



CAMERON

INDEPENDENT SCHOOL DISTRICT

REQUEST FOR QUALIFICATIONS

CAMERON INDEPENDENT SCHOOL DISTRICT

304 East 12th

P.O. Box 712

Cameron, TX 76520

**Construction Manager-At-Risk (CMAR) Services
Two-Step Process**

CAMERON ISD 2022 BOND PROJECTS

INSTRUCTIONS TO RESPONDENTS

SECTION I – INTRODUCTION

- 1.1 Cameron Independent School District (the “District” or “CISD”) is soliciting responses to this Request for Qualifications (“RFQ”) related to the selection of a Construction Manager-At Risk (“CMAR”) related to the District’s 2022 Bond Projects, which includes (i) the renovation and rehabilitation of the Old C.H. Yoe High School Building to create a Career and Technical Education (“CTE”) Center and (ii) improving and enhancing Agricultural Sciences Program Facilities, located at 304 East 12th, Cameron, Texas 76520 (the “Project”). The District has selected the Two-Step Process for selection of a CMAR, in accordance with § 2269.253(b), Texas Government Code. The District’s budget for the Project is \$15,900,000.
- 1.2 Point of Contact/Restriction on Communication. The District designates the following person as its representative and point of contact for this RFQ:

Mr. Kevin Sprinkles
Superintendent of Schools
304 East 12th
Cameron, Texas 76520
(254) 697-3512
ksprinkles@cameronisd.net

Respondents shall restrict all contact with the District and direct all questions regarding this RFQ, including questions regarding terms and conditions, to the District’s Representative specified above by email. Do not contact members of the Board of Trustees or other employees of the Cameron Independent School District. Contact with any of these prohibited individuals after issuance of the RFQ, and before selection is made, may result in disqualification of your Statement of Qualifications.

SECTION II – RESPONSE REQUIREMENTS AND DEADLINES

- 2.1 Responses are to include the information requested in the Questionnaire that follows, in the sequence and format prescribed. Elaborate brochures or other presentations beyond those sufficient to present a complete and effective response to this solicitation are not desired. .
- 2.2 Eight (8) bound copies of Responses to this RFQ are to be submitted in a sealed envelope, clearly marked with “**STATEMENT OF QUALIFICATIONS FOR CMAR SERVICES FOR THE CAMERON INDEPENDENT SCHOOL DISTRICT**” to:

Cameron ISD
Office of the Superintendent of Schools
Attn: Mr. Kevin Sprinkles
304 East 12th

P.O. Box 712
Cameron, Texas 76520

2.3 Deadline for Submission. Responses to this RFQ are due no later than:

2:00 p.m. (local time) August 19, 2022

No fax or other forms of electronic transmissions will be accepted for consideration. Statements of Qualifications received after the published deadline will not be accepted or considered.

2.4 Questions concerning this RFQ shall be directed to the representative designated in Section 1.2 above. Any answers to said questions will be provided to all of the entities/firms who are known to have obtained this RFQ by notification or by posting the questions and answers on the Cameron Independent School District's website: <http://www.cameronisd.net>. It is the sole responsibility of each respondent to periodically check the above website to see if any updates or addenda to this RFQ have been posted. The submission of a response to this RFQ shall constitute a waiver of any complaint that the respondent did not receive notice of or a copy of any such updates or addenda.

SECTION III – SELECTION PROCESS/SELECTION CRITERIA

3.1 Selection of CISD's CMAR shall be made on the basis of demonstrated competence and qualifications as provided by Texas Government Code § 2269.253. In procuring CMAR, CISD will first select up to five (5) of the most highly qualified respondents to this RFQ. The District will then notify each of the selected respondents and request submission of proposals containing the proposed fees and costs for providing the CMAR services. § 2269.253(b), Tex. Govt. Code. The District shall then select the proposal that provides the best value for the District based upon its selection criteria, in accordance with § 2269.254, Tex. Govt. Code. If a satisfactory contract cannot be negotiated with the selected provider of such CMAR services, CISD will formally end negotiations with that provider, select the next best proposal and attempt to negotiate a contract with that provider at a fair and reasonable price. *Id.* It is the present intent of CISD to continue the process described above to select and negotiate with providers until a contract is entered into. *Id.* However, CISD reserves the right to waive any formalities and/or to reject any or all responses to this RFQ.

3.2 CISD shall select the most highly qualified firm based on the responses submitted to the criteria listed in this RFQ. The District reserves the right to accept or reject any and all Statements of Qualifications/Response to this RFQ without the necessity of stating any reason therefor, reserves the right to waive any technicalities, reserves the right to be the sole judge of which respondent is the "most highly qualified," and reserves the right to select the respondent that serves the best interests of Cameron Independent School District.

