



REQUEST FOR QUALIFICATIONS

CONSTRUCTION MANAGEMENT SERVICES (CMAR – Step One of a Two-Step Process)

*This is a Request for Qualifications as defined in
Texas Government Code 2267 for Construction Manager (CM) at Risk*

FOR THE 2012 HISD FACILITIES CAPITAL PROGRAM RFQ #13-07-01CS

The Houston Independent School District ("HISD" and/or the "District") is soliciting Statement of Qualifications (SOQs) for Construction Management Services for Construction Manager at Risk ("CMAR") for twenty-one (22) projects (individually "School Project", "Athletic Project", or "Project") that are part of the 2012 HISD Facilities Capital Program ("2012 Bond Program"). The Board of Trustees and its delegee have determined that the CMAR delivery method will provide the best value to the District for the School and/or Athletic Projects. The School and/or Athletic Projects are more fully described in Section III Scope of Services and Specific Conditions of this Request for Qualifications ("RFQ"). One (1) original copy marked "ORIGINAL" with original signatures, one (1) paper copy of the original, and eight (8) separate, electronic (pdf) format (flash drive only) scanned copies of the "ORIGINAL" with original signatures of the SOQ must be submitted in accordance with the instructions set out herein to:

Attention: Board Services

From: Full Legal Name and Address of Company

Request for Qualifications – Construction Manager at Risk (CMAR Step One)

For The 2012 HISD Facilities Capital Program

RFQ Number: 13-07-01CS

School and/or Athletic Projects Submitting For Are: _____

To: Houston Independent School District

Room 1C03

4400 West 18th Street

Houston, Texas 77092

Each binder and any container for the binder(s) and electronic copies must be labeled on the outside with the Respondent's full legal name, address, the RFQ number, the RFQ name, and Projects submitting for.

Step One SOQs will be received at the above address until **2:00PM Central Time August 22, 2013** at the Hattie Mae White Administration Building located at 4400 West 18th Street Houston, Texas 77092. A Pre-Submittal conference will be held in conjunction with the RFQ at HISD Board Auditorium **August 5, 2013 at 4:30 PM Central Time** located at 4400 West 18th Street, Houston, Texas 77092. Submitting an SOQ prior to the pre-submittal conference is not recommended, and such SOQ may be rejected by HISD.

Fees or pricing shall not be submitted in the Response to this RFQ, which is step one of a two-step CMAR selection process as defined by 2267 of the Texas Government Code. If fees, prices, or cost are included in the Response to this RFQ, the Response will be considered as nonresponsive. A more detailed timeline is set out in the Instructions, Submission Requirements and Procedures section of the RFQ. Names of companies submitting SOQs will be read aloud on bid due date **August 22, 2013** beginning at 2:15PM to 2:30PM at Hattie Mae White (Check at the front desk for the conference room where the names of companies will be read aloud). Contents of SOQs will remain confidential during the Code of Silence period except as may otherwise be required by law (as defined in Section 1.1.2 of the RFQ). SOQs received after the SOQ due date and time will not be considered.

Faxed or emailed SOQs will not be accepted. SOQs must be submitted in sufficient time to be received and time-stamped at the above location on or before the SOQ due date and time. HISD will not be responsible for SOQs delivered late by the United States Postal Service, or any other delivery or courier services.

The District expects to award one (1) contract per School Project. The District reserves the right in its sole discretion to 1) accept and qualify up to five Step One SOQ's per School Project and/or Athletic Project that the District determines to be the most highly qualified provider of Construction Manager at Risk services based on criteria set forth in this RFQ, 2) to invite the qualified companies to participate in the Step Two proposal submission process, 3) grant an award for any portion of or all of the Construction Management at Risk services described in Section III Scope of Services and Specific Conditions section of this RFQ, and 4) reissue a Request for Qualifications for all or part of this Two Step Construction Manager at Risk RFQ. All Step One SOQs must remain open for **360** days from the SOQ due date pending acceptance by HISD. Step Two Proposal submittals will be evaluated and ranked within 45 days of Step Two Proposal due date; and Step Two Proposal submittals must remain open for **180** days from the Step Two Proposal due date pending acceptance by HISD.

Details regarding evaluation and qualification of SOQs are included in Section III Scope of Work and Specific Conditions.

Wm. Earl Finley

July 26, 2013

Wm. Earl Finley, C.P.M., A.P.P.
Sr. Sourcing Specialist – Procurement Services

Date

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I. INSTRUCTIONS, SUBMISSION REQUIREMENTS AND PROCEDURES

1.1 GENERAL INFORMATION: Pursuant to the applicable provisions of Texas Government Code Chapter 2267, it is the intention of the HISD to utilize a two-step process to select one or more CMARs for twenty-two (22) School Projects and/ or Athletic Facilities projects that are part of the 2012 Bond Program and described more fully herein. There are a total of 40 School Projects in the master plan that consist of new construction and site development, plus special projects for District athletic improvements, District-wide land acquisition, middle school restroom renovation, District-wide technology, District-wide safety and security. These projects shall be executed in accordance with the Educational Specifications and the Design Standards adopted by HISD. Failure to perform as agreed to can and may affect consideration of recommendation for award on future projects remaining to be bid in the master plan and or any other capital projects that may arise.

The selected CMARs are to serve as the general contractor to assist the District with specified services per the Agreement established, signed, and agreed to between HISD and selected and Board awarded general contractor; and the selected and Board awarded general contractor, per the Agreement established with HISD, shall assume the risk for specified and agreed to work to be performed at a Guaranteed Maximum Price. The District shall require consistent high quality delivery, per the Agreement, to meet established schedules and budgets. The site(s), scope, schedule, selection criteria with weighted value, estimated budget(s), and time and place for receipt of the Requested Qualifications are hereinafter described or are attached.

The following instructions by the District are intended to afford Respondent(s) an equal opportunity to participate in the SOQ, which is step one of the CMAR RFQ process, and provide a predetermined set of criteria representing the District's business and service requirements.

1.1.1 CODE OF SILENCE AND CONFLICTS OF INTEREST: The HISD Board has adopted a "Code of Silence" (Board Policy CAA (Local)) and "Conflict of Interest Disclosures" (Board Policy BBFA (Local)) to enforce its commitment to ethical contracting standards and improve accountability and public confidence. It is important to avoid both the appearance of conflicts and actual conflicts of interest.

1.1.2 "The Code of Silence" shall mean a prohibition on any communication regarding any RFQ, bid, or other competitive solicitation between:

1. Any person who seeks an award from the District or its affiliated entities (including, but not limited to, the HISD Foundation and the HISD Public Facility Corporation), including a potential vendor or vendor's representative, and
2. Board members, the Superintendent of Schools, senior staff members, principals, department heads, directors, managers, or other District representatives who have influence in the evaluation or selection process or anyone other than the Project Manager listed in Section 1.1.4 of this RFQ.

The "Code of Silence" time period shall begin with the issuance of an RFQ and ends upon the execution of the Agreement. During the "Code of Silence", campaign contributions, gifts, donations, loans, and any other items of value are prohibited between these parties, including candidates who have filed for election to the Board.

The "Conflict of Interest Disclosures" requires a Board member to disclose and recuse himself or herself from voting on any contract, agreement, or any other District transaction involving an entity or related officer and/or key employee who has provided campaign contributions during the preceding 12-month period in excess of \$500. For more information please click on the following link:

[http://pol.tasb.org/Policy/Download/592?filename=CAA\(LOCAL\).pdf](http://pol.tasb.org/Policy/Download/592?filename=CAA(LOCAL).pdf)

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Board Policy CAA (Local) pertaining to the “Code of Silence” and Board Policy BBFA (Local) pertaining to “Conflict of Interest Disclosures” are attached by URL link above and incorporated by reference. Please review the policies carefully and ensure that the policies are followed in all respects. **Respondent(s) agree and understand that noncompliance with the “Code of Silence” policy may result in disqualification from this RFQ.** Furthermore, the failure of a Board member to disclose a conflict of interest may result in the debarment of a vendor for 24 months.

1.1.3 By submitting a SOQ, Respondent(s) agree to provide the services in full accordance with the scope of work and other contract documents notwithstanding existing labor markets’ conditions.

1.1.4 The designated Project Manager during the SOQ process shall be Wm. Earl Finley, C.P.M., Procurement Services, 4400 West 18th Street, Houston, Texas 77092, **(by e-mail only)** wfinley@houstonisd.org.

1.1.5 Questions concerning the RFQ will be answered only if sent to the Procurement Services Department, in writing via email to the above Project Manager on or before **August 1, 2013 at 12 Noon Central Time.**

Responses to written questions submitted prior to the pre-submittal conference will be read at the pre-submittal conference and included in the first addendum along with additional information including questions from the pre-submittal conference. Any additional questions submitted in writing to the Project Manager at the pre-submittal conference will be in another addendum. No other questions will be allowed or accepted after the pre-submittal conference. All addenda will be posted on the HISD Procurement website. The District reserves the right to respond to any question as determined by the District.

The Board of Education has approved a resolution establishing policy that requires that the awarded, or selected, Awardee(s) are expected to have paid all assessed taxes and be free of any indebtedness to the District before a project is awarded.

Respondent(s) shall provide the District with a statement concerning any indebtedness, including personal and real property taxes, when submitting responses.

1.1.6 (Not to be used)

1.1.7 All costs related to the preparation and submission of an SOQ shall be the responsibility of the Respondent. Issuance of this RFQ does not commit HISD, in any way, to pay any costs in the preparation and submission of the SOQ. Nor does the issuance of the RFQ obligate HISD to make an award, enter into an agreement, or purchase any goods and services stated in the RFQ.

1.2 DEFINITIONS AND TERMS: In this RFQ, terms are used as follows:

1.2.1 “Agreement” is defined in Section II, General Terms and Conditions.

1.2.2 “HISD”, “Owner”, and/or “District” refers to Houston Independent School District.

