

Fredericksburg Independent School District
Request for Interviews:
Architectural Services, Master Planning and Long-Range Planning

Fredericksburg ISD is interested in interviewing architectural firms in order to explore the possibility of providing services for the school district.

Proposed Timeline:

Distribution of Interview Request: August 21, 2019
Questions and clarifications due by: September 4, 2019 @ 2 pm
Requested documents/information provided to FISD: September 10, 2019 @ 2 pm
Inform architectural firms the date/time of interview: September 12, 2019
Interview with Fredericksburg ISD School Board: September 16-18, 2019 @ 5:30pm

Questions about this process may be directed toward:

Contact Name: Dr. Jeffrey Brasher
Title: Superintendent
Phone Number and/or Email Address: 830-997-9551 or jeffb@fisd.org

If your firm intends on participating in the interview process, DO NOT contact any other member of the district or Board of Trustees in any form until the after the interview process is complete.

Mail or deliver eight copies (8.5x11, double or single sided, coil binding), along with a digital copy on a thumb drive, of your firm's qualifications to:

Name: Dr. Jeffrey Brasher
Title: Superintendent
Physical Address: 234 Friendship Lane, Fredericksburg TX 78624

The requested information/documents provided to Fredericksburg ISD must be clearly marked on the outside of the package with:

Request for Interviews—Architectural Services
Due Date, Time
Firm Name

REQUIRED INFORMATION

COVER LETTER

Two pages' maximum.

TAB A: GENERAL INFORMATION

1. Provide the following information about your firm:
 - a. Firm Name
 - b. Address (Office serving Fredericksburg ISD)
 - c. Address (Corporate office, if different)
 - d. Website
 - e. Type of Organization (Sole Proprietorship, Partnership, Corporation, etc.)
 - f. Contact Person & Title
 - g. Telephone
 - h. E-mail Address

2. Provide the following information about your firm:
 - a. Year present firm established
 - b. How many years have you served K-12 education
 - c. How many years have you served K-12 education in Texas
 - d. For an average of five years, what percentage of your work is for K-12 education
 - e. Name of parent company, if any
 - f. List firm owner(s) and location
 - g. Former company name(s), if any, and year(s) established

3. In the past five years (including time under former names/ownership structures), have there been or are there currently **any** judgments, claims, arbitration/mediation proceedings or suits against your firm or its officers? If yes, please attach details of each.

4. Firm must provide a financial statement for each of the past three years. A balance sheet **does not** meet this criterion.

5. Professional Liability Insurance Information:
 - a. Provide insurance agency name and contact information
 - b. Describe limits per project, limits in aggregate and deductible

6. Please list number of employees in local office serving FISD and total employees in all locations.

7. List firm's current number of (for local office and all employees):
 - Planners
 - Registered Architects (must be registered in the State of Texas)
 - Licensed Engineers (must be licensed in the State of Texas)
 - Draftsmen / Interns (Do not include licensed architects or engineers)
 - Interior Designers
 - Construction Observers
 - Administrative Support
 - Other

8. Who would be your firm's Principal-in-Charge assigned to Fredericksburg ISD?
Who will be your firm's day-to-day representative (Project Manager/Architect) assigned to Fredericksburg ISD?

9. Provide an organizational chart that clearly describes your firm's project organization with supervisory reporting.

10. Provide a resume for key team members, including educational background and relevant project experience.

11. Please identify which services your firm provides in-house. Identify others not listed here.

<ul style="list-style-type: none"> • Planning • Bond Services • Architectural Design • Construction Documents • Structural Engineering • Civil Engineering • MEP Engineering • Security Design 	<ul style="list-style-type: none"> • Technology Design • Interior Design • Furniture Coordination • Environmental Graphics and Wayfinding • Cost Estimating • Jurisdictional Review • Construction Admin
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12. Who would your firm propose as a consultant firm for the following areas, and how long have you worked with this consultant?

<ul style="list-style-type: none"> • Structural Engineering • MEP Engineering • Civil Engineering/Landscaping • Technology Design 	<ul style="list-style-type: none"> • Security Design • Foodservice • Roofing • Acoustical
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TAB B: PLANNING & DESIGN APPROACH

1. Describe how your firm manages district-wide facility assessments. Include information on software or other technology that is used during the assessment and reporting process, involvement from District personnel and deliverables.
2. Describe how you would support the District in long-range / master planning.
3. Describe how you would work with the District during bond program planning and development.
4. Describe your firm's design process. Include:
 - a. Design philosophy and approach.
 - b. Methods for incorporating input from a range of stakeholder groups.
 - c. How you plan to keep the District up-to-date and involved throughout design.
 - d. Innovative use of architectural technology, BIM or other tools.
5. Describe your process for cost estimating.
6. Describe your process of quality control / quality assurance.
7. Describe your firm's construction observation services and procedures.
8. Describe additional expertise and services relevant to the project.

TAB C: PROJECT EXPERIENCE

1. List five most recent facility assessments completed by your firm. Include:
 - District name
 - Reference contact
 - Number of facilities
 - Completion date
 - Summary of items assessed
2. Provide information on five of your most recent bond programs that you helped develop. Include:
 - District name
 - Reference contact
 - Total amount approved
 - Election date

3. List five completed (or design completed) K-12 projects that would be representative of your firm's work within the last five years. Place emphasis on projects that incorporate 21st century learning. Include:
 - District
 - Contact Person, Title and Phone Number
 - Project Name
 - Square Footage
 - Substantial Completion Date
 - Original Contract Sum
 - Final Contract Sum
 - Delivery Method
 - Project Description

4. List five current educational projects that are representative of your firm's work. Place emphasis on projects that incorporate 21st century learning. Include:
 - District
 - Contact Person, Title and Phone Number
 - Project Name
 - Square Footage
 - Estimated Completion Date
 - Budget
 - Delivery Method
 - Project Description

5. Provide two examples of innovative designs by your firm that resulted in operational savings and/or curriculum support. Include notation about the planning process and its impact on design.

TAB D: Required Forms (forms provided in separate attachment)

Felony Conviction Notification
Affidavit of Non-Collusion
Certificate Regarding Suspension or Debarment
Certificate of Residency
Conflict of Interest Questionnaire
Certificate of Interested Parties (1295)
Addenda Acknowledgement (print and sign if applicable)