- 3.3 CISD will review submissions and notify submitting firms of decisions made and may elect to interview some of the firms submitting qualifications. Firms to be interviewed will be notified as to the time and place for the interview. There is to be no contact by the firm or its agent with members of the Board of Trustees prior to an interview. The submission of any firm or agent that contacts any member of the Board of Trustees in violation of this section shall be automatically rejected.
- 3.4 Interviews, if desired by CISD, will be conducted the week of August 29, 2022. CISD will notify any firm it wishes to interview no later than August 26, 2022. Interviews will be held at Cameron Independent School District, 304 East 12th, Cameron, Texas 76520. Firms will have up to 30 minutes to make presentations and 15 minutes for questions.
- 3.5 The intent is to finalize selections as soon as possible after receipt of all necessary information. The District may consider any information provided in the response to this RFQ and any other data available to the District in determining whether, or to whom, a contract will be offered. By submitting a response to this RFQ, the respondent agrees to waive any and all claims against CISD arising out of or in connection with the administration, evaluation, or recommendation of any response to this RFQ.
- 3.6 The selected offeror shall be required to provide to CISD a completed Form 1295, "Certificate of Interested Parties," and shall be required to meet all 1295 disclosure requirements prior to the District's execution of the contract between the parties.
- 3.7 CISD reserves the right to request supplemental information of any and/or all respondents to aid the District in the evaluation process.
- 3.8 **Selection Criteria.** CISD may, but is not required to, utilize the following criteria in its evaluation of submitted Statements of Qualifications/Response to this RFQ:
 - 3.8.1 Prior CMAR experience.
 - 3.8.2 Qualifications to perform the required CMAR services related to size and scope of the Project.

CISD reserves the right, at its sole discretion, to use criteria different from those listed above in its evaluation of submitted Statements of Qualifications/Responses to this RFQ, and in accordance with the requirements of § 2254.004, Tex. Gov't. Code.

SECTION IV – SCOPE OF SERVICES

- 4.1 The scope of work for CMAR Services, for the Cameron ISD 2022 Bond Projects, as requested in this RFQ, is as follows:
 - 4.1.1 Provide CMAR services related to the renovation and rehabilitation of the Old C.H. Yoe High School Building.

SECTION V – INSURANCE

The selected provider will be required to provide and maintain certain insurance coverages and limits of coverage, including, but not limited to, Commercial General Liability, Automobile Liability, Professional Liability, and Workers' Compensation Insurance, as applicable to the Scope of Services requested herein.

SECTION V – INDEPENDENT CONTRACTOR

Respondent agrees and understands that, if selected, it and all persons designated by it to provide services in connection with the contract that is awarded, shall be deemed to be independent contractor(s), responsible for their respective acts or omissions, and that District shall in no way be responsible for Respondent's actions, and that none of the parties hereto will have authority to bind the others or to hold out to third-parties, that it has such authority.

SECTION VI – CRIMINAL BACKGROUND CHECKS

The selected provider agrees, prior to the execution of the awarded contract, to provide assurance to the District that all employees and subcontractors of the provider *who are likely to or will have contact with students* have passed a criminal history background check current within the last year and shall certify that no such employees or subcontractors have any felony convictions. The selected provider shall have a continuing duty to annually update the assurance/certification to CISD, as well as each time a new employee or subcontractor is employed.

SECTION VII – REQUIRED FORMS

Each respondent shall be required to complete and submit each of the following attached forms with its Statement of Qualifications/Response:

1. Authorized Offer Form.
2. Felony Conviction Notice.
3. Certification by Corporate Offeror.
4. Conflict of Interest Questionnaire.

**CAMERON INDEPENDENT SCHOOL DISTRICT
REQUEST FOR QUALIFICATIONS QUESTIONNAIRE
CMAR SERVICES**

Please provide the following information in the sequence and format prescribed by this questionnaire. Supplemental material providing additional information may be attached and limited to no more than four (4) pages, but the information requested below is to be provided in this format.

A. Firm Profile

1. Firm Information:

Name of Firm: _____

Address of Principal Office: _____

Phone: _____ Fax: _____

Form of business organization: (Corporation, Partnership, Individual, Joint Venture, etc.): _____

Year Founded: _____

Primary individual to contact: _____

Primary contact E-mail: _____

2. Type of Business Organization

2.1 How many years has your organization been in business in its current capacity?

2.2 How many years has your organization been in business under its present name? Under what other or former names has your organization operated?

2.3 If your organization is a corporation, please provide: Date of incorporation, state of incorporation and list all officers of the corporation.

2.4 If your organization is a partnership, answer the following: Date of organization, type of partnership: (if applicable); Names of general partners.

2.5 If your organization is individually owned answer the following: Date of organization, name of owner.

2.6 If the form of your organization is other than those listed above, describe it and name the principals.

2.7 Has any owner or manager of your organization been convicted of a felony? If so, please describe. (Publicly held corporations need not answer this question.)