1.2.3 “Respondent” refers to the person/firm that submits an SOQ to this RFQ.

1.2.4 “Project” means the Scope of Work for furnishing services.

1.2.5 “Statement of Qualification”, and/or “SOQ” refers to the document submitted in response to this RFQ.

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1.2.6 “RFQ” refers to a two step CMAR request for qualifications and proposal process conducted pursuant to 2267 of the Texas Government Code.

1.2.6.5 “Proposal” refers to the additional information submitted in step two of the RFQ process by Proposers.

1.2.6.5 “Proposer” refers to those Respondents selected on the basis of qualifications in step one of the RFQ process and requested to provide additional information in step two.

1.2.7 “Scope of Work” is set forth in Section III, Scope of Work and Specific Conditions.

1.2.8 “Awardee” refers to the person(s)/firm(s)/entity(ies) selected for an award of an Agreement pursuant to this RFQ (but subject to final execution of the Agreement by both the District and the Awardee).

1.2.9 Singular terms shall include the plural and vice versa. A gender reference includes both genders.

1.3 SPECIFICATIONS: Respondent(s) are expected to examine and be familiar with all requirements and obligations of this entire RFQ. Failure to do so will be at the Respondent’s risk. The evaluation criteria for the award of this RFQ are set forth in the Scope of Work and Specific Conditions Section of this RFQ at Section 3.5. All exceptions to the specifications and requirements of the RFQ must be noted in detail in the SOQ Exception Form (Form H hereto) and included in the SOQ.

1.4 SOQ INFORMATION REQUIRED:

(PLEASE REFER TO THE SCOPE OF WORK, **SECTION III.**)

1.5 SUBMISSION OF SOQ: Construction Manager (CM) at Risk services will be procured in accordance with all applicable law pertaining to the procurement of construction management services and the terms, conditions and requirement set forth in this RFQ. A selection committee, comprised of District personnel, will conduct a comprehensive, fair and impartial evaluation of all SOQs received using the criteria listed in the RFQ. HISD may elect to conduct interviews/oral presentations with all, some or none of the Respondents. By submitting its SOQ, Respondent accepts the evaluation process and accepts that selections will require the discretionary judgment of the District.

1.5.1 Failure to manually sign the required forms of this SOQ may result in rejection of the SOQ.

1.5.2 A signed submitted SOQ constitutes an offer to contract with the District to perform the work specified in this RFQ.

1.6 FINANCIAL INFORMATION: Respondent(s) shall submit any financial information required by the RFQ.

1.7 (Not Used)

1.8 (Not Used)

1.9 MODIFICATION OR WITHDRAWAL OF SOQ: A Respondent may modify or withdraw its SOQ by written or electronic notice received by the Project Manager prior to the exact hour and date specified as the deadline for receipt of SOQs. A SOQ may also be withdrawn in person by a Respondent’s authorized representative prior to the SOQ’s due date and time, provided the Respondent’s identity is confirmed and Respondent’s representative signs a receipt for the SOQ.

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1.10 OPENING RFQ STEP ONE - SOQ: A formal public opening will be held for this SOQ and the names of the companies read aloud. Trade secrets and confidential information contained in SOQs shall not generally be open for public inspection, but HISD's records are subject to the State of Texas Public Information Act requirements (also see Section 2.7 of this RFQ).

1.1.5 OPENING OF RFQ STEP TWO - PROPOSAL: A formal public opening will be held for Step Two – Proposal part of this RFQ and the prices will be read aloud. Trade secrets and confidential information contained in Proposals shall not generally be open for public inspection, but HISD's records are subject to the State of Texas Public Information Act requirements (also see Section 2.7 of this RFQ).

1.11 SCHEDULE: The following schedule and timelines apply to this RFQ.

1.11.1 **RFQ Schedule:** HISD desires to complete the solicitation process in accordance with the following timeline:

Approval of contracts for listed Projects: Will be within timeframes of Page 2 of the document.

1.11.2. Respondent(s) are strongly encouraged to attend the Pre-Submittal conference. The conference will start promptly at the stated time and be moderated by a Procurement Department member. General rules of business meeting protocol will be observed during the meeting. Admittance for individuals arriving late is at the discretion of the moderator. In the event that an individual is admitted late, questions already discussed will not be revisited during the remaining portion of the conference.

Individuals attending the Pre-Submittal conference will be required to sign an attendance roster. In addition to the attendee's name and company name, each person will be asked to supply an email address, telephone number and a fax number. This attendance roster will be posted as an addendum on the District's website along with the RFQ and other related documents.

1.11.3 At the District's sole discretion, one or more Respondent(s) may be invited to an interview/oral presentation. Said Respondent(s) will be notified by e-mail if the District determines that such interviews/oral presentations are needed. Respondent(s) shall demonstrate their competence, qualifications and/or ability to satisfy the District's RFQ requirements.

1.11.4 Award of the Project to Respondent(s) becomes binding on the District only when confirmed by a fully executed Agreement. This RFQ is not an offer to contract. The submission of a response to this RFQ is an offer by the Respondent/Proposer to contract only. Acceptance of an SOQ, Proposal, and approval by the Board of Education ("Board") does not constitute a contract. There will be no contractual obligations binding on the part of the District to any Respondent/Proposer, nor will any Respondent/Proposer have any property interest or other right in the contract unless and until the Agreement is unconditionally executed and delivered by all parties.

1.11.5 Timelines set forth herein may be strictly enforced by the District. The District, however, maintains sole discretion to adjust any deadline or timeline to suit the best interests of the District so long as it does not unduly and materially prejudice any Respondent.

1.11.6 **Late Step One - SOQs and Late Step Two - Proposals:** Responses submitted after the due date and time noted in this RFQ shall not be considered and shall be returned to the Respondent(s), unopened, by United States Mail. The District is not responsible for lateness of U.S. Mail, Commercial (Professional) Carrier, personal delivery, or any other delivery method. The time and date stamp clock in the Houston ISD's Board Services Department, Room 1C03, Hattie Mae White Educational Support Center, 4400 West 18th Street, Houston, Texas 77092, shall be the official date and time of receipt. It shall be the sole responsibility of the Respondent(s) to ensure that his or her bid is received at the appropriate location by the specified deadline. **There shall be no exceptions to these requirements.**

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1.12 RETENTION OF RFQ DOCUMENTATION: All materials and supporting documentation that are submitted in response to this RFQ become the permanent property of HISD.

1.13 RESERVATION OF RIGHTS: The District reserves the right to reject any SOQs or Proposals or any part of an SOQ or Proposal. Additionally, the District reserves the right to waive any requirements of the RFQ. The District further reserves the right to reject all SOQs and Proposals and seek new SOQs and Proposals when such action would be deemed in the best interests of the District. The District reserves the right in its sole discretion to accept the SOQ(s) of up to five Respondents that the District determines to be the most highly qualified provider of CMAR services based on the criteria set forth in this RFQ. The District reserves the right in its sole discretion to accept one or more Proposals that the District deems to be of best value for the School Project based on the criteria set forth in this RFQ. The District reserves the right to waive any and all minor irregularities in the SOQ(s) and Proposals.

BY SUBMITTING A RESPONSE TO THIS RFQ THE RESPONDENT/PROPOSER AGREES TO AND DOES HEREBY WAIVE ANY AND ALL CLAIMS IT HAS OR MAY HAVE AGAINST THE HOUSTON INDEPENDENT SCHOOL DISTRICT, AND ITS TRUSTEES, EMPLOYEES, OR AGENTS ARISING OUT OF OR IN CONNECTION WITH (1) THE ADMINISTRATION, EVALUATION, OR RECOMMENDATION OF ANY RESPONSE OR OFFER; (2) ANY REQUIREMENTS UNDER THE SOLICITATION, RFQ, OR RELATED DOCUMENTS; (3) THE REJECTION OF ANY RESPONSE OR ANY PART OF ANY RESPONSE OR OFFER; (4) WAIVER BY THE HOUSTON INDEPENDENT SCHOOL DISTRICT OF ANY TECHNICALITIES IN THE RFQ PACKAGE OR ANY RESPONSE, PROPOSAL, OR OFFER; (5) WAIVER OR CHANGE IN ANY NON-MATERIAL PROVISION OF THE RFQ SOLICITATION PACKAGE OR MATERIALS THAT DO NOT ADVERSELY AND SPECIFICALLY AFFECT THE PREVIOUSLY SUBMITTED RESPONSES OR OFFERS; AND/OR (6) THE AWARD OF A CONTRACT, IF ANY.

1.14 APPEAL PROCESS: Any Respondent(s) that submitted a SOQ may appeal the District's award(s), if the appeal is based on deviations from laws, rules, regulations, or Board of Education policies. Board of Education GF Local applies to Respondent(s) wishing to appeal a SOQ and/or award of a contract: Respondent(s) shall submit appeals via U.S. mail or electronic-mail (e-mail), utilizing the District Dispute Resolution Form, to the General Manager – Procurement Services, and appeals must be received no later than 4:00 P.M. on or before the fifth (5th) business day after Board Award.

II. GENERAL TERMS AND CONDITIONS

The following terms and conditions are incorporated into this RFQ and shall be incorporated into the Agreement between HISD and the successful Respondent(s).

2.1 AGREEMENT, INTEGRATION, TERM & TRANSITION, REQUIREMENTS:

2.1.1 The terms, conditions, specifications, stipulations and requirements stated in this RFQ, and any and all Addenda issued by HISD shall become part of the Agreement entered into between the District and the Awardee, unless otherwise determined by the District per the Agreement provisions. The Awardee, as determined by the District, shall be required to execute the written Agreement to furnish all services and other deliverables required for successful completion of the Project(s). **No Awardee shall obtain any interest or rights in any award until the District has executed the Agreement. The District reserves the right to require any modification, or modifications to the Agreement terms if the modifications are deemed to be in the best interest of the District and do not substantially change the scope of the Board award.**

2.1.2 The District does not sign contract forms submitted by an Awardee. Awardee(s) shall be required to execute the District's Agreement form, which is attached as Attachment B. In the event that a project is awarded to an Awardee and the Awardee requests changes to the District standard Agreement form, the District reserves the right to cancel the award and re-award the project to an alternate Awardee(s).

