



NORTH EAST INDEPENDENT SCHOOL DISTRICT

Date: September 12, 2011

Presenter: Brian G. Gottardy
Garrett Sullivan,
Executive Director, CM&E

Subject: Recommendation to Approve Issuance of Solicitation for Request for Qualifications for Professional Architectural and Engineering Design and Consulting Professional Services for the Proposed 2011 Bond Program

Related Page(s): None

CONSENT ITEM

BACKGROUND INFORMATION

In line with the Texas Government Code (Chapter 2254) and consistent with the TEA Resource Guide recommendation for the procurement of professional services, the District proposes utilization of a two-step Request for Qualifications (RFQ) process to procure Architectural and Engineering (A/E) professional services in support of the proposed 2011 Bond Program. Step 1 consists of selecting the most highly-qualified design professionals based on demonstrated competence and qualifications, while Step 2 includes negotiation of contracts with the selected design firms based on a fair and reasonable price. Use of the RFQ process will serve to enhance opportunities for firms that have limited or no work experience with the District in competing for selection against firms well-established with the District, providing for a fair and open selection process.

ADMINISTRATIVE CONSIDERATION

The RFQ will announce the District's intention for conducting a Bond Election in 2011 and invite interested A/E design and consulting firms to interview with a District Evaluation Committee for potential selection as a Bond Program A/E. The District Evaluation Committee will be comprised of six members, including: Mr. Ron Clary (Interim Associate Superintendent for Operations); Mr. Dan Villarreal (Chief Financial Officer); Mr. Garrett Sullivan (Executive Director, Construction Management and Engineering); Mr. David Bohannon (Executive Director, Procurement & e-Commerce); Mr. Larry Pearce (Senior Director, Construction Management); and Mr. Jorge Cabello (Senior Director, Construction Planning and Design). The Committee will review and evaluate proposals, interview prospective A/E firms, and recommend to the Superintendent of Schools and Board of Trustees a Final Slate of A/Es best-qualified to provide Architectural/Engineering design and consulting services for the proposed 2011 Bond Program. The Committee will also recommend the "Lead Bond Architect" and propose a preliminary slate of Bond Program project assignments best-suited to the qualifications and capabilities of each selected firm.

Timeline:

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| Board Approval for Issuance of the RFQ for A/E Services | September 12 th , 2011 |
| Publicly Advertise RFQ | September 25 th & October 2 nd , 2011 |
| Issue RFQ | October 4 th , 2011 |
| Receive RFQs from Interested A/E Firms | November 11 th , 2011 |
| Review and Score A/E Firm Proposals | November 16 th – November 30 th , 2011 |
| Interview Top-Ranked A/E Firms | December 5 th – December 8 th , 2011 |
| Recommend Final Slate of A/E Firms to Board of Trustees | January 9 th , 2012 |

BUDGETARY CONSIDERATION

2007 Bond Interest Earned Funds will be used for issuance of the RFQ, with the total cost for printing and advertising services estimated to not exceed \$850.00.

ADMINISTRATIVE RECOMMENDATION

It is recommended that the Board of Trustees authorize the issuance of a Request for Qualifications (RFQ) to publicly advertise and solicit for professional Architectural and Engineering (A/E) design and consulting professional services in preparation for a proposed District Bond Program in 2011.

BOARD ACTION REQUIRED

Approval/Disapproval