

BOT Meeting:	September 18, 2017
Solicitation No.:	RFQ 17-049KB
Description:	<p>Professional Services - Facility Needs Assessment Plan</p> <p><u>Recommendation</u></p> <p>The Administration is seeking Board approval of a professional services agreement with PBK , for the base amount of \$735,298, plus \$100,000 Contingency Allowance, for the development of the District's Five Year Facilities Needs Assessment Plan for 2018 Bond Planning, and authorization for the Superintendent to negotiate and execute the contract.</p> <p><u>Background</u></p> <p>A five year Facilities Needs Assessment will assist the District in identifying the status of its schools and help formulate a plan for the construction of new schools, school expansions, remodels, life cycle deficiencies, upgrades, and retrofits.</p> <p>On March 24 and March 31, 2017, the Administration solicited a Request for Qualifications (RFQ) from qualified professional firms under RFQ 17-049KB. On April 25, 2017, 14 firms submitted qualifications. The firms included AECOM, AEI Consultants, EMG (Clampett Industries, LLC dba EMG), Huitt-Zollars, Inc., ISES Corporation, Jacobs Engineering Group, Inc., JLL Americas, Inc., PBK Architects, P2MG, Salas O'Brien, Skanska USA Building, Inc., Sunland Group, Inc., True North Consulting Group LLC, and Vanir Construction Management, Inc. The committee evaluated and scored qualifications based on the criteria published in the RFQ document.</p> <p>The top five ranked firms, in alphabetical order, are AECOM, Huitt-Zollars, Inc., Jacobs Engineering Group, Inc., PBK Architects, and Vanir Construction Management, Inc. These five firms received the highest overall scores and staff asked each to provide a presentation to the evaluation committee on June 15, 2017. The firms each had 40 minutes for their presentation, followed by 20 minutes for the scripted questions.</p> <p>The Director of Purchasing moderated the meeting and kept strict time. All committee members who had previously scored the statement of qualification proposals were present, and completed scoring sheets for the presentations and interview portions. The Director of Finance reviewed all five firms' financials and scored based on the criteria and weights established in the RFQ document. The committee tabulated all scores and completed a final ranking of firms on June 27, 2017.</p> <p>On August 30, 2017, the Board approved the rankings and authorized staff to begin negotiations with PBK. Staff held a scope</p>

planning meeting with PBK on September 1, 2017. During the meeting, staff discussed baseline parameters, expectations and negotiated a fee.

Staff will present the scope of services and fee structure to the Board at the September 11 workshop. In summary, PBK will complete a comprehensive facility assessment of every facility in the District. The deliverable of their work will play a significant role in the development of the District's Master Plan and 2018 Bond Program. The facility assessment will analyze the District's assets on a campus level basis and provide district leadership with a complete understanding of facility conditions and operational needs. The assessment report will take into consideration the following conditions:

- TEA Compliance and Educational Adequacy
- Major renovations
- Mechanical, Electrical, Plumbing (MEP) repairs/upgrades
- Fine arts and athletics needs/upgrades
- Roof repairs/replacements
- Kitchen equipment upgrades/replacements
- Finishes and flooring
- Structural needs
- Fire and life safety upgrades
- Technology needs/upgrades
- Security upgrades

Because the development of the District Standards is an important part of the planning process and a key to clearly outline project goals, the scope of work also includes further development and refinement of the District's Educational Specifications for a typical Elementary School, Middle School, and High School, and includes the review and update of Fort Bend ISD's Construction Specifications. The following standards will be developed new or added to:

- Educational Standards –description of the range of functional requirements
- Technical Standards – framework for the consistent delivery of quality and value in future facility projects
- Innovative Design Elements – required to continue to incorporate innovative design elements that can provide value and operational efficiency into the District's facilities

Texas Government Code 2254.004 requires that in procuring architectural or engineering services, the District shall first select the most highly qualified provider of those services based on demonstrated competence and qualifications; and then attempt to negotiate a contract with the provider at a fair and reasonable price.