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2.1.3 In the event of a license agreement or other contract document requested by the Awardee for execution, the District reserves the right to review and amend such document at the District's sole discretion.

2.1.4 NOTWITHSTANDING ANYTHING TO THE CONTRARY IN ANY AWARDEE FORM, SOQ OR DOCUMENTATION, THE TERMS AND CONDITIONS OF THE CONSTRUCTION MANAGER AT RISK SERVICES AGREEMENT SHALL BE CONTROLLING IN ALL INSTANCES.

2.2 (Not Used)

2.3 (Not Used)

2.4 AUTHORIZATION/PERMITS: The Awardee must have current licenses, permits, fees and similar authorizations required by the City of Houston, Harris Country, and the State of Texas to conduct business and provide awarded goods and/or services to the District and, upon the request of the District, must provide copies of or alternative evidence acceptable to the District of all licenses, permits and fees as being paid and current that are required to do business by the city, county and State for the type of business they are seeking to provide to the District. Awardee will maintain all such licenses, permits, fees and similar authorizations current for the duration of the Agreement term.

2.5 CONFIDENTIAL AND PROPRIETARY INFORMATION: The District and a Respondent and the Awardee(s), if any, may provide technical information, documentation and expertise to each other that is either (1) marked as being confidential or, (2) if delivered in oral form is summarized in writing within 10 working days and identified as being confidential ("Confidential Information"). Except as may otherwise be required by law, the receiving party shall for a period of five (5) years from the date of disclosure (i) hold the disclosing party's Confidential Information in strict confidence, and (ii), except as previously authorized in writing by the disclosing party, not publish or disclose the disclosing party's Confidential Information to anyone other than the receiving party's employees or agents on a need-to-know basis, and (iii) use the disclosing party's Confidential Information solely for performance of this Project. The foregoing requirement shall not apply to any portion of a party's Confidential Information which (a) becomes publicly known through no wrongful act or omission on the part of the receiving party; (b) is already known to the receiving party at the time of the disclosure without similar nondisclosure obligations; (c) is rightfully received by the receiving party from a third party without similar nondisclosure obligations; (d) is approved for release by written authorization of the disclosing party; (e) is clearly demonstrated by the receiving party to have been independently developed by the receiving party without access to the disclosing party's Confidential Information; or (f) is required to be disclosed by order of a court or governmental body or by applicable law, provided that the party intending to make such required disclosure shall notify the other party of such intended disclosure in order to allow such party to seek a protective order or other remedy.

2.6 DATA AND PROPRIETARY INFORMATION: All work, regarding a project, shall be deemed "Work Made For Hire" as defined by the United States Copyright Law, and HISD retains for itself sole ownership of all proprietary rights in and to all designs, engineering details and other data pertaining to any discoveries, inventions, patent rights, software, improvements and the like made by the Awardee's personnel in the course of performing the work.

2.7 TEXAS PUBLIC INFORMATION ACT (TPIA): Notwithstanding the requirements of Section 2.7 of this RFQ, Respondents and any Awardees acknowledge that the District is subject to the Texas Public Information Act (TPIA). As such, upon receipt of a request under the TPIA, the District is required to comply with the requirements of the TPIA and nothing contained in this RFQ; the resulting Agreement(s), if any; or any other document shall operate to require HISD to not fully comply with the TPIA. In the event that a request for documents involves documentation that a Respondent or an Awardee has clearly marked as confidential and/or proprietary, or otherwise is considered Confidential Information, the District will provide the person with the notices under the TPIA. Respondents and Awardees acknowledge that they have the responsibility to file exceptions with the Texas Attorney General's Office on why the documents identified as confidential and/or proprietary fall within an exception to public disclosure.

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2.8 STUDENT CONFIDENTIALITY: Awardee acknowledges that the District has a legal obligation to maintain the confidentiality and privacy of student records in accordance with applicable law and regulations, including, but not limited to the Family Educational Rights and Privacy Act ("FERPA"). Any student information provided to Awardee shall be provided in compliance with the requirements and exceptions outlined in FERPA. Awardee must comply with all statutory and regulatory requirements of FERPA and safeguard student information. Awardee may not disclose student information to a third party without prior written consent from the parent or eligible student. Awardee must destroy any student information received from the District when no longer needed for the purposes of the Agreement.

2.9 QUANTITY:

2.9.1 There is no guaranteed amount of business, expressed or implied, to be purchased, or contracted for by HISD. However, the Awardee shall furnish all required services to the District, when and if required.

2.9.2 The District expressly reserves the right to procure any services from other sources or by other means.

2.10 GOVERNING LAW: Any Agreement resulting from this RFQ shall be governed by, construed and enforced in accordance with the laws of the State of Texas without regard to the conflicts or choice of law principles thereof. The parties irrevocably consent to the jurisdiction of the State of Texas, and agree that any court of competent jurisdiction located in the County of Harris, State of Texas, shall be an appropriate and convenient place of venue, and shall be the sole and exclusive place of venue, to resolve any dispute with respect to the Agreement.

2.11 NO WAIVER OF IMMUNITY: The District does not waive or relinquish any immunity or defense on behalf of itself and its trustees, officers, employees, and agents as a result of entering into any agreement or contract relating to any Project or by performing any of the functions or obligations relating to any Project. Nothing in any agreement shall be construed as creating any personal liability on the part of any trustee, officer, employee, or representative of HISD. No waiver of a breach of any provision of the contract and/or Agreement shall be construed to be a waiver of any breach of any other provision. No delay in acting with regard to any breach of any provision shall be construed to be a waiver of such breach.

2.12 NOTICE: Any notice required to be given relating to this RFQ shall be in writing and shall be duly served when hand-delivered to the addressees set forth below, or shall have been deposited, duly registered or certified, return receipt requested, via the United States Postal Service, or if a party consents, via facsimile or electronic mail in accordance with the Texas Electronic Transactions Act; addressed to the other party at the following addresses:

To: ***Awardee's Contact Name and Address as listed in Form A***

To: Houston Independent School District
Attn: Leo Bobadilla
Chief Operating Officer
4400 West 18th Street
Houston, Texas 77092
Facsimile: 713-556-6015
E-mail: HISDSuperintendent@houstonisd.org

Copy To: Wm. Earl Finley
Sr. Sourcing Specialist – Procurement Services
4400 West 18th Street
Houston, Texas 77092
Facsimile: 713-556-6564
E-mail: wfinley@houstonisd.org

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Copy To: Don Boehm, General Counsel
Houston Independent School District
4400 West 18th Street
Houston, Texas 77092
Facsimile: 713-556-6673
E-mail: dboehm@houstonisd.org

Any party may designate a different address by giving the other party ten (10) days prior written notice in the manner provided above.

2.13 SECTION HEADINGS: The headings of sections and paragraphs contained in any document related to the RFQ and any Agreement are for convenience only, and they shall not, expressly or by implication, limit, define, extend, or construe the terms or provisions relating to the project.

2.14 THIRD PARTY BENEFICIARIES: Nothing relating to any Project or resulting Agreement, if any, shall be deemed or construed to create any rights in any third party or otherwise give any third party any claim or right of action against HISD or the Awardee(s) including any rights in the nature of third party beneficiaries or fiduciaries.

2.15 UNENFORCEABLE SECTIONS: If any portion of this RFQ or any Agreement is deemed to be unenforceable, the remainder of the RFQ and Agreement shall be construed as if such unenforceable provisions had never been contained therein.

2.16 ATTORNEYS' FEES: In connection with HISD's defense of any suit against it and/or HISD's prosecution of any claim, counterclaim or action to enforce any of its rights and/or claims related to this RFQ or any resulting Agreement, in which HISD prevails as to all or any portion of its defense(s), claims, counterclaims or actions, HISD shall be entitled to recover its actual attorney's fee and expenses incurred in defending such suit and/or in prosecuting such claim or action.

RFQ FOR CONSTRUCTION MANAGEMENT SERVICES

(CMAR – Step One of a Two-Step Process)

III. SCOPE OF WORK AND SPECIFIC CONDITIONS

3.1 SCOPE OF SERVICES:

Step One – Request for Qualifications:

Qualification Statements

Qualification statements for Step One shall include the information requested below (3.2 Step One - Submission Requirements and 3.3 Step One - Submission Content) along with answers to the Questionnaire (Attachment A) in the sequence and format prescribed.

Fees, prices, or costs shall not be included in the Response to the Request for Qualifications (Step One). If fees or prices are included in the Response, the Response will be considered as nonresponsive.

Each Step One SOQ response must be labeled on the outside as directed below with the 1) Respondent's full legal company name, 2) the Respondent's company address, 3) the RFQ project name, 4) the RFQ project number, and 5) list the School Project and/or Athletic Project numbers Respondent is submitting qualifications for.

Required RFQ Submittal Preparation Instructions:

1. **For all Submitters** – A “Project Section Tab” for ALL Tabs (1-22) **must** be in the Submitters SOQ.

For each Project listed below (Tabs 1-22) your firm is not interested in submitting SOQ's on or for, the Submitter **must** place a single page behind the Project tab and type on the page: **“Not Submitting Qualifications For This Project”**.

Failure to place the not submitting qualifications page behind the tab will be regarded as not submitting.

2. **For all Submitters** – Submitter must identify and describe a maximum of five (5) projects of **directly relevant experience** for each Project your firm is submitting qualifications for (Tabs 1-22) and provide references for those same five (5) projects of directly relevant experience. Submitter must provide **contact name, phone and email** information for each project of relevant experience. Limit your firm's relevant experience provided for each Project your firm is submitting qualifications for (Tabs 1-22) to one page maximum. Do **not** exceed maximum page limit or proposal may be rejected.

