



## Request for Proposals

### 20RFP121 Planning Partner for Facilities Master Plan

Date	Event
April 16, 2020 April 23, 2020	Advertise/Issue Date
April 23, 2020 10:00 AM CST	Virtual Pre-proposal conference Please see additional instructions
April 24, 2020 5:00PM. CST	Due Date for Vendor Questions
April 29, 2020	Questions and Answers and final addendum posted on Contract & Procurement
May 5, 2020 2:00PM CST	RFP Due Date and Time Please see additional submission instructions
May 8, 2020 5:00PM CST	Step 2 Notifications sent to shortlisted firm(s)
May 12, 2020	Interview(s) with shortlisted firm(s)
June 22, 2020	AISD Board meeting for Review/Approval

**Deliver Electronic Proposals to:**

[sara.hildebrandtgaspar@austinisd.org](mailto:sara.hildebrandtgaspar@austinisd.org)

**Contact Person:**

By 2:00PM CST on May 5, 2020

Using the Subject Line  
**“20RFP121 Submission –  
 CONFIDENTIAL”**

seeking clarification or have questions pertaining to this RFP must submit questions in writing to Sara Hildebrandt Gaspar, Senior Procurement Specialist, via email at [sara.hildebrandtgaspar@austinisd.org](mailto:sara.hildebrandtgaspar@austinisd.org) no later than April 24, 2020 by 5:00PM CST. Failure to follow above stated protocol may result in disqualification from procurement process.

In the e-mail subject line, type: *Questions 20RFP121, Planning Partner for Facilities Master Plan*

◀ Q & A and all Addenda will be posted on our website:

< **VIRTUAL PRE-**

## **Checklist and Submission Guidelines**

This checklist is provided to help you conform to all form/document requirements stipulated in this solicitation and attached herein.

(This is not a required form, it is not necessary to return this checklist with your proposal.)

### **Understanding the Proposal**

Completed

- Read entire RFP document, appendices and attachments
- Review AISD Policy and Provisions on our website: [Policy and Provisions](#)
- Attend pre-proposal conference
- Submit questions properly before deadline
- Review addenda, Q&A and other additional attachments
- Review Proposal Format section of RFP

### **Forms**

Completed | Required

- | Bid Certification
- | Notification of Criminal History of Contractor
- | Debarment, Suspension and Ineligibility Certification
- | Conflict of Interest Questionnaire (CIQ) electronic
- | Printed and Signed addenda cover sheets
- | Required HUB Forms
- | Strategic Partner Profile
- | EDGAR Vendor Certification
- | Software Vendor Certification Form

### **Submitting the Proposal**

Completed

- Prepare the proposal in the format specified and sign all required forms, including addenda cover sheets
- Submit required digital copy via virtual submission requirements.
- Required HUB forms may be submitted with your proposal, or up to 24 hours after the due date at [proconteam@austinisd.org](mailto:proconteam@austinisd.org)

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6. Information on prior experience, and previous or present contractual relationships with AISD.
7. A statement concerning the independence of the proposer, including direct and indirect financial interest, and the relationship of key members of the project team to employees of the District and any of the members of the Board of Trustees.
8. Provide the names and resumes for all principals and employees the firm anticipates serving on the Planning Management Team. The resumes must include, but are not limited to:
  - a. Experience related to the specific services the person is to provide AISD (describe the activities, provide project lists, and total years and months of such experience);
  - b. Area(s) of expertise, licenses, accreditations/certifications, and;
  - c. Other information the proposer deems appropriate.

Limit each resume to no more than 2 pages.

9. List any subcontractors that you anticipate using. Provide the following:
  - a. The subcontractor(s) firm background information, including name, address, type of organizations, and number years in business;
  - b. A brief history of the subcontractor(s) firm, including record of growth, type of work, areas of specificities (limit to one page);
  - c. If a subcontractor will be playing a substantial role in the project, provide the

Resumes should be similar to the ones described for employees. Label the resumes with the subcontractor's name.

10. Describe one to three K-12 facility planning projects that the firm has conducted, of similar size and scope, over the last eight (8) years. The description should include:
  - a. Client and location of the project;
  - b. Client contact person, phone number and email address;



**Competitive Selection / Evaluation**

- A. This is a **NEGOTIATED** procurement and as such, award will not necessarily be made to the offer or submitting the lowest priced proposal. Awards will be made to the firm submitting the best responsive proposal satisfying
- B. This is a two-part evaluation. **Phase I** proposed plan, experience/service capabilities, and best value with the following criteria to determine the finalists who will be asked to participate in an interview. Phase I evaluation criteria is as follows:

<b>50 Percent</b>	Qualifications, Experience, Personnel and References	The demonstrated ability of the Contractor to provide services; the District.
<b>40 Percent</b>	Proposed Plan	The adequacy and completeness of the plan offered addressing the Scope of Service and Performance Requirements.
<b>10 Percent</b>	Financial Proposal	Rate schedule for all team members.

- C. **Phase II** will evaluate the selected finalists in the areas of the proposed plan, experience/service capabilities, and best value on the following criteria:

<b>35 Percent</b>	Phase 1	Proposed Products, Financial Proposal. <i>(score from Phase I)</i>
<b>65 Percent</b>	Oral Presentation /Interview	The extent to which the goods or services meet the

Upon completion of oral presentations or discussions, Contractors may be requested to revise any or all portions of their proposals.