessary integration with contractor processes occur in a high- value manner. If requested by District, assist in negotiations of any proposed design services contracts.
- When design or programmatic changes are made and approved by District, these changes will be logged and the cost effect will be documented in the form of a Design Phase Change Order. Any deviations from the quality specifications contained in Austin ISD Technical Specifications and Construction Standards document will be conspicuously noted.

3. Construction Procurement

- Procurement phase oversight and manage Technical Services Providers (A/E firms, other Design Phase Consultants), printers and other participants.
- In collaboration with Austin ISD and the design teams, develop the procurement strategy and assist with the process. Assist Austin ISD/design team in preparing and placing notices and advertisements to solicit responses on the projects.
- Work in collaboration with the A/E Firm to develop the front end documents.
- Assist with selection of General Contractors, required for project implementation, including but not limited to development of RFQ's, CSP's, analysis of proposals, managing the interview process and development of recommendations for selections in accordance with Austin ISD guidelines.
- Assist the design team in the delivery of documents and addenda to the interested parties and attend pre-proposal conferences. Work with the design team to provide to

- Austin ISD a cost estimate for each addendum.
- Organize bid previews and procurement training. Promote interest in the CIP.

4. Construction

- Construction phase oversight and manage Construction Services and Technical Services Providers (A/E firms, contractors) and other participants.
- Provide a full-time, on-site construction management team to administer the construction and promote a safety program for all projects. Act as an agent and representative of Austin ISD and establish and implement coordination procedures among Austin ISD, design teams, contractors and other parties.
- Coordinate closely the site observation activities, submittals and delivered equipment and materials to correspond with Austin ISD Standards.
- For each project, conduct pre-construction kick-off meetings with Austin ISD
- Representative to the design team, the construction contractor, and all other key members of the Project Delivery Team. Establish processing of Submittals, Shop Drawings, Requests for Information (RFIs), Change Requests, etc. Prepare a project procedures manual relative to handling all project documentation in concert with the design teams current forms and processes.
- Coordinate dispute resolution and claims avoidance services. Process and monitor the review by the design team of submittals, product samples, shop drawings, requests for information and clarifications.
- Manage the Change Order tracking system: All proposed changes will be set forth in a request for proposal from the design team, outlining in appropriate detail the change, and accompanied by technical drawings and specifications if necessary. The contractor will develop a detailed breakdown of estimated cost and time extension request. All change orders must have approval by Austin ISD's representative prior to execution. All approved change orders shall be logged. Where deemed necessary by Austin ISD, provide life-cycle costing data to support changes.
- Monitor Requests for Information (RIF's) to ensure timely responses by all parties.
- Identify potential liabilities in the RFIs, which could develop into future requests for change orders.
- Review all applications for payment submitted by construction contractor, vendors, etc. and provide recommendations for revisions and/or payments. However, should it later be found that a contractor has failed to comply with the provisions of the contract in any way or detail, such failures and subsequent remedies will be the sole responsibility of the contractor.
- Ensure that Operations and Maintenance Manuals are assembled on an on-going basis during construction to facilitate training and final complete compilation.
- Manage and maintain all project documents and files and ensure as-built drawings are being kept current by contractor.
- Chair weekly job meetings, and prepare and distribute minutes to all attendees.

5. Post-Construction

- Provide Post Construction phase oversight and manage Construction and Technical Services Providers (A/E firms, contractors) and other participants.
- Assist the design team in performing interim and final inspections and in monitoring all corrective work. Assist the design team in developing an appropriate punch list of

outstanding items to be corrected at the time of substantial completion. Monitor completion of the punch list items by the contractor.

- Coordinate such items as furniture and equipment (delivery, assembly and installation), systems testing, training sessions, etc. Participate in regular Move-in Team coordination meetings to ensure all deadlines are met.
- Review Operations and Maintenance manuals for each project to make sure they meet specified requirements.
- Assist Austin ISD in obtaining Occupancy Permit, including preparation of relevant documents for governmental agencies, as well as facilitating inspections by governmental agencies.
- Work with Commissioning Services provider.
- Verify that all warranties have been received and are properly executed by the District. Coordinate six and eleven-month warranty completions.