For Example: If Submitter provides five (5) projects of relevant experience behind any Tab (1-22) this should not exceed five pages total of directly relevant experience per Project.

School and/or Athletic Projects - Tabs 01-22:

- Tab 01: School Project 01 – Bellaire High School
- Tab 02: School Project 02 – Condit Elementary School
- Tab 03: School Project 03 – Davis High School
- Tab 04: School Project 04 – DeBaKey High School
- Tab 05: School Project 05 – Dowling Middle School
- Tab 06: School Project 06 – Eastwood Academy
- Tab 07: School Project 07 – Furr High School
- Tab 08: School Project 08 – Grady Middle School Renovations and Addition

RFQ FOR CONSTRUCTION MANAGEMENT SERVICES
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- Tab 09: School Project 09 – HSPVA (High School For The Performing and Visual Arts)
- Tab 10: School Project 10 – Lamar High School
- Tab 11: School Project 11 – High School for Law Enforcement & Criminal Justice
- Tab 12: School Project 12 – Lee High School
- Tab 13: School Project 13 – Mandarin Chinese Language Immersion K-8 School
- Tab 14: School Project 14 – Milby High School
- Tab 15: School Project 15 – Parker Elementary
- Tab 16: School Project 16 – Relief Elementary School
- Tab 17: School Project 17 – Sharpstown High School
- Tab 18: School Project 18 – Sterling High School
- Tab 19: School Project 19 – Washington High School
- Tab 20: School Project 20 – Yates High School
- Tab 21: School Project 21 – Young Men's College Prep.
- Tab 22: Athletic Project 22 – District Wide Athletic Facilities

Step One Statement of Qualifications are to be submitted to:

Submitter's label shall be prepared as follows:

Attention: Board Services

From: Full Legal Name and Address of Company

Request for Qualifications – Construction Manager at Risk (CMAR Step One)

For The 2012 HISD Facilities Capital Program

RFQ Number: 13-07-01CS

School and/or Athletic Projects Submitting For Are: _____

To: Houston Independent School District

Room 1C03

4400 West 18th Street

Houston, Texas 77092

Example: If your firm is bidding on Projects 1, 4, and 10 then on the label enter as follows:

School Projects and/or Athletics Projects Submitting For Are: 1, 4, and 10

Failure to follow this bid submission label requirement above may result in Respondants bid not being accepted.

Step One Statement of Qualifications is to be submitted no later than: 2:00PM Central Time, August 22, 2013

RFQ FOR CONSTRUCTION MANAGEMENT SERVICES

(CMAR – Step One of a Two-Step Process)

Projects and Applicable Project Information

The HISD Facilities Capital Program is divided into four (4) Groups of School Projects, which is primarily funded by the 2012 Bond Program funds and partly funded from other sources such as remaining 2007 Bond Program funds.

The following School Project information is preliminary and subject to change at HISD's option.

TAB 01 - SCHOOL PROJECT 1: BELLAIRE HIGH SCHOOL

5100 Maple

Bellaire, TX 77041

1. Construction Budget: **\$64,708,764**
2. Description: **New 2,800 - 3,100 student school that will incorporate the recently completed science classroom and laboratory wing.**
3. Schedule: The anticipated planning and design start date is **1st Qtr. 2014** and anticipated construction to begin **4th Qtr. 2015**.
4. Current Phase: Schematic Design

TAB 02 - SCHOOL PROJECT 2: CONDIT ELEMENTARY SCHOOL

7000 South Third Street

Bellaire, TX

1. Construction Budget: **\$15,755,841**
2. Description: **Condit E.S. will be rebuilt and funded from surplus bond funds and/or the sale of real estate.**
3. Schedule: The anticipated planning and design start date is **Mid 1st Qtr. 2013** and anticipated construction to begin **3rd Qtr. 2014**.
4. Current Phase: Schematic Design

TAB 03 - SCHOOL PROJECT 3: DAVIS HIGH SCHOOL

1101 Quitman

Houston, TX 77009

1. Construction Budget: **\$26,600,884**
2. Description: **New facility preserving the architecturally significant building structure for a campus accommodating 1,500 - 1,700 students.**
3. Schedule: The anticipated planning and design start date is **1st Qtr. 2014** and anticipated construction to begin **4th Qtr. 2015**.
4. Current Phase: Schematic Design

TAB 04 - SCHOOL PROJECT 4: DEBAKEY HIGH SCHOOL

3100 Shenandoah

Houston, TX 77021

1. Construction Budget: **\$41,483,501**
2. Description: **New 900 - 1,000 student health professions school.**
3. Schedule: The anticipated planning and design start date is **1st Qtr. 2013** and anticipated construction to begin **4th Qtr. 2014**.
4. Current Phase: Schematic Design

RFQ FOR CONSTRUCTION MANAGEMENT SERVICES
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TAB 05 - SCHOOL PROJECT 5: DOWLING MIDDLE SCHOOL

14000 Stancliff

Houston, TX 77045

1. Construction Budget: **\$35,294,856**
2. Description: **New 1,300-1,500 student school.**
3. Schedule: The anticipated planning and design start date is **1st Qtr. 2014** and anticipated construction to begin **4th Qtr. 2015.**
4. Current Phase: Schematic Design

TAB 06 - SCHOOL PROJECT 6: EASTWOOD ACADEMY

1315 Dumble

Houston, TX 77023

1. Construction Budget: **\$4,940,000**
2. Description: **New facility that will incorporate the new 2 story classroom wing for a campus accommodating 500 students.**
3. Schedule: The anticipated planning and design start date is **1st Qtr. 2014** and anticipated construction to begin **3rd Qtr. 2015.**
4. Current Phase: Schematic Design

TAB 07 - SCHOOL PROJECT 7: FURR HIGH SCHOOL

520 Mercury

Houston, TX 77013

1. Construction Budget: **\$29,792,812**
2. Description: **New 1,100 - 1,300 student school.**
3. Schedule: The anticipated planning and design start date is **1st Qtr. 2013** and anticipated construction to begin **4th Qtr. 2014.**
4. Current Phase: Schematic Design

TAB 08 - SCHOOL PROJECT 8: GRADY MIDDLE SCHOOL RENOVATIONS AND ADDITION

5215 San Felipe

Houston, TX 77056

1. Construction Budget: **\$ 8,816,000**
2. Description: **New addition to complete multi-phase master plan for the campus.**
3. Schedule: The anticipated planning and design start date is **1st Qtr. 2013** and anticipated construction to begin **2nd Qtr. 2014.**
4. Current Phase: Schematic Design

RFQ FOR CONSTRUCTION MANAGEMENT SERVICES

(CMAR – Step One of a Two-Step Process)

TAB 09 - SCHOOL PROJECT 9: HSPVA (HIGH SCHOOL FOR THE PERFORMING AND VISUAL ARTS)

1300 Capitol St (Proposed new location)

Houston, TX 77002

1. Construction Budget: **\$48,397,050**
2. Description: **New 750 student performing and visual arts school.**
3. Schedule: The anticipated planning and design start date is **1st Qtr. 2013** and anticipated construction to begin **4th Qtr. 2014.**
4. Current Phase: Schematic Design

TAB 10 - SCHOOL PROJECT 10: LAMAR HIGH SCHOOL

3325 Westheimer

Houston, TX 77098

1. Construction Budget: **\$63,440,000**
Demo: **\$978,950**
Total: **\$64,418,950**
2. Description: **New facility preserving the architecturally significant building structure for a campus accommodating 2,800 - 3,100 students.**
3. Schedule: The anticipated planning and design start date is **1st Qtr. 2014** and anticipated construction to begin **4th Qtr. 2015.**
4. Current Phase: Schematic Design

TAB 11 - SCHOOL PROJECT 11: HIGH SCHOOL FOR LAW ENFORCEMENT AND CRIMINAL JUSTICE

Address – To Be Determined

Houston, TX

1. Construction Budget & Schedule: **TBD (Will be made available for Step Two – Proposal for those firms invited to participate)**
2. Description: **The High School for Law Enforcement and Criminal Justice will be rebuilt and funded from surplus bond funds and/or the sale of real estate.**
3. Schedule: The anticipated planning and design start date is **TBD** and anticipated construction to begin **TBD.**
4. Current Phase: Schematic Design

TAB 12 - SCHOOL PROJECT 12: LEE HIGH SCHOOL

6529 Beverly Hill Lane

Houston, TX 77057

1. Construction Budget: **\$43,626,429**
2. Description: **New 1,700 - 1,900 student school.**
3. Schedule: The anticipated planning and design start date is **1st Qtr. 2013** and anticipated construction to begin **4th Qtr. 2014.**
4. Current Phase: Schematic Design

RFQ FOR CONSTRUCTION MANAGEMENT SERVICES

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TAB 13 - SCHOOL PROJECT 13: MANDARIN CHINESE LANGUAGE IMMERSION SCHOOL AT GORDEN K-8

6300 Avenue B, Bellaire

Houston, TX 77041

1. Construction Budget: \$19,138,988
2. Description: New 750 - 900 student school.
3. Schedule: The anticipated planning and design start date is Mid 1st Qtr. 2013 and anticipated construction to begin 3rd Qtr. 2014.
4. Current Phase: Schematic Design

TAB 14 - SCHOOL PROJECT 14: MILBY HIGH SCHOOL

1601 Broadway

Houston, TX 77012

1. Construction Budget: \$40,162,294
2. Description: New facility preserving the architecturally significant building structure for a campus accommodating 1,800 - 2,000 students.
3. Schedule: The anticipated planning and design start date is Mid 1st Qtr. 2013 and anticipated construction to begin 4th Qtr. 2014.
4. Current Phase: Schematic Design

TAB 15 - SCHOOL PROJECT 15: PARKER ELEMENTARY SCHOOL

10626 Atwell

Houston, TX 77096

1. Construction Budget: \$17,300,560
Demo: \$224,893
Total: \$17,525,453
2. Description: 850 student new school - replacement.
3. Schedule: The anticipated planning and design start date is 1st Qtr. 2014 and anticipated construction to begin 3rd Qtr. 2015.
4. Current Phase: Schematic Design

