



## Request for Qualifications

### 19RFQ125 ±On Call Permitting Services Campus Support

Date	Event
February 28, 2019 March 7, 2019	Advertise/Issue Date
March 7, 2019	Pre-Proposal Conference at 2:00PM Austin ISD Carruth Administration Center 1111 West 6 <sup>th</sup> Street, Board Room, B -100. PLEASE ALLOW TIME TO PARK!
March 11, 2019	Due Date for Questions by 5:00 pm
March 15, 2019	Questions and Answers and final addendum posted on our website
March 26, 2019	RFQ opening / due date at 2:00 pm CST
May 20, 2019	AISD Board Meeting for review/approval

Deliver Sealed Proposals to: <span style="color: red;">Austin ISD          Construction Management          812 San Antonio Street, Suite 200          Austin, Texas 78701</span>	Contact: Jennifer Nix Contract & Procurement Services Phone: 512 -414-2241 <a href="mailto:jennifer.nix@austinisd.org" style="color: blue; text-decoration: underline;">jennifer.nix@austinisd.org</a>
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- x Questions must be submitted via e-mail to the contact person listed above.  
 In the e-mail subject line, type: Questions : 19RFQ125 ±On Call Permitting Services Campus Support
- x Q & A and Addenda will be posted on our website: [www.austinisd.org/cp/bids](http://www.austinisd.org/cp/bids)
- x Proposals are due no later than 2:00 pm on the date indicated. Your proposals must be delivered by mail or hand delivery in a sealed envelope or carton. Proposals received after the specified time shall not be considered.
- x Please submit the following:
  - Required
    - o 2 QH KDUG FRS\ PDUNHG 3FRS\
  - Requested
    - o One (1) digital copy on a flash drive ±LQFOXGH VLJQHG 3UHTXLUHG I
    - o 2 QH KDUG FRS\ PDUNHG 3FRS\
- x FAX, e-mail or other electronic proposals will not be accepted.
- x Proposals must be plainly marked with name and address of the Offeror and the RFQ number and Title above .





2.2 Each response should be placed in a separate envelope or box and properly identified with RFQ number, due date and time. Response must be time stamped at the AISD Contract and Procurement Department on or before the hour and date specified for submission. It is the Contract and Procurement office by the specified date and time due for receipt.

2.3 Any response may be withdrawn in writing prior to the due date and time set for receipt. Any response not so withdrawn shall constitute an irrevocable response and may not be withdrawn by the respondent without the permission of the Contract and Procurement Department for a period of ninety (90) days.

2.4 Late responses or modifications will not be considered under any circumstances.

2.5 Purchases made for school district use are exempt from the State Sales Tax.

2.6 Telegraphic or other electronically submitted responses will not be considered. Facsimile (FAX) responses will not be accepted.

2.7 Any response or bond signed by an agent or attorney-in-fact shall be accompanied by evidence of authority.

2.8 Deleted

2.9 Deleted

2.10 Deleted

**2.11 RFQ STATEMENT OF WORK (SOW) FORMAT**

**A.1 Services Requested:**

AISD is seeking a qualified consultant to provide permitting services, more specifically described in the Scope of Work section of this document.

**A.2 Background and Objective:**

AISD has construction projects from various bond programs for which permitting services are needed.

**A.3 Scope of Work:**

The District is requesting proposals for firms to provide permitting services.

**RESPONSIBILITIES:**

1. Expedite departmental review and final City of Austin approval of Site Development Permits





3.9 Section deleted.

3.10 Points of Contact and Clarification: Requests for clarification of information regarding the contents of this RFQ, or questions concerning the technical requirements may be

3.11 Unauthorized Communications: The responding firms, or their agents, shall undertake no activities, actions or contacts to promote or advertise their responses to the AISD Board of Trustees, Superintendent, central office administrators, or members of the Architect/Engineer Selection Screening Committee. Violation of this provision will be grounds for disqualification of the responding firm. Authorized communications are to be with the designated AISD contact person as indicated on page 1 of RFQ. Any substantive

- E. Respondent has neither coerced nor attempted to influence the exercise of discretion by any officer, Trustee, agent or employee of the Austin Independent School District concerning this RFQ on the basis of any consideration not authorized by law;
- F. Respondent has not received any information not available to other Respondents so as to give the undersigned a preferential advantage with respect to this RFQ; and
- G. Respondent (or its sub-consultants, as applicable) meets all of the qualifications specified in Section 2.11 B above.





4. Relationship of the Parties<sup>2</sup> It is understood and agreed that Consultant is an independent contractor and neither Consultant nor any employees, volunteers, or agent contracted by Consultant shall be deemed for any purposes to be employees, volunteers or agents of Owner. Consultant shall assume full responsibility for the action of such employees, volunteers, or agents while performing any services incident to this Agreement, and shall remain solely responsible for their supervision, daily direction and control, payment of salary (including withholding of income taxes and social security),  
Z R U N H U V ¶ F R P S H Q V D W L R Q G L V D E L O L W \ n s E H Q H I L W V D
5. No Waiver of Immunity<sup>2</sup> Owner does not waive or relinquish any immunity or defense on behalf of itself, its trustees, officers, employees, and agents as a result of its execution of this Agreement and performance of the functions or obligations set forth herein.
6. Insurance and Indemnity<sup>2</sup> For the term of this Agreement, Consultant agrees to maintain and keep on file with Owner all insurance coverages as set forth in Exhibit A to this Agreement. Consultant shall provide valid renewal or amended certificates, as required in Exhibit A. Consultant agrees to indemnify and hold harmless Owner, its trustees and employees against any and all losses, costs, expenses and liabilities,  
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15. Governing Law <sup>2</sup> This Agreement is made in Texas and shall be construed, interpreted, and governed by Texas law. The parties shall consent to the jurisdiction and venue of the courts of Travis County, Texas, for any action under this Agreement.
16. Duplicate Originals <sup>2</sup> This Agreement may be executed in multiple counterparts, each of which shall have the full force and effect of the original Agreement, and each of which shall constitute but one and the same instrument.
17. Complete Understanding <sup>2</sup> This Agreement and all Exhibits, Supplements and Amendments thereto shall constitute the complete understanding of Consultant and Owner. This Agreement constitutes the sole and only agreement of the parties to it and supersedes any prior understandings or written or oral agreements between the parties respecting the subject matter of this Agreement. Any terms or conditions