6. Communication

- The Program Manager, as directed by Austin ISD, will make presentations to and answer questions from Austin ISD Board of Trustees and Superintendent.
- The Program Manager shall design, establish and maintain a Bond Program web site for informing the public on project specific progress/status, in collaboration with the AISD Communications Department. Austin ISD shall approve of the design and information before it is made available to the public.
- The Program Manager shall participate in Citizen Bond Oversight Committee (CBOC) meetings, prepare responses to questions presented by the CBOC members and other related tasks.
- The Program Manager shall put in place a system of daily and weekly updates and reporting to Austin ISD. The purpose of this protocol is to keep Austin ISD abreast of the construction program, particularly involving issues requiring immediate attention.
- For all CIP-related meetings, the Program Manager will prepare and distribute meeting notes (minutes) and ensure coordination of issues raised during the meetings with responsible project stakeholders. Meeting notes (minutes) will be issued to all parties concerned no later than three (3) working days following the date of the meeting.
- The Program Manager shall prepare a monthly Project Report to include the following information for each project: Executive Summary Narrative; Executive Summary Cost Report; Master Schedule Update. The Project Specific Report shall include a Progress Report; and the presentation of post-construction maintenance schedules and procedures.

7. Project Management

- The Program Manager will create and maintain a Master Schedule, and routinely update key project activities and milestones in that Schedule. Updates include adjustments to be made to the project cost control and resource management systems.

- The Program Manager will analyze and report to Austin ISD on all schedules submitted by Austin ISD, the Design Team, General Contractors, suppliers and vendors.
- The Program Manager will establish and maintain a computerized Project Management System integrated with an automatic cost/scheduling system, providing for the management control, and documentation of resources expended on the project.
- The Program Manager will provide Austin ISD with monthly budget, cost, and business reports for the project, which will include an Exceptions Report, forecasting problems and providing recommendations for remedial action.

8. Change Management

- The Program Manager will establish and maintain a project Change Management System that will provide for the control, tracking, and documentation of all changes to the project.
- The Program Manager will review, analyze, and make recommendations regarding cost, schedule, and quality impacts of all changes in scope submitted for consideration by Austin ISD or his representative, by the design team and/or contractors.
- The Program Manager will analyze and negotiate both the scope and costs of all changes for Austin ISD approval, and on a monthly basis, will report to Austin ISD on the impact of all changes on project cost, schedule, and quality.

SECTION III - EVALUATION AND SELECTION PROCESS

1. Sealed qualifications will not be read in public and will be “under evaluation” until final selection is determined. Results will become available after approval by the Board of Trustees.
2. Each response will be reviewed to determine if it is complete and submitted in accordance with the outline provided in this document prior to actual evaluation of its contents. The District may contact respondents for clarification or additional information at its sole discretion but reserves the right to eliminate from further consideration any Statement of Qualifications deemed to be substantially or materially non-responsive to this RFQ.
3. AISD will conduct a reasonable inquiry into respondents' past performance, financial stability, and ability to perform on schedule and within budget. By submitting a response, a firm expressly authorizes the District and its representatives to contact all named references by phone, correspondence, or other means regarding the past performance of the firm and any of the proposed team members identified in the Statement of Qualifications.
4. The evaluation/selection process shall be based on the written Statement of Qualifications. The weighting of each item by the points shown below indicates the relative importance of each item and shall be used in the ranking of RFQ responses:

- a. **Professional Qualifications (20 points)**
- b. **Program Management Experience (20 points)**
- c. **Personnel Qualifications (20 points)**
- d. **Project Approach and Understanding (20 points)**
- e. **References (20 points)**

5. When evaluation of qualification statements is completed, the Administration will rank each response and develop a "short list" of qualified firms to interview. Austin ISD anticipates that three firms will be short-listed and invited to participate in oral presentations/interviews, but the number may be more or less depending on the review of qualifications submissions. If an interview is requested by the Administration Evaluation/Selection Committee, the key proposed project staff will be expected to attend the interview. AISD, at its sole discretion, may elect to waive the interview and enter into contract negotiations with the firm it believes to be the most qualified.

6. AISD will first select the most highly qualified provider of requested services on the basis of demonstrated competence and qualifications and attempt to negotiate a contract with that provider at a fair and reasonable price. If a satisfactory contract cannot be negotiated with the most highly qualified provider, the District will:

- a. Formally end negotiations with that provider;
- b. Select the next most highly qualified provider; and
- c. Negotiate a contract with that provider at a fair and reasonable price.

7. The evaluation criteria published herein and as modified by any addenda represent the best effort of the District to establish in advance the evaluation criteria to be used for this RFQ. The District reserves the right to modify, change, add or delete items within these criteria if it determines that modifications, changes, additions or deletions will be in its best interest.