TAB 16 - SCHOOL PROJECT 16: RELIEF ELEMENTARY SCHOOL

Address – To Be Determined

Houston, TX

1. Construction Budget: \$13,920,000
2. Description: 750 student new school to be built in the west Houston area.
3. Schedule: The anticipated planning and design start date is Mid 1st Qtr. 2013 and anticipated construction to begin 4th Qtr. 2014.
4. Current Phase: Schematic Design

RFQ FOR CONSTRUCTION MANAGEMENT SERVICES

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TAB 17 - SCHOOL PROJECT 17: SHARPSTOWN HIGH SCHOOL

7504 Bissonnet

Houston, TX 77074

1. Construction Budget: \$34,116,925
2. Description: New 1,300 - 1,500 student school.
3. Schedule: The anticipated planning and design start date is 1st Qtr. 2013 and anticipated construction to begin 3rd Qtr. 2014.
4. Current Phase: Schematic Design

TAB 18 - SCHOOL PROJECT 18: STERLING HIGH SCHOOL

11625 Martindale Road

Houston, TX 77048

1. Construction Budget: \$40,320,000
Demo: \$878,668
Total: \$41,198,668
2. Description: New 1,600 - 1,800 student school.
3. Schedule: The anticipated planning and design start date is 1st Qtr. 2013 and anticipated construction to begin 3rd Qtr. 2013.
4. Current Phase: Schematic Design

TAB 19 - SCHOOL PROJECT 19: WASHINGTON HIGH SCHOOL

119 E. 39th St.

Houston, TX 77018

1. Construction Budget: \$40,320,000
Demo: \$878,668
Total: \$41,198,668
2. Description: New 1,100 - 1,300 student school.
3. Schedule: The anticipated planning and design start date is Mid 1st Qtr. 2013 and anticipated construction to begin 1st Qtr. 2014.
4. Current Phase: Schematic Design

TAB 20 - SCHOOL PROJECT 20: YATES HIGH SCHOOL

3703 Sampson

Houston, TX 77004

1. Construction Budget: \$33,600,000
Demo: \$1,014,584
Total: \$34,614,584
2. Description: New 1,300 - 1,500 student school.
3. Schedule: The anticipated planning and design start date is 1st Qtr. 2014 and anticipated construction to begin 4th Qtr. 2015.
4. Current Phase: Schematic Design

RFQ FOR CONSTRUCTION MANAGEMENT SERVICES
(CMAR – Step One of a Two-Step Process)

TAB 21 - SCHOOL PROJECT 21: YOUNG MEN'S COLLEGE PREP.

1701 Bringham
Houston, TX 77020

1. Construction Budget: **\$15,744,072**
Demo: **\$584,088**
Total: **\$16,328,160**
2. Description: **Partial replacement and general renovations to complement portions of the Howard Payne Carter Career Center for a campus accommodating 900 - 1,000 students.**
3. Schedule: The anticipated planning and design start date is **Mid 1st Qtr. 2013** and anticipated construction to begin **3rd Qtr. 2014**.
4. Current Phase: Schematic Design

TAB 22 - DISTRICT WIDE ATHLETIC IMPROVEMENTS

1. Construction Budget & Schedule: **TBD (Will be made available for Step Two – Proposal for those firms invited to participate)**
2. Description: **Replacement of regional field house(s) and athletic facility improvements**
3. Schedule: The anticipated planning and design start date is **TBD** and anticipated construction to begin **TBD**.
4. Current Phase: Schematic Design

RFQ FOR CONSTRUCTION MANAGEMENT SERVICES

(CMAR – Step One of a Two-Step Process)

Step Two – Proposed Fees, Pricing and Costs:

The following information in this Step Two section is being provided for informational purposes only, and is applicable to the Step Two process only.

Fees, prices, or costs shall not be included in the Response to the Request for Qualifications (Step One). If fees or prices are included in the Response, the Response will be considered as nonresponsive.

Only the Respondents shortlisted and contacted by the District to participate in Step Two will use information provided in this section as a guide for preparing and submitting Step Two information. More information will be provided at the time of notification of companies selected to participate and submit Step Two proposal information. The District may request up to five Respondents per School Project to submit Step Two Proposals, which will include but not be limited to any additional information requested, proposed fees and prices for fulfilling the general conditions.

Respondents contacted by the District for participation in Step Two Proposal submission ("Proposers") will be notified via email correspondence. **Provide at least two (2) names and email addresses of individuals to be notified of selection as a short-listed company to ensure receipt of the email.**

Step Two Proposal submissions are due no later than the date to be communicated via above email correspondence:

Submitter's label shall be prepared as follows:

Attention: Board Services

From: Full Legal Name and Address of Company

Step Two Proposal – Construction Manager at Risk (CMAR)

For The 2012 HISD Facilities Capital Program

RFQ Number: 13-07-01CS

For: School Project and/or Athletic Project Name and Number _____

To: Houston Independent School District

Room 1C03

4400 West 18th Street

Houston, Texas 77092

A room will be reserved to publicly open and read aloud requested Step Two Proposal fees. No other information shall be made public until after a contract has been awarded.

Each Step Two Proposal response must be labeled on the outside with the 1) Respondent's full legal company name, 2) Respondent's company address, 3) RFQ project number, 4) the RFQ project name, and 5) School Project number. The Step Two Proposal submissions will be evaluated and ranked within 45 days of Step Two Proposal due date. Each Step Two Proposal fees, pricing, or costs must remain open for **180** days from Step Two Proposal submittal due date.

Fees:

The following information again is for reference **ONLY** during the Step 1 process. This information will be completed and provided by invited short-listed companies **ONLY** as a part of the RFQ Step Two Proposal process. It is anticipated that the District will enter into a construction contract for the work with the Construction Manager-At-Risk (CMAR) for a fee with a Guaranteed Maximum Price. All pre-construction and construction phase fees will be included in the Guaranteed Maximum Price. The fee(s) shall be listed in both percent (%) and dollar amounts. The fees should be divided into two parts below (See - A. Fee – Proposal).

RFQ FOR CONSTRUCTION MANAGEMENT SERVICES

(CMAR – Step One of a Two-Step Process)

>>Step Two – Proposed Fees, Pricing and Costs (continued)

The following information in this Step Two section is being provided for informational purposes only, and is applicable to the Step Two process only.

Fees, prices, or costs shall not be included in the Response to the Request for Qualifications (Step One). If fees, prices, or costs are included in the Response, the Response will be considered as nonresponsive.

A. Fee Proposal:

1. Cost of Pre-construction Services:

For pre-construction services, as described in the Agreement, inclusive of all expenses and disbursements as a lump sum amount of:

[_____] and [\$ _____]
Amount in words

2. Cost of Construction Phase Services:

For overhead and profit, as described in the Agreement, proposed fee amount to be as a percentage (%) of work to be provided.

3. Cost of General Conditions:

For General Conditions as described in the Agreement, proposed amount to be provided for a Guaranteed Maximum Price project as _____% percentage of Cost of Work (Including allowances and contingencies).

Only the fees as requested will be accepted by the District for Step Two- Proposal. Any Step Two – Proposal submitted with condition(s) made part of the fees proposed will not be accepted by the District.

RFQ FOR CONSTRUCTION MANAGEMENT SERVICES

(CMAR – Step One of a Two-Step Process)

3.2 STEP ONE - SUBMISSION REQUIREMENTS:

Deadline and Number of Copies

The submittal package for RFQ Step One shall be received no later than **2:00PM Central Time, August 22, 2013.**

Submitter's label shall be prepared as follows:

To: Attention: Board Services
From: Full Legal Name and Address of Company
Request for Qualifications – Construction Manager at Risk (CMAR Step One)
For The 2012 HISD Facilities Capital Program
RFQ Number: 13-07-01CS
School and/or Athletic Projects Submitting For Are: _____
To: Houston Independent School District
Room 1C03
4400 West 18th Street
Houston, Texas 77092

Example: If your firm is bidding on School Projects 1, 4, and 10, then on the label enter as follows:

School Projects Submitting For Are: 1, 4, and 10

Failure to follow this bid submission label requirement may result in your bid not being accepted.

The submittal package must contain:

1. One (1) original submittal package with original signatures, and that set should be labeled "ORIGINAL"
2. One (1) printed copies in the required format set forth in section 3.3.
3. Scan the "ORIGINAL" onto eight (8) formatted flash drives and submit the eight (8) flash drives with your printed "ORIGINAL" SOQ and the printed copy of your SOQ. The electronic formatted scanned copies of the "ORIGINAL" must be created using tools that are compatible with the Microsoft Office standard desktop tools or Adobe Acrobat Reader, without the need for conversion.
4. **M/WBE information (One (1) additional copy per School Project and/or Athletic Project) must be in a separate envelope labeled M/WBE information Attn: Business Assistance labeled with 1) Respondent's full legal company name, 2) Respondent's company address, 3) the RFQ project name, 4) the RFQ project number, and 5) the School Project and/or Athletic Project number submitting qualifications for and M/WBE Participation Plan information for.**

3.3 STEP ONE - SUBMITTAL CONTENT:

To enable the Houston Independent School District to efficiently evaluate the Statement of Qualification packages, it is **MANDATORY** that Respondents follow the required format in preparing their SOQ. SOQs that **DO NOT** conform to the prescribed format will be rejected and not be evaluated.

The printed original and printed copies of the SOQ shall be submitted in binders. Pages shall be no larger than letter-size (8-1/2" by 11") or, if folded to that dimension, twice letter size (11" by 17"). Each section (defined below) shall be separated by a tabbed divider.

RFQ FOR CONSTRUCTION MANAGEMENT SERVICES

(CMAR – Step One of a Two-Step Process)

Each SOQ shall be organized in the following order:

- A. **Outside Cover and/or First Page:** This page/cover shall contain the name of the SOQ ("Statement of Qualifications for Construction Management Services (CMAR) For The 2012 HISD Facilities Capital Program"), the full legal name of the Respondent, RFQ project number, and the submittal date.
- B. **Table of Contents:** The next page shall be a Table of Contents.
- C. **Section 1 Divider** (letter)

- 1. Transmittal Letter: Following the divider shall be a letter transmitting the SOQ to:

Houston Independent School District
Wm. Earl Finley, C.P.M., A.P.P.
Sr. Sourcing Specialist - Procurement Services

Requirements: The Transmittal letter

- a. shall be a maximum of 2 pages
 - b. shall identify full, official business name as registered with Secretary of State Respondent will be doing business as for this RFQ.
 - c. may highlight the key aspects of the qualifications of the team to provide construction services to HISD for the 2012 Bond Program.
 - d. shall state that the submittal is valid for 360 days.
 - e. shall confirm that the Respondent agrees to maintain a Houston office during the term of the engagement
 - f. shall acknowledge receipt of addenda by number and date issued
 - g. shall include the original signature of a partner, principal, or officer of the Respondent (this original shall be submitted in the set labeled "ORIGINAL").

- D. **Section 2 Divider** - Firm Profile and Relevant Experience (**42 pages maximum, single sided**)

1. Executive Summary

This section should introduce the purpose and scope of the RFQ and be one page in length only. It should include administrative information including, response date, Respondent's contact name, phone number, and email address. This section must also include a brief summary of the Respondent's qualifications and ability to meet HISD's overall requirements to include under the following headers

Brief Company Overview:

Include years in Business/ Founded / Experience / Specialties / Certifications / Areas of Service

Qualifications of Key Team Members/Partners:

Team Members
Partnership Team Members
Lead Team Members Name, Phone Number, and Email Address

Relevant Experience:

Key relevant projects comparable to the projects submitting for

RFQ FOR CONSTRUCTION MANAGEMENT SERVICES

(CMAR – Step One of a Two-Step Process)

List of relevant HISD specific work completed

M/WBE Plan:

Include percentage participation
Partnerships
Other plans

2. Corporate Qualifications and Relevant Experience

- a. The Respondent should expand on the brief company overview above in the executive summary, including more on company history, corporate structure and organization, number of years in business, number of years in K-12 facilities and Construction Manager at Risk experience.
- b. Respondents should describe their current experience in other school district programs of comparable size, scope and diversity with references from entities, including names, addresses, telephone numbers, and email addresses. The same current references provided must be entered in Attachment A - Questionnaire.
- c. If the SOQ submittal involves a joint venture, Respondent needs to demonstrate successful joint ventures in the past, and how the joint venture would be structured for this RFQ.
- d. **Submitter must identify and describe a maximum of five (5) projects of directly relevant experience per School Project the Submitter is submitting qualifications for with references provided and w/ full contact information including phone and email addresses of references provided.**

Limit firm's relevant experience, for each relevant project example provided, to one page maximum. This relevant experience information and MWBE Participation Plan is required for each School Project that Respondent firm is submitting qualifications on or for, and is to be placed behind the corresponding School Project Tab(s) Respondents firm is submitting qualifications for.

3. Safety Record

Provide a scanned copy only of your company safety plan with Attachment C, as a separate file named as follows – Company Name - Safety Plan, on the eight (8) flash drives required to be submitted with your RFQ.

The safety plan and M/WBE plan does not count as part of your 42 page maximum, single sided limit.

4. M/WBE Participation Plan and Record of Compliance

The Office of Business Assistance was established by the Board of Education in 1988 to assist minority and women-owned businesses ("M/WBE") to participate in various District business projects. The District's M/WBE participation goal level for Construction Services is 20%. Respondents are required to submit an M/WBE plan per School Project that includes the following (this does not count towards 42 page limit):

- (1) Identify Respondent's M/WBE commitment and good faith efforts for the proposed team using Form G - M/WBE Participation Plan and any supporting documentation; and
- (2) A written description of prior utilization or solicitation of M/WBE firms and participation in M/WBE outreach efforts conducted either independently, or in conjunction with HISD and/or other entities. Examples of this may include, but is not limited to, prior mentor/protégé relationships or participation in M/WBE organizations; and

RFQ FOR CONSTRUCTION MANAGEMENT SERVICES

(CMAR – Step One of a Two-Step Process)

- (3) A written description of the overall project M/WBE plan for soliciting and utilizing M/WBE firms along with target M/WBE commitments and outreach efforts.

M/WBE documents are a part of Respondent's evaluation. This documentation is required for your proposal to be evaluated by the District. HISD will determine whether the Respondent's efforts meet the minimum standards of "Good Faith Effort" consistent with the District's M/WBE participation goals. Failure to provide the required M/WBE documentation will be considered non-compliant. If a SOQ/Proposal is deemed non-compliant, it can lead to disqualification from consideration. To ensure that all M/WBE participation obligations under the awarded contract are met, the Business Assistance Department will require documentation of the Awardee's M/WBE participation throughout the performance of the Agreement and upon the Agreement renewal.

5. Approach and Methodology

- a. This section should include the Respondent's understanding of the nature of the project/service(s) to be provided and how their submittal will best meet the needs of HISD.
- b. Respondents should define their functional approach in identifying the tasks necessary to meet requirements.
- c. Respondents should define their functional approach in providing the services for the duration of the contract to complete the projects outlined.
- d. Describe the approach to project management and quality assurance.
- e. Provide a proposed project work plan that reflects the approach and methodology, tasks and services to be performed, deliverables, timetables, staffing, and safety methodology.

6. Proposed Personnel

- a. The Respondent should provide detailed information about the experience and qualifications of the Respondent's assigned personnel considered key to the success of the project and for each School Project submitting for. The actual personnel who will be assigned to a School Project must be included in the submittal. Substitutions of personnel after award of the contract must only be made because of extreme extenuating circumstances with prior approval from HISD.
- b. This information should include education, training, technical experience, functional experience, specific dates and names of employers, relevant and related experience, past and present projects with dates and responsibilities, and any applicable certifications. This should also specifically include the role and responsibilities of each person on this project and how those roles support the scope of work, his/her planned level of effort, his/her anticipated duration of involvement, and his/her on-site availability.
- c. Respondents must include a statement that all key staff members proposed are available to staff this contract. Please clearly indicate which proposed staff members are proposed as full time and part time efforts.
- d. The persons responsible for providing the day-to-day implementation of the building program must office locally.
- e. Resumes: Provide resumes of the firm's principal staff members who are available for assignment to this project indicating certifications, licenses and relevant project experience. Clearly describe each proposed team members relevant K-12 experience and level of commitment to this project as a percentage basis.

7. Bonding & Finance

- a. Financial Information: Provide a statement of the Respondent's financial stability and ability to fulfill the obligations of the contract(s) that may be awarded with their submittal. If your firm is unable to provide audited financial statements, please provide a letter why your firm cannot provide and submit any available financial information.

RFQ FOR CONSTRUCTION MANAGEMENT SERVICES

(CMAR – Step One of a Two-Step Process)

b. Bonding: Provide a brief statement of the Respondent's bonding ability to fulfill the obligations. This information to also be provided in Attachment A – Questionnaire.

E. **Section 3 Divider** (Forms A thru I; and Insurance)

- a. Form A – CERTIFICATION AND DISCLOSURE STATEMENT
- b. Form B – FREE OF INDEBTEDNESS STATEMENT
- c. Form C – CERTIFICATION REGARDING DEBARMENT AND SUSPENSION
- d. Form D – STATEMENT OF NON-COLLUSION
- e. Form E – ANTI-TRUST CERTIFICATION STATEMENT
- f. Form F – CONFLICT OF INTEREST QUESTIONNAIRE
- g. Form G – M/WBE PARTICIPATION REPORT (1. Place an original copy of this report in a separate envelope marked to the attention of "Office of Business Assistance"; and 2) place an original copy of this report in your RFQ marked "Original Copy".)
- h. Form H – EXCEPTION FORM
- i. Form I – AWARDEE RELATIONS – CHE (LOCAL) QUESTIONNAIRE
- j. Form J – DECLARATION OF SCHOOL PROJECT INTEREST
- k. Proof of Insurance

F. **Section 4 Divider** Attachment A - Questionnaire with Requested Information: Using Attachment A provide answers to all the questions and provide supporting information in the same order it is requested in the questionnaire immediately following the questionnaire in this section.

3.4 SELECTION PROCESS:

CMAR services will be procured in accordance with all applicable law pertaining to CMAR services and the terms, conditions and requirement set forth in this Two Step RFQ. A selection committee comprised of District personnel will evaluate and determine the SOQ submittals deemed qualified to participate in Step Two. The committee may invite up to five qualified companies per School Project to participate in Step Two.

HISD reserves the right to reject any or all Step One SOQ submittals or any and all Step Two proposals, to negotiate changes in the scope of the work or services to be provided, to withhold the award for any reason it may determine, in its sole discretion, and to waive or decline any technicalities or irregularities in any Step One SOQ or Step Two Proposal.

Step One SOQs shall not include any information regarding Respondents fees, pricing or other compensation and no such information will be considered by the District. If fees or prices are included in the Response to this RFQ, the Response will be considered as nonresponsive.

By submitting its Step One SOQ in response to this RFQ, Respondent accepts the qualification process and accepts that determinations of the most highly qualified company(s) will require the discretionary judgments of the District. Further, if Respondent is invited to submit a Proposal in Step Two of this Two Step CMAR process, Respondent to Step Two accepts the evaluation judgment of the committee based on the evaluation criteria below.

