



**Request for Qualifications
19RFQ127 – On Call EWAS Services Campus Support**

Date

Event

EXECUTION OF RESPONSE FORM

RESPONDENT'S CERTIFICATION AND DISCLAIMER STATEMENT

Failure to complete and sign this form will result in disqualification of response.

The undersigned Respondent, by signing and executing this response, certifies and represents to Austin Independent School District (AISD) that the Respondent has read and is familiar with all requirements, and if awarded a contract, will comply with AISD's Contract, and Attachment A hereto titled **Master Services Agreement**, which includes the certifications and assurances enclosed with this response. All information contained in this RFQ response, including the information provided in regard to Section 2.1 is, to the best of the undersigned's in

1.0 Selection Process For Request For Qualifications (RFQ):

DO NOT SUBMIT PRICING INFORMATION

The successful Respondent(s) shall be selected by AISD using a two step method in accordance with the Professional Services Procurement Act:

Step One:

Initial selection shall be based on the demonstrated competence of the individual(s) or business entity (or entities) that is (are) to provide the services.

Oral presentations may be required; however, the most highly qualified respondent(s) may be selected on the basis of the evaluation of the written response(s) alone.

Step Two:

A.3 Scope of Work:

Energy and water conservation and sustainability consultant services, including but not limited to the following:

1. Sustainability Objectives, Standards, Guidelines and Specifications
 - a. Assist in establishing sustainability objectives and metrics - Austin Energy Green Building Program (AEGB) Two-Star Rating (minimum), and other energy rating programs (such as USGBC LEED, etc.).
 - b. Assist in customizing the AEGB rating program, where possible, to better suit the requirements of school buildings.
 - c. Develop/update the District's Energy Standards to be in line with latest applicable codes and Green Building ratings.
 - d. Review and comment on the District's Standard Guidelines and Specifications for Design and Construction. (in the Project Development Manual)
 - e. Evaluate sustainable materials and practices and develop supplemental specifications for inclusion as part of AISD's Standard Specifications. (in the Project Development Manual)
 - f. Develop specifications for Building Systems Commissioning.
 - g. Assist in the review and update of the District's Facility Automation System specifications.
2. New Construction & Major Renovation Projects
 - a. Sustainability Consulting: Assist AISD, design team, and construction teams in meeting the sustainability objectives of each project. Tasks include:
 - i. Act as the liaison between the project team and the sustainability rating agency (Austin Energy Green Building and/or other energy rating programs such as USGBC LEED);
 - ii. Review design drawings and specifications for compliance with sustainability objectives;
 - iii. Conduct submittal reviews to verify compliance with sustainability features;
 - iv. Recommend materials and practices to enhance project sustainable features;
 - v. Assist in preparing technical documentation required to demonstrate sustainable features and submit information to rating entity (AEGB/LEED).
 - b. Commissioning: Provide commissioning services for MEP systems and building envelope. Tasks include:
 - i. Participate in early design meetings to assist in directing architects and engineers towards designs that meet the Owner's intent and written standards, are energy efficient, and will be sustainable and maintainable;
 - ii. Conduct design reviews to verify that designs meet Owner's intent and participate in design review meetings with Owner and design team;

- iii. Participate in technical meetings with MEP Engineers and Owner’s Energy Management staff to review controls sequences and specifications.
 - iv. Assist design team in customizing the Standard Commissioning Specifications as required for each project;
 - v. Conduct review of MEP submittals to verify compliance with owner’s intent;
 - vi. Participate in technical meetings with MEP Engineers, Owner’s Energy Management staff and Controls Contractor to review preliminary controls submittals;
 - vii. Conduct field observations during construction, including envelope and MEP components;
 - viii. Verify completion of Installation/Pre-functional checklists;
 - ix. Participate in Functional Testing of MEP systems;
 - x. Conduct thermal envelope scanning;
 - xi. Track deficiencies via a Commissioning Issues Log and verify their completion;
 - xii. Prepare a Summary Commissioning Report once all issues have been addressed;
 - xiii. Assist Owner with follow-up observations during the warranty period.
 - c. Energy Modeling: Develop computer simulations to assist design teams in optimizing building energy efficiency, and also to demonstrate the relative efficiency gains and achieve credits under the sustainability rating systems (AEGB/LEED).
 - d. Daylight Modeling: Develop computer simulations to assess the viability for daylighting and to assist design teams in selecting the type, location and size of glazing required to achieve significant daylighting contribution.
 3. MEP Renovations
 - a. Sustainability Consulting: Eff25ETQq0.00000912 0 N9(M)9iin optimizin0 61tirtion, inc

provided with the response, addendums, materials submitted in response to AISD's request for additional information will be used in the evaluation process and award determination.

NOTE: FAILURE TO PROVIDE ALL INFORMATION REQUESTED MAY RESULT IN DISQUALIFICATION.

This mandatory documentation should be organized, numbered, and submitted in the order shown below, and included with the original and each copy of the response.

1. The completed *EXECUTION OF RESPONSE FORM*.
2. Executive summary not to exceed 2 pages must briefly address and demonstrate a) the respondent's understanding of the services to be provided, b) the respondent's commitment to provide services described in this RFQ, and c) statement explaining why the respondent believes itself to be qualified to provide the required services.
3. A summary not to exceed 4 pages of all energy and water efficiency and sustainability related services and activities provided by the respondent in its entire history.
4. Describe all experience in the Central Texas area (beginning with AISD or other school districts) over the last three (3) years. List a point of contact at each, a

4. **Relationship of the Parties**—It is understood and agreed that Consultant is an independent contractor and neither Consultant nor any employees, volunteers, or agents 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), workers' compensation, disability benefits and like requirements and obligations.
5. **No Waiver of Immunity**—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 described herein.
6. **Insurance and Indemnity**—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, including but not limited to reasonable attorneys' fees and court costs, to the extent they

15. **Governing Law**—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**—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** 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