2.8 Is your organization and its principals, if not a corporation, in good standing with all state or federal governmental regulatory agencies, including the Internal Revenue Service?

2.9 How long has your organization operated under its current Tax Identification Number?

3. Business Licensing

3.1 List jurisdictions and trade categories in which your organization is legally qualified to do business and indicate registration or license numbers, if applicable.

3.2 List jurisdictions in which your organization's partnership or trade name is on file.

4. Financial Information

4.1 Please provide the most recent financial statement (audited preferred) with bank references.

4.2 Please provide one original certificate of insurance evidencing your firm's current professional liability insurance coverage.

B. Firm Experience

1. Firm Experience

1.1 List the categories of professional services that your organization normally provides with its own forces.

1.2 Identify projects of similar size and scope designed by your firm. Did your firm supervise construction on the identified projects?

1.3 Claims and suits (If the answer to any of the questions below is yes, please attach details).

1.3.1 List any and all claims, suits, and/or causes of action that have been filed against you in the last five years?

1.3.2 Has your organization ever failed to complete work or been terminated after a contract was awarded to it?

1.3.3 Are there any judgments, claims, arbitration proceedings or suits pending or outstanding against your organization or its officers?

1.3.4 Has your organization filed any lawsuits or requested arbitration with regards to any design or construction contract within the last five years?

1.4 Within the last five years, has any officer or principal of your organization ever been an officer or principal of another organization when it failed to complete a construction contract? (If the answer is yes, please attach details).

1.5 Current work: List the projects your organization has under contract, giving the name and location of project, owner, contract amount, percent complete and scheduled completion date. Indicate the method of construction delivery.

1.6 Please describe your organization's work over the last five years: List all projects (particularly Educational Facilities) designed by your firm. For each project, provide the name, nature of the project/function of the building, size (SF), location, cost, completion date, owner and indicate the method of construction delivery. Provide name, phone and fax number of contact for owner of each project for reference purposes.

1.7 Describe the firm's experience, if any, with Cameron Independent School District.

1.8 Describe contributions by the firm or firm's personnel to educational programs, publications, and professional organizations as is relevant to the Project.

1.9 List design awards received by the firm. Identify project, award, awarding entity, and date received.

C. Personnel

1. Personnel

1.1 Identify the key personnel whom you anticipate will work on the Project if your firm is selected. Define their roles, and provide a resume for each. The resume should describe experience relevant to the Project.

1.2 Describe the firm's personnel and procedures during the contract administration/construction phase.

1.3 Identify the members of your firm who have and maintain a professional license.

1.4 Has any complaint been filed with any licensing agency against any principal of your firm or anyone identified in response to Section 1.1 or 1.3? (If the answer is yes, please attach details)

D. Process

1. Work Process

1.1 Describe briefly in written and/or graphic form the work process and schedule the firm proposes to realize CISD's scope, budget, and schedule objectives.

- 1.2 Describe the manner in which the firm will work with CISD to define the program. Provide a recent example of a program relevant to CISD’s project, if applicable.

- 1.3 Describe the firm’s approach to contract documents and how quality and coordination is assured.

2. Concepts for working with a General Contractor.

- 2.1 Describe your organization’s concepts for working in a team relationship with a general contractor during the design and construction of major projects.

- 2.2 How does your firm work with owners to establish a projected construction budget for a project during the design phase?

E. References

1. References

- 1.1 List as references a minimum of three previous clients for whom the firm provided services relevant to those required for the Project. For each, list the reference’s name, institution, position (or contact person if reference is an institution), phone/fax number, and list those projects for which the firm provided services to that reference.

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- 1.2 CISD reserves the right to contact as references the owners listed in items B.1.5 or B.1.6 above regarding your firm's services.

Submitted by: _____

Title: _____

AUTHORIZED OFFER FORM

TO: CAMERON ISD

I, or we, the duly authorized undersigned, having carefully read Request for Qualifications, and do hereby agree to enter into a contract with Cameron ISD by tendering this offer to perform the work required and/or provide the product(s) or services specified in this solicitation. I, or we, will deliver the product(s) per specifications found in this document for the prices indicated.

I, or we, also certify to the accuracy of the certifications required (including, but not limited to, Felony Conviction Notice) which accompany this offer.

Date: _____

Name of Firm: _____

Firm's Address: _____

Name/Title: _____

Signature: _____

Phone #: _____

Fax #: _____

Fed ID #: _____

**CAMERON ISD
304 East 12th
Cameron, Texas 76520**

FELONY CONVICTION NOTICE

Statutory citation covering notification of criminal history of contractor is found in the Texas Education Code § 44.034, as amended. Following is an example of a felony conviction notice:

State of Texas Legislative Senate Bill No. 1, Section 44.034, Notification of Criminal History, Subsection (a), states “a person or business entity that enters into a contract with a school district must give advance notice to the district if the person or an owner or operator of the business entity has been convicted of a felony. The notice must include a general description of the conduct resulting in the conviction of a felony.” Subsection (b) states “a school district may terminate a contract with a person or business entity if the district determines that the person or business entity failed to give notice as required by Subsection (a) or misrepresented the conduct resulting in the conviction. The district must compensate the person or business entity for services performed before the termination of the contract.”