RFQ FOR CONSTRUCTION MANAGEMENT SERVICES

(CMAR – Step One of a Two-Step Process)

3.5 SELECTION CRITERIA

The District shall consider the following criteria below when evaluating Two Step - Construction Manager at RISK submittals:

Criteria for Two-Step Process

First Step: Qualifications

Percentage	Criteria
27%	CMAR Qualifications
18%	CMAR Relevant Experience
10%	Safety Record
18%	M/WBE Plan and Record of Compliance
4%	Construction Methodology and Phasing Strategy
18%	CMAR Proposed Personnel
5%	Bond and Financial Stability

Second Step: Proposals

Percentage	Criteria
10%	Cost of Pre-Construction Services
45%	Cost of Construction Services
45%	Cost of General Conditions

RFQ FOR CONSTRUCTION MANAGEMENT SERVICES
(CMAR – Step One of a Two-Step Process)

IV. FORMS

Form A

CERTIFICATION AND DISCLOSURE STATEMENT

A person or business entity entering into a contract and/or agreement with HISD is required by Texas Law to disclose, in advance of the contract and/or agreement award, if the person or an owner or operator of the business entity has been convicted of a felony. The disclosure should include a general description of the conduct resulting in the conviction of a felony as provided in section 44.034 of the Texas Education Code. The requested information is being collected in accordance with applicable law. This requirement does not apply to a publicly held corporation.

If an individually owned Company:

Has the owner(s) ever been convicted of a felony? ☐ Yes ☐ No

If a Corporation, Partnership, Limited Partnership, etc:

Has any owner, or partner, of your business entity been convicted of a felony? ☐ Yes ☐ No

Has any manager or director of your entity been convicted of a felony? ☐ Yes ☐ No

Has any employee of your entity been convicted of a felony? ☐ Yes ☐ No

If Yes, give details:

If you answered yes to any of the above questions, please provide a general description of the conduct resulting in the conviction of the felony, including the Case Number, the applicable dates, the State and County where the conviction occurred, and the sentence. (Attached additional pages, if necessary.)

I attest that I have answered the questions concerning prior convictions truthfully and to the best of my knowledge.

CORPORATE OFFICER'S SIGNATURE

PRINTED NAME

TITLE

RFQ FOR CONSTRUCTION MANAGEMENT SERVICES
(CMAR – Step One of a Two-Step Process)

Form B

FREE OF INDEBTEDNESS STATEMENT

The Texas Education Code (Section 44.044) provides that school districts, by resolution of the Board of Trustees, may establish regulations requiring that persons or entities entering into a contract and/or agreement or transaction with the District not be indebted to the District. The Board of Education has approved a resolution establishing policy that requires that the awarded, or selected, Awardees be free of any indebtedness to the District. The following information must be completed by individual and/or business entities.

List all the tax account numbers for all property taxes due the Houston Independent School District:

Are all City, County, and Houston Independent School District property taxes, both real and personal, assessed against property owned by individual and/or business entity paid?

☐ **Yes** ☐ **No (You Must Mark - Yes or No)**

If you answer “no” to this question, provide detail of the amounts due the District and your current plan to satisfy this indebtedness.

I attest that I have answered the questions regarding indebtedness to the Houston Independent School District truthfully and to the best of my knowledge.

CORPORATE OFFICER’S SIGNATURE

PRINTED NAME

TITLE

RFQ FOR CONSTRUCTION MANAGEMENT SERVICES
(CMAR – Step One of a Two-Step Process)

Form C

CERTIFICATION REGARDING DEBARMENT AND SUSPENSION

The undersigned certifies on behalf of the company and its key employees that neither the company nor its key employees have been proposed for debarment, debarred or suspended by any Federal Agency.

The undersigned agrees to notify the District in the event that the company or any of its key employees are proposed for debarment, debarred or suspended by any Federal Agency or by any State of Texas agency. Notification shall take place within five (5) business days after the company or employee is notified of either debarment or suspension or possible debarment or suspension. Notification shall be sent to Mr. Christopher L. Gross, C.P.M; General Manager – Procurement Services; Houston Independent School District; 4400 West 18th Street; Houston, Texas 77092.

I attest that I have answered the questions regarding debarment and suspension truthfully and to the best of my knowledge.

CORPORATE OFFICER'S SIGNATURE

PRINTED NAME

TITLE

RFQ FOR CONSTRUCTION MANAGEMENT SERVICES

(CMAR – Step One of a Two-Step Process)

Form D

STATEMENT OF NON-COLLUSION

The undersigned Respondent does hereby certify:

- a) That all statements of fact in such SOQ are true.
- b) That such SOQ was not made in the interest of, or on behalf of any undisclosed person, partnership, company, association, organization or corporation.
- c) That such SOQ is genuine and not collusive or sham.
- d) That Respondent(s) has not, directly or indirectly by agreement, communication or conference with anyone, attempted to induce action prejudicial to the interest of the District or of any other bidder or anyone else interested in the proposed procurement.
- e) That Respondent(s) did not, directly or indirectly, collude, conspire, connive or agree with anyone else that said bidder or anyone else would submit a false or sham bid or SOQ, or that anyone should refrain from bidding or withdraw his bid or SOQ.
- f) That Respondent(s) did not, in any manner, directly or indirectly seek by agreement, communication or conference with anyone to raise or fix the bid or SOQ price of said bidder or of anyone else, or to raise or fix any overhead, profit or cost element of his bid or SOQ price, or that of anyone else.
- g) That Respondent(s) did not, directly or indirectly, submit his bid or SOQ price or any breakdown thereof, or the contents thereof, or divulge information on data relative thereto, to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof, or to any individual or group of individuals, except to the District, or to any person or persons who have a partnership or other financial interest with said Respondent in his business.
- h) That Respondent(s) did not provide, directly or indirectly to any officer or employee of the District any gratuity, entertainment, meals, or anything of value, whatsoever, which could be construed as intending to invoke any form of reciprocation or favorable treatment.
- i) That no officer or principal of the undersigned firm is related to any officer or employee of the District by blood or marriage within the third degree or is employed, either full or part time, by the District either currently or within the last two (2) years.
- j) That no officer or principal of the undersigned firm nor any subcontractor to be engaged by the principal has been convicted by a court of competent jurisdiction of any charge of fraud, bribery, collusion, conspiracy or any other act in violation of any state or federal anti-trust law in connection with the bidding, award of, or performance of any public work contract and/or agreement with any public entity.

I attest that I have answered the questions regarding non-collusion truthfully and to the best of my knowledge.

CORPORATE OFFICER'S SIGNATURE

PRINTED NAME

TITLE

RFQ FOR CONSTRUCTION MANAGEMENT SERVICES
(CMAR – Step One of a Two-Step Process)

Form E

ANTI-TRUST CERTIFICATION STATEMENT
(Texas Government Code §2155.005)

I affirm under penalty of perjury of the laws of the State of Texas that:

1. I am duly authorized to execute this agreement/contract/SOQ on my own behalf or on behalf of the company, corporation, firm, partnership or individual (Company) listed below;
2. In connection with this SOQ, neither I nor any representative of the Company have violated any provision of the Texas Free Enterprise and Antitrust Act, Tex. Bus & Comm. Code Chapter 15;
3. In connection with this bid, neither I nor any representative of the Company have violated any federal antitrust law; and
4. Neither I nor any representative of the Company have directly or indirectly communicated any of the contents of this SOQ to a competitor of the Company or any other company, corporation, firm, partnership or individual engaged in the same line of business as the Company.

Company Name _____

Company Address _____

City, State, Zip Code _____

Phone _____

Facsimile _____

Respondent Signature _____

Respondent Printed Name _____

Position with Company _____

(IF DIFFERENT FROM ABOVE)

Official Authorizing SOQ

Corporate Officer's Signature _____

Printed Name _____

Position with Company _____

RFQ FOR CONSTRUCTION MANAGEMENT SERVICES

(CMAR – Step One of a Two-Step Process)

FORM F – CONFLICT OF INTEREST QUESTIONNAIRE FORM

FORM F - INSTRUCTIONS

FORM F - SECTIONS

1. IF THE COMPANY DOES NOT HAVE ANY COMPANY OFFICERS THAT HAVE A BUSINESS RELATIONSHIP WITH THE GOVERNMENT AGENCY, THEN TYPE THE WORD NONE. IF THE COMPANY DOES HAVE ANY COMPANY OFFICERS THAT HAVE A BUSINESS RELATIONSHIP WITH THE GOVERNMENT AGENCY, THEN ENTER THE NAME OF THE OFFICER.
2. THIS SECTION IS TO UPDATE A PREVIOUS FORM
3. IF A LOCAL GOVERNMENT OFFICER HAS AN EMPLOYMENT OR BUSINESS RELATIONSHIP WITH THE COMPANY THEN NAME THE LOCAL GOVERNMENT OFFICER AND ANSWER THE QUESTIONS (A-D). IF NO GOVERNMENT OFFICER HAS AN EMPLOYMENT OR BUSINESS RELATIONSHIP WITH THE COMPANY, THEN ENTER NONE.
4. THE FORM MUST BE SIGNED AND DATED BY A CORPORATE OFFICER OF THE COMPANY SUBMITTING A SOQ/PROPOSAL.