	To the extent possible, staff intends to fund this item through Bond Contingency to close out stale Bond 2007 accounts, and potentially use Bond 2014 contingency if staff determines any will be available after the approval and finalization of Phase III contracts.
Requested By:	Oscar Perez, Chief Operations Officer Steve Bassett, Chief Financial Officer
Vendor:	PBK
Budget Sources:	Bond Funds and Bond Contingency Funds
Amount:	\$ 835,298
Other Supporting Information	
Sole Source:	No
Number of vendors contacted by Purchasing:	4
Number of vendors contacted by FBISD Notification System:	2770
Number of vendors downloaded the solicitation:	360, 80 Other (Letter), 85 Q&A
Number of responses received:	14
Number of "no bid" responses received:	0
Length of commitment:	6 months or Until completion
Last solicitation date:	December 10, 2012
Supporting documents:	Tabulation and Rubric
Disclosure under Board Policy CH, CV, or DBD (Local):	None

RFQ 17-049KB

Capital Improvement Plan (CIP) Facility Needs Assessment

SCORING OF REQUEST FOR QUALIFICATIONS
RECEIVED APRIL 25, 2017

Firm	Total Points (100 points Max)	Firm's Ranking Order
PBK	84.88	1
Jacobs	81.9	2
AECOM	81.75	3
Construction	78.88	4
Huitt-Zollars	76.88	5
AEI	74.5	6
JLL	74	7
Corporation	71.63	8
EMG	71.5	9
Skanska	67.63	10
P2MG	65.75	11
Salas O' Brien	64.88	12
Sunland Group	62.75	13
Consulting	47.13	14

SCORING OF PRESENTATION/INTERVIEW AND FINANCIALS
HELD ON June 15, 2017

Firm	Interview/Presentation (80 points Max)	Financials (20 points Max)	Total Points (100 points Max)	Firm's Ranking Order
PBK	58.82	14.5	73.32	1
Jacobs	55.52	17.5	73.02	2
AECOM	64.07	8.5	72.57	3
Huitt-Zollars	57.76	14.5	72.26	4
Construction	54.65	14	68.65	5

FINAL RANKING OF FIRMS USING A 60% WEIGHT ON REQUEST FOR QUALIFICATIONS
AND A 40% WEIGHT ON PRESENTATION/INTERVIEW AND FINANCIALS

Firm	RFQ Score	Weight	Presentation/Interview and Financials Score	Weight	Final Score	Final Ranking Order
PBK	84.88	60%	73.32	40%	80.25	1
Jacobs	81.9	60%	73.02	40%	78.34	2
AECOM	81.75	60%	72.57	40%	78.07	3
Huitt-Zollars	76.88	60%	72.26	40%	75.03	4
Construction	78.88	60%	68.65	40%	74.78	5
AEI	74.5	100%			74.5	6
JLL	74	100%			74	7
Corporation	71.63	100%			71.63	8
EMG	71.5	100%			71.5	9
Skanska	67.63	100%			67.63	10
P2MG	65.75	100%			65.75	11
Salas O' Brien	64.88	100%			64.88	12
Sunland Group	62.75	100%			62.75	13
Consulting	47.13	100%			47.13	14

Formula for combined RFQ and P&F: $(.60)RFQ + (.40)P\&F = S$

"RFQ" is the score of the firm's Request for Qualifications

"P&F" is the score of the firm's Presentation/Interview and Financials

"S" is the firm's final score

RFQ 17-049KB Capital Improvement Plan (CIP) Facility Needs Assessment

Fort Bend ISD RFQ for Facilities Assessment - Criteria and Evaluation Weights				
	Criterion	Points	Scoring Description	Points Assignment
1	Response to RFQ	5	Adequacy of response to the RFQ as relates to meeting the needs of the FBISD facilities assessment	Evaluation Committee
2	Proposed Methodology	25	Review of the firm's basic CIP facilities assessment techniques and methods, and intended approach to meet the requirements of this RFQ.	Evaluation Committee
3	Past Relevant Performance	25	Review of up recent and relevant facilities assessment CIPs of similar size and scope to this RFQ	Evaluation Committee
4	Cost/Life Cycle Estimate	10	Review of past CIP cost and timeline estimation.	Evaluation Committee
5	Firm's Profile/Team Organization/Resume	20	Review of team organization, relevant qualifications and experience of the firm and personnel for the performance of assessment services. Review of resumes, credentials, and experience of the individuals who will be assigned to support accomplishment of the service to FBISD standards.	Evaluