

**LAGO VISTA INDEPENDENT SCHOOL DISTRICT**

**REQUEST FOR QUALIFICATIONS  
FOR  
OWNER'S REPRESENTATIVE SERVICES**

RFQ#2021.113. Owner's Representation in Construction Projects Related to 2020 Bond

[January 22, 2021]

**COMPLETED RESPONSES ARE DUE February 4th, 2021, 2 p.m., CENTRAL TIME**

**DELIVERY REQUIREMENTS: THREE (3) BOUND COPIES 8.5" X 11" PAGE SIZE  
AND ONE (1) ELECTRONIC COPY ON USB FLASH DRIVE TO:**

**Superintendent, Mr. Darren Webb  
Lago Vista ISD Administration Office  
8039 Bar-K Ranch Rd.  
Lago Vista, TX 78645**

## **Nature of Request for Qualifications**

Lago Vista Independent School District (“Lago Vista ISD” or “District”) seeks to engage a firm to serve as Owner’s Representative to manage, on behalf and for the benefit of the District, aspects of the design and construction of District school buildings, including, but not limited to, the rehabilitation, renovation, expansion or improvement of elementary, middle and high school campuses and possible future school buildings. It is the intent of the Board of Trustees of Lago Vista ISD to obtain information through this Request for Qualifications (“RFQ”) that allows for assessment of the capacity of a firm to provide the needed Owner’s Representative services effectively and reliably. The capabilities of the firm as well as its integrity and general reputation are relevant considerations. Preference will be given to firms that can demonstrate experience with K-12 school planning and design projects.

## **Project Background**

Lago Vista ISD passed a \$44.33 million dollar bond in November 2020 for the construction, acquisition and equipment of school buildings in the District (including, but not limited to, the rehabilitation, renovation, expansion and/or improvement of elementary, middle and high school buildings) and the purchase of land for future school buildings (hereinafter “Project”). Lago Vista ISD is working with the architectural firm Huckabee & Associates, Inc., on this Project and has approved the delivery method of Construction Manager-At Risk and Competitive Sealed Proposals. A Request for Proposals for the CMAR is currently being drafted.

## **Quick Facts about the Project**

### Elementary School

- Controlled entry vestibule
- Construction of a new 2-story addition to increase the capacity and the demolition of oldest wing
- New playground
- Additional parking

### Middle School

- Electronic access of exterior doors
- Construction of new classroom and enclosure of courtyard
- Renovate science wing; expansion of fine arts storage and weight room
- Replace aging roof and central plant

### High School

- Controlled entry vestibule
- Expand cafeteria dining
- New CTE facility for programs such as culinary arts and health science
- Expand existing shop for construction and welding
- Expand band, fine arts electives, and storage for theater
- Expand girls dressing room and weight room, enclose auxiliary gym breezeway and create secure entry

## District Infrastructure

- Purchase of land for future sites
- Renovate existing Intermediate School to house and consolidate administrative services

## Qualifications Criteria

**Complete responses to Items 1-6 below are required:**

### **1. Statement of Interest**

- Provide a brief narrative stating your firm's qualifications to deliver a variety of services that assist Lago Vista ISD with this Project's management.
- Provide a statement of willingness to present to the Lago Vista ISD school board a brief overview of services available to the District, options for services (if available), and participate in a Q&A with board members about how your firm can assist the District specifically.

### **2. Firm Requirements**

- Provide location of firm's and potential staff assigned to the Lago Vista ISD Project
- Provide Certificate of Liability Insurance document.
- Provide resumes indicating the experience and expertise of the potential firm members being assigned to the Lago Vista ISD Project
- Describe the different methods of monitoring/representation that is available to the district that represents oversight of construction and billing.

### **3. Representative Projects**

List five (5) projects for which your organization has provided or is providing Owner's Representative services which are most related to the Lago Vista ISD project. Include:

- Project name and location
- Project owner
- Project construction management firm
- Project construction cost
- Description of services rendered for the project
- Description of deliverables provided to the owner both during and at the conclusion of the project
- Commissioning software used during the course of the project

### **4. References**

Provide references of any three projects listed in response to item 3. Include:

- Owner
- If a school district, delivery method of project (CMAR, CSP, etc.)
- Owner's representative that served on the project

### **5. Best Practices**

- Describe the firm's quality assurance program, explaining the methods the firm uses to maintain quality control during the assigned phases of a project
- Provide details on software used to track project cost/completion
- Provide examples of deliverables to owner that provides status reports of project completion.

## **6. Additional Information**

Provide additional information that the firm believes may better describe its qualifications, *e.g.*, letters of recommendation.

### **Weighting of Criteria**

- a. Experience with Past Projects (35%)
- b. Current Capabilities (35%)
- c. Procedures/Methods (15%)
- d. References (15%)

### **Procedures for Response to RFQ**

Responses should address each of the above items nos. 1-6 in the same order in which they are set forth above. Provide three (3) bound copies in 8.5” x 11” page size and one (1) electronic copy on a USB flash drive.

A sealed envelope that is prominently marked “Request for Qualifications, Owner’s Representative, RFQ #2021.113” containing three bound copies plus one electronic copy, via USB flash drive, of the response addressing all of the foregoing criteria must be received at the District’s Superintendent’s Office, 8039 Bar-K Ranch Rd., Lago Vista, TX 78645 by **February 4<sup>th</sup> at 2 p.m.** Late, faxed, or emailed copies will not be accepted. It shall be the responsibility of the firm submitting a response to ensure that it has been properly received by the deadline. If the response is not legible, the District may determine that the submission is non-responsive.

All submissions will become the property of the District.

Respondents to this RFQ shall not contact District staff, Trustees or Administrators in reference to the RFQ except via the designated contact(s) listed below:

Questions and clarifications should be directed to:

Jason Stoner

email: [jason\\_stoner@lagovista.txed.net](mailto:jason_stoner@lagovista.txed.net)

phone: (512) 267-8300 ext. 1502