SECTION IV – STATEMENT OF QUALIFICATIONS FORMAT

1. It is the sole responsibility of submitting firms to ensure timely receipt of the RFQ response and to properly label the box/envelope as indicated on the cover of this RFQ.
2. When preparing your response, emphasis shall be on the quality, completeness, clarity of content, responsiveness to requirements, and an understanding of the project. Responses shall include acknowledgment that the professional has reviewed and understands the information provided in the RFQ. A principal of the firm must sign the completed response and affirm that the information provided is true, complete and accurate.
3. The response to this Request for Qualifications must be presented in the form of a Statement of Qualifications (SOQ). The SOQ shall be clearly tabbed for each part of

the requirements listed below and limited to **thirty (30) pages** (8 ½" x 11"), vertical format, single sided, minimum of three-quarter (¾) inch margins and 11-point font. A total of four (4) of the twenty-five pages may be 11" x 17" fold out.

4. The Statement of Qualifications must be bound along the left margin in a manner such that the completed document will lie flat when open. Portfolio, 3-ring, or other binders are not acceptable.
5. Provide **ONE (1) ORIGINAL AND FOUR (4) COPIES** (for a total of 5) of the RFQ response and one (1) electronic version in PDF format on flash drive.
6. The following must be included in the SOQ but **will not count** towards total 30-page limitation.
 - Cover, back, and tab divider sheets.
 - Cover letter at the front of the SOQ.
 - Table of Contents.
 - Required forms. (listed under Section I – RFQ Response Checklist).
 - Appendix A – HUB and M/WBE certificates for consultant and sub-consultants.
 - Appendix B – Financial Statements.
 - Appendix C – Legal Disclosure.

STATEMENT OF QUALIFICATIONS OUTLINE

1. Letter of Introduction/Cover Letter (2 page maximum)
2. Table of Contents (1 page)
3. Required Forms

TAB 1 – FIRM PROFILE/PROFESSIONAL QUALIFICATIONS (4 pages total)

1. Provide complete name, local business address, phone number and web address of the submitting firm(s).
2. If the submitting firm anticipates the use of sub-consultants, joint venture partners, or any other operating structure, provide a detailed description of that company structure, the relationship with any sub-consultants, and whether these firms have worked together in the past.
3. Type of organization (corporation, joint venture, partnership, other).
4. Provide year established and a brief history and overview of the firm.
5. Length of time firm has been in business as a program management firm.
6. Location of principal office that will be responsible for implementation of this contract

7. Location of other offices from which resources may be drawn for this contract.
8. Size, resources and capabilities of the firm.
 - a. List the principal from the submitting firm who may be contacted. List name, title, credentials, contact number and email address. Listed principal must be empowered to speak for the firm on policy and contractual matters.
 - b. Depth of staff and capabilities from within the organization which can be drawn upon to include management, planning, inspection, and finance personnel; on-site representatives. Include emphasis of access to staff to provide support from the local office of the submitting firm or sub consultants.
 - c. Credentials must include not only the credentials of the team and/or firm, but also the credentials of individuals who will be assigned to the project and their proposed assignment.
9. Financial Information
 - a. Refer to APPENDIX B.
10. Claims and Litigation
 - a. Refer to APPENDIX C.
11. Insurance Information. Document compliance with the requirements of this RFQ regarding amounts of insurance carried by your firm in the categories below and provide name of insurance company, name of agent, address, telephone number, policy number, and expiration date(s).
 - a. Professional Liability
 - b. Workers' Compensation
 - c. Employers' Liability
 - d. Bodily Injury Liability
 - e. Personal Injury Liability
 - f. Property Damage Liability
 - g. Auto Liability including Bodily Injury

TAB 2 – PROGRAM MANAGEMENT EXPERIENCE (5 pages total)*(Maximum of five (5) relevant projects/programs)*

1. Firm's K-12 multiple site program management experience in the past five years that were over \$300 million in value. Programs may be current or completed within this time period:
 - a. Name and location of each school district.

- b. Name, position, phone number and email address of the individual at the school district to whom the Program Manager reported.
 - c. The nature of the firm's responsibilities and work.
 - d. Size, type of facilities, and cost of program.
 - e. A description of how this program is relevant to AISD and how that relevancy specifically benefits AISD.
2. Provide a list of all of the firm's program management projects provided for K-12 school districts in the last ten years along with approximate number of schools, bond size, and program duration.