THIS NOTICE IS NOT REQUIRED OF A PUBLICLY-HELD CORPORATION

Complete only one of the three below: A or B or C.

I, the undersigned agent for the firm named below, certify that the information concerning notification of felony convictions has been reviewed by me and the following information furnished is true to the best of my knowledge.

Official: _____

Print Authorized Company Official's Name

A. My firm is a publicly held corporation; therefore, this reporting requirement is not applicable.

Signature of Authorized Company Official: _____

B. My firm is not owned nor operated by anyone who has been convicted of a felony:

Signature of Authorized Company Official: _____

C. My firm is owned or operated by the following individual(s) who has/have been convicted of a felony:

Name of Felon(s): _____

Details of Conviction(s): _____

Signature of Authorized Company Official: _____

**CERTIFICATION BY CORPORATE OFFEROR
To CAMERON ISD**

IF OFFEROR IS A CORPORATION, THE FOLLOWING CERTIFICATE SHOULD BE EXECUTED AND INCLUDED AS PART OF PROPOSAL FORM/PROPOSAL FORM.

OFFEROR: _____
(Name of Corporation)

I, certify that I am the Secretary of _____
(Name of Corporate Secretary)

the Corporation named as OFFEROR herein above; that

(Name of person who completed proposal document)

who signed the foregoing proposal on behalf of the corporation offeror is the authorized person that is acting as:

(Title/Position of person signing proposal/offer document within the corporation)

of the said Corporation; that said proposal/offer was duly signed for and on behalf of said corporation by authority of its governing body, and is within the scope of its corporate powers.

CORPORATE SEAL

SIGNATURE

DATE

Notice to Vendors: Conflict of Interest Disclosure Statements
Texas Local Government Code, Chapter 176

Vendors are required to file a Conflict of Interest Questionnaire (Form CIQ) with the District **if an employment or business relationship or family relationship exists** between the vendor and a local government officer ("LGO") of the District or a family member of the LGO. **THERE ARE POTENTIAL CRIMINAL PENALTIES FOR FAILURE TO COMPLY WITH TEX. LOCAL GOVT. CODE CHAPTER 176.** Certain terms used herein are defined in Chapter 176. Vendors are encouraged to review and become familiar with all disclosure requirements of Chapter 176 and Form CIQ. The information contained herein is for information purposes only and shall not be construed as legal advice. "Vendor" means a person who enters or seeks to enter into a contract with a local governmental entity. The term includes an agent (including an employee) of a vendor.

A vendor is required to file a completed Form CIQ if the vendor has a business relationship with Cameron ISD (the "District") and:

1. has an employment or other business relationship with a Local Government Officer ("LGO") of the District, or a family member of the LGO;
2. has given a LGO of the District, or a family member of the LGO, one or more gifts that have the aggregate value of more than \$100 in the 12-month period specified in Loc. Govt. Code Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or
3. has a family relationship with a LGO of the District.

Form CIQ must be filed with the appropriate District records administrator:

1. Not later than the seventh business day after the later of: (1) the date that the vendor:
 - (A) begins discussions or negotiations to enter into a contract with the District; or
 - (B) submits to the District an application, response to a request for proposals or bids, correspondence, or other writing related to a potential contract with the District; or(2) the date the vendor becomes aware:
 - (A) of an employment or other business relationship with a LGO, or a family member of the LGO;
 - (B) that the vendor has given one or more gifts described above; or
 - (C) of a family relationship with a LGO.
2. The vendor also shall file an updated completed questionnaire (Form CIQ) not later than the seventh business day after the date on which the vendor becomes aware of an event that would make a statement in the questionnaire in complete or inaccurate

Local Government Officers (LGOs) of the Cameron Independent School District, as of July 25, 2022, include:

1. **Members of the MVIDS Board of Trustees:** Franci Denio, James Burks, Alan Patterson, Roy Martinez, Michael McAnulty, Annisha Williams, and Isaiah Logan
2. **Superintendent of Schools:** Mr. Kevin Sprinkles
3. **An agent (including an employee) of CISD who exercises discretion in the planning, recommending, selecting, or contracting of a vendor.**

If you are required to file a Conflict of Interest Questionnaire (Form CIQ), send the completed form to Mr. Kevin Sprinkles, Cameron Independent School District, 304 East 12th, Cameron, Texas 76520.