RFQ FOR CONSTRUCTION MANAGEMENT SERVICES
(CMAR – Step One of a Two-Step Process)

Form F
CONFLICT OF INTEREST QUESTIONNAIRE FORM

CONFLICT OF INTEREST QUESTIONNAIRE		FORM CIQ
For vendor or other person doing business with local governmental entity		
<p>This questionnaire reflects changes made to the law by H.B. 1491, 80th Leg., Regular Session.</p> <p>This questionnaire is being filed in accordance with Chapter 176, Local Government Code by a person who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the person meets requirements under Section 176.006(a).</p> <p>By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code.</p> <p>A person commits an offense if the person knowingly violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.</p>		<div style="border: 1px solid black; padding: 2px; text-align: center;">OFFICE USE ONLY</div> <div style="border: 1px solid black; padding: 2px; margin-top: 5px;">Date Received</div>
1	Name of person who has a business relationship with local governmental entity.	
2	<div style="display: flex; align-items: flex-start;"><div style="margin-right: 10px;"><input type="checkbox"/></div><div>Check this box if you are filing an update to a previously filed questionnaire.</div></div> <p style="margin-top: 10px;">(The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)</p>	
3	Name of local government officer with whom filer has employment or business relationship.	
	<div style="border-bottom: 1px solid black; width: 30%; margin: 0 auto;"></div> <p>Name of Officer</p>	
	<p>This section (item 3 including subparts A, B, C & D) must be completed for each officer with whom the filer has an employment or other business relationship as defined by Section 176.001(1-a), Local Government Code. Attach additional pages to this Form CIQ as necessary.</p> <p>A. Is the local government officer named in this section receiving or likely to receive taxable income, other than investment income, from the filer of the questionnaire?</p> <div style="display: flex; justify-content: center; gap: 20px; margin-top: 5px;"><div><input type="checkbox"/> Yes</div><div><input type="checkbox"/> No</div></div> <p>B. Is the filer of the questionnaire receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer named in this section AND the taxable income is not received from the local governmental entity?</p> <div style="display: flex; justify-content: center; gap: 20px; margin-top: 5px;"><div><input type="checkbox"/> Yes</div><div><input type="checkbox"/> No</div></div> <p>C. Is the filer of this questionnaire employed by a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership of 10 percent or more?</p> <div style="display: flex; justify-content: center; gap: 20px; margin-top: 5px;"><div><input type="checkbox"/> Yes</div><div><input type="checkbox"/> No</div></div> <p>D. Describe each employment or business relationship with the local government officer named in this section.</p>	
4		
	<div style="border-bottom: 1px solid black; width: 100%;"></div> <p>Signature of person doing business with the governmental entity</p>	<div style="border-bottom: 1px solid black; width: 100%;"></div> <p>Date</p>

Adopted 06/29/2007

RFQ FOR CONSTRUCTION MANAGEMENT SERVICES
(CMAR – Step One of a Two-Step Process)

Affiant certifies that he or she is duly authorized to submit the above information on behalf of the Respondent, that Affiant is associated with the SOQ in the capacity noted above and has personal knowledge of the accuracy of the information provided herein, and that the information provided herein is true and correct to the best of Affiant's knowledge and belief.

Affiant

SWORN TO AND SUBSCRIBED before me this ____ day of _____, 20____.

(seal)

Notary Public

RFQ FOR CONSTRUCTION MANAGEMENT SERVICES
(CMAR – Step One of a Two-Step Process)

Form G
M/WBE PARTICIPATION PLAN
For Respondent's Proposed Team

HISD PROJECT TITLE: _____ PROJECT NUMBER: _____
COMPANY NAME: _____ CONTACT NAME: _____
PHONE NUMBER: _____ EMAIL: _____

Select one of the following options and complete section. Attach and complete requested documentation.

☐ **OPTION I –Complete section if Respondent is certified as a minority or woman-owned business (M/WBE).**

1. Select current M/WBE certification(s) that HISD recognizes, and attach current M/WBE certification.

- ☐ City of Houston (MBE and/or WBE only)
- ☐ National Minority Supplier Development Council or local affiliate
- ☐ Women's Business Enterprise National Council or local affiliate

2. Additional M/WBE Subcontractor Contract Commitment: _____%

_____(initial) Respondent's company agrees to subcontract with M/WBE companies to meet or exceed the above written goal.

Attach M/WBE firm(s) current certifications.

☐ **OPTION II–Complete section if Respondent agrees to subcontract with M/WBE firm(s) for the awarded contract.**

1. Company will meet or exceed the district's M/WBE Subcontractor Goals.

20% for purchasing of goods, non professional services & construction; 25% for professional services

2. M/WBE Subcontractor Contract Commitment _____%

_____(initial) Respondent's company agrees to subcontract with M/WBE companies to meet or exceed the above written goal.

Submit an M/WBE Subcontracting Plan identifying proposed companies.

☐ **OPTION III –Complete section to comply with the District's "Good Faith Efforts" documentation.**

1. M/WBE Subcontractor Contract Commitment _____% (if less than District's M/WBE Subcontractor Goals)

_____(initial) Respondent's company agrees to subcontract with M/WBE companies to meet or exceed the above written goal.

2. Provide a one (1) page description of the Good Faith Efforts that Respondent will undertake to meet the District's M/WBE Subcontractor Goals.

Signature of Company Officer

Date

Printed Name

RFQ FOR CONSTRUCTION MANAGEMENT SERVICES

(CMAR – Step One of a Two-Step Process)

Form H

EXCEPTION FORM

All deviations and exceptions to this RFQ must be expressly stated in this Exception Form (additional pages to this form may be added if necessary). In the absence of any entry on this Exception Form, the Respondent(s) assures HISD of their full agreement and compliance with all specifications, terms and conditions, requirements and obligations of the RFQ. **THIS EXCEPTION FORM MUST BE SIGNED BY EACH RESPONDENT(S) WHETHER THERE ARE EXCEPTIONS LISTED OR NOT, AND SUBMITTED WITH THE SOQ.**

SECTION #, PARAGRAPH # (OR SUBSECTION #) AND PAGE	EXCEPTION

Company Name

Corporate Officer's Signature

Printed Name

RFQ FOR CONSTRUCTION MANAGEMENT SERVICES
(CMAR – Step One of a Two-Step Process)

Form I

AWARDEE RELATIONS – CHE (LOCAL) QUESTIONNAIRE

Board of Education Policy CHE (Local) adopted October 11, 2012 requested that all Respondents supply the Board of Education the information contained below. While this information is requested in other parts of Form A this questionnaire provides the information specifically related to CHE (Local).

**All sections require an answer. If the answer is none, enter none.
Do not use N/A or leave a section blank.**

Legal Name of Business: _____

Type of Business and types of products or services provided:

_____.

Business Mailing Address: _____.

City: _____ State: _____ Zip Code _____

Business Street Address: _____

City: _____ State: _____ Zip Code _____

Names of parent company, subsidiaries, or other name under which they are currently conducting or have previously conducted business with the District:

Parent Company

Subsidiaries	Subsidiaries

Other Names	Other Names

RFQ FOR CONSTRUCTION MANAGEMENT SERVICES **(CMAR – Step One of a Two-Step Process)**

Number of Full Time Employees: _____ Part Time Employees: _____

Provide names of owners, principal shareholders or stockholders, officers, agents, and salespeople. In addition, key employees who fall within the category of: present and former (within the past 5 years) Members of the Board:

[illegible]

Names of District employees and members of their immediate families working or potentially working on the District's contract:

Names	Names

Ethnic group of the majority owners (to identify minority businesses) _____

RFQ FOR CONSTRUCTION MANAGEMENT SERVICES
(CMAR – Step One of a Two-Step Process)

List - Authorized agents, including any person or entity who is authorized to ‘act with’ or ‘act on your behalf’, such as consultants, sub-contractors, re-sellers, and/or lobbyist, confidants, etc., whether compensated or not compensated.

Names	Names

Certification of authority and/or any license or certificate required to conduct business within the State of Texas and/or any applicable local municipalities in accordance with any governing federal, state, and local statutes, regulations and ordinances:

License Number and Type	License Number and Type

Financial and business references, including bank with which the company conducts business:

Name of Bank:

Bank Officer _____ Officers Telephone Number _____

RFQ FOR CONSTRUCTION MANAGEMENT SERVICES
(CMAR – Step One of a Two-Step Process)

Other Banking/finance Institutions:

Finance Institution Name	Finance Institution Name

Name of insurance companies and bonding company (if applicable)

Insurance Companies	Insurance Companies

Bonding Company	Bonding Company

RFQ FOR CONSTRUCTION MANAGEMENT SERVICES
(CMAR – Step One of a Two-Step Process)

Identification of any past, pending, or present litigation involving your firm and any company owners, principal shareholders or stockholders, officers, agents, salespeople or employees over the last ten years.

Style of Litigation	Type of Litigation	Current Status

Relationship to any Political Action Committees (PAC)

(Make copies of any table if additional rows are needed and attach additional sheets)

I attest that I have answered the questions relating to CHE (Local) truthfully and to be best of my knowledge.

CORPORATE OFFICER'S SIGNATURE

PRINTED NAME

TITLE

RFQ FOR CONSTRUCTION MANAGEMENT SERVICES
(CMAR – Step One of a Two-Step Process)

Form J

Declaration of
SCHOOL PROJECT INTEREST FORM

Mark “X” by schools your company is interested in providing CMAR for:

- ☐ Tab 01: School Project 01 – Bellaire High School
- ☐ Tab 02: School Project 02 – Condit Elementary School
- ☐ Tab 03: School Project 03 – Davis High School
- ☐ Tab 04: School Project 04 – DeBakey High School
- ☐ Tab 05: School Project 05 – Dowling Middle School
- ☐ Tab 06: School Project 06 – Eastwood Academy
- ☐ Tab 07: School Project 07 – Furr High School
- ☐ Tab 08: School Project 08 – Grady Middle School Renovations and Addition
- ☐ Tab 09: School Project 09 – HSPVA (High School For The Performing and Visual Arts)
- ☐ Tab 10: School Project 10 – Lamar High School
- ☐ Tab 11: School Project 11 – Law Enforcement High School
- ☐ Tab 12: School Project 12 – Lee High School
- ☐ Tab 13: School Project 13 – Mandarin Chinese Language Immersion K-8 School
- ☐ Tab 14: School Project 14 – Milby High School
- ☐ Tab 15: School Project 15 – Parker Elementary
- ☐ Tab 16: School Project 16 – Relief Elementary School
- ☐ Tab 17: School Project 17 – Sharpstown High School
- ☐ Tab 18: School Project 18 – Sterling High School
- ☐ Tab 19: School Project 19 – Washington High School
- ☐ Tab 20: School Project 20 – Yates High School
- ☐ Tab 21: School Project 21 – Young Men’s College Prep.
- ☐ Tab 22: School Project 22 – District Wide Athletics

Submitted by: _____

Date _____