TAB 3 – PERSONNEL/TEAM MEMBER QUALIFICATIONS (10 pages total)

1. The selected firm shall employ at its expense professionals properly skilled in the execution of the functions required.
 - a. Identify the key personnel you would assign to the District's program and/or projects for each phase of the work, including their roles and overall description of the qualifications of the personnel in the proposed team. Key personnel must have experience on major K-12 programs.
 - b. Describe how your team would efficiently staff, organize and implement the projects identified.
 - c. Include organizational chart that depicts reporting responsibilities and organization of team members. This chart must specifically identify the program manager (or program director) and the key individuals responsible for major disciplines and support areas and should indicate whether involvement would be full or part time.
 - d. Briefly describe your commitment to provide and maintain professionally qualified personnel throughout the duration of the program.
 - e. Indicate overall team member's experience working on educational facility projects.
2. Resumes of key personnel to be assigned to this program
 - a. Resumes should include name, title within the team, education, experience, certifications, and proposed responsibilities.
 - b. Resumes should highlight K-12 experience and represent experience for the proposed work on this program.
 - c. Involvement, if any, in terms of roles and responsibilities on the firm's project

experience described in Tab 2, Program Management Experience.

- d. At least one key project team leader assigned to this program in a leadership position shall be a Certified Construction Manager (CCM) as issued by the Construction Management Institute.

TAB 4 – PROGRAM APPROACH AND UNDERSTANDING (5 pages total)

1. Review the list of services outlined in this RFQ, describe the proposed methodology of how your firm's team will provide and deliver the required services that address the critical issues facing Austin ISD.
2. Highlight and describe the firm's approach to implementing Austin ISD's 2013 Capital Improvement Program and how the firm intends to integrate into Austin ISD.
3. Discuss the reasons why your firm/staff is especially qualified to undertake this assignment. Respondents may include anything they wish in support of their qualifications; however the response should be limited to no more than five (5) pages.
4. Indicate your earliest availability or the amount of time you would require to commence the program as set forth in this RFQ.

TAB 5 – REFERENCES (1 page total)

1. Provide name, address, telephone number, e-mail address of five (5) references that will attest to firm's and/or staff abilities to deliver the work as contracted. References shall be from the projects/programs highlighted in TAB 2 – EXPERIENCE above. It is the District's plan to contact three or more of the firm's references listed to help assess the experience, expertise, and capabilities of the firm.

APPENDIX B – FINANCIAL STATEMENT – Prime Only

Financial Information

- a. Provide a current financial rating of your company and any documentation, including a Dunn and Bradstreet analysis, which indicates the financial stability of your company.
- b. Identify any bankruptcy filings by the firm (or any former name under which the firm operated).
- c. Include a copy of the firm's most recent (no more than 2 years old) audited financial statement(s).

APPENDIX C – CLAIMS AND LITIGATION – Prime Only

Identify your firm's professional liability claims history as well as any recent or currently outstanding legal claims against the firm stemming from Program Management services for K-12 Public School clients. If the submitting firm is publicly held, the firm may include its most

recent 10-K complete with notes and disclosures on legal matters that might have a material effect on this contract in lieu of the firm's professional liability claims history.

SECTION V– SPECIAL TERMS & CONDITIONS

1. All questions regarding this invitation must be submitted via email to the person identified on the first page of this document. Requests for information/interpretation must be received by 2:00 PM (local time) on **October 14, 2014**. Only questions answered by formal written addenda will be binding.
2. Addenda will be posted to the AISD website. You may obtain the addenda from our web site address at <http://www.Austin ISD.org/contractandprocurement/advertised-bids-rfps>. It is the responsibility of each Respondent to obtain all addenda that pertains to this RFQ. Failure to receive such addenda does not relieve Respondent from any obligation under the SOQ submitted. All formal written addenda become a part of the RFQ documents. Respondents shall acknowledge receipt of all addenda in the RFQ Response Form.
3. RFQ will remain open for consideration for a period of **ninety (90) days** subsequent to the opening of RFQ, unless otherwise indicated, to allow time for the SOQ to be evaluated and Board of Trustees action, if required.
4. The successful Respondent(s) will be notified in writing (manifested by an award letter or properly executed purchase order) after review and acceptance by Austin ISD.
5. All Respondents must execute the forms enclosed (or otherwise requested herein) for the SOQ to be considered responsive. The name of the company representative on these forms should be the same. All supplemental information required by the RFQ Form must be included with the SOQ. Failure to provide complete and accurate information may disqualify the Respondent.
6. Vendors that do business with a school district are required to file a questionnaire to identify any potential conflicts of interest. The CONFLICT OF INTEREST QUESTIONNAIRE can be downloaded from the District internet/web address at <http://www.AISD.org> or the Texas Ethics Commission web address at http://www.ethics.state.tx.us/whatsnew/conflict_forms.htm
7. It is the policy of the Austin Independent School District not to discriminate on the basis of race, color, religion, national origin, sex, disability, sexual orientation, or age in its programs and activities, its educational programs, nor in its employment practices.
8. In order to ensure the integrity of the selection process, Respondent's employees, officers, agents, or other representatives shall not lobby or attempt to influence a vote or recommendation related to the Respondent's response, directly or indirectly, through any contact with school board members, other District officials or employees **from the date this RFQ is released until the award.**

SECTION VI - PROPOSED RFQ SCHEDULE

The District plans to follow the following timeline shown for this RFQ, but reserves the right to modify the schedule, as may be necessary and/or convenient:

| | |
|------------------------------|--|
| 9/25/14 & 10/2/14 | Advertise/Issue Date |
| 10/06/14 | Questions Submission Deadline |
| 10/10/14 | Responses to Questions Posted on AISD Website |
| 10/14/14 | Deadline for Proposals, Proposal Opening at 2:00PM |
| 11/24/14 | Recommendation to the Board of Trustees/Contract Approval |

SECTION VII - ADDITIONAL CONDITIONS

1. All qualification statements submitted in response to the RFQ are to be the sole property of Austin ISD. Firms are encouraged NOT to include any information that is proprietary unless specifically requested. If included, all such material should be clearly marked as proprietary. All materials associated with this procurement process are subject to the terms of state laws defining freedom of information and privacy and all rules, regulations, and interpretations resulting from those laws including Board policy.
2. The firm must certify that the personnel identified in its response will be the individuals actually assigned to the project. Any additions, deletions or changes in personnel during the course of the program must be approved by the District, with the exception of personnel who have terminated employment. Any replacements shall have the qualifications/experience equal to or better than the individuals that are being replaced. At its discretion, the District may require the removal and/or replacement of any of the firm's personnel who do not perform adequately, regardless of whether they were previously approved by the District.
3. This is a Request for Qualifications only. DO NOT include any fee information in response to this RFQ.
4. The contracted services include professional program management services required for the implementation of the CIP, While it is anticipated that the selected firm will provide services for all phases of the CIP, the District reserves the right to end any resulting agreement at the conclusion of either phase if deemed to be in the best interest of the District.. The services listed may overlap and apply to preceding or subsequent phases as well.
5. If the CIP is delayed for a reason beyond the control of the selected firm, and the District determines it to be in its and the public's best interest to retain the selected firm's

services for additional years to complete the 2013 Capital Improvement Program, an amendment for these additional services will be negotiated in good faith. In such case, the District may extend this contract (by written agreement) for up to two (2) additional one-year periods for a total maximum contract term of six (6) years, provided that AISD notifies the contracted firm of its intention to do so at least 30 days prior to the contract expiration date. If the contract extension necessitates additional funding beyond that which was included in the original contract or subsequent amendment to contract, the increase in AISD's maximum liability will also be affected through a contract amendment and shall be based upon rates provided for in the original contract.

6. For additional information, please contact the person listed on the front cover. All questions must be submitted via email and received prior to 2:00 PM (local time) on October 6, 2014. Questions and Answers pertinent to this RFQ will be posted to the AISD's Contract and Procurement Services Department web page, <http://www.AustinISD.org/contractandprocurement/advertised-bids-rfps>. **No verbal responses will be provided.** Please note that results of this RFQ are **NOT** available by telephone.
7. AISD reserves the right without prejudice to reject any or all submittals, with or without cause, or to enter into a negotiation for a contract for services with a firm submitting a statement of qualifications. AISD further reserves the right to cease negotiations with one firm and begin negotiations with another firm. Any statement shall be considered by AISD merely as an invitation to negotiate a professional services agreement. AISD is not bound to award a professional services agreement based upon the information submitted. AISD may, at its sole discretion, modify or amend any and all provisions herein.
8. No proposals may be withdrawn for a period of sixty (90) days subsequent to the deadline for receipt of proposals without the prior written consent of AISD and Austin Independent School district.

Firms that intend to submit a Statement of Qualifications in response to this RFQ must send a completed Letter of Intent to the District no later than 2:00 PM (local time) on **October 10, 2014**. The Letter of Intent may be sent via fax or email to:

Jennifer Dukes, Senior Contract Specialist
Fax: 512-480-0924
Jennifer.Dukes@Austin ISD.org

1. If submitting the Letter of Intent via fax, please write “**Letter of Intent for RFQ _____**” on the fax cover sheet.
2. If emailing the Letter of Intent, you must enter “**Letter of Intent for RFQ _____**” in the subject line.

All fields are required. Please print legibly or type.

Company Name: _____

Company Address: _____

Contact Person: _____

Contact _____

Title/Position: _____

Contact Phone: _____

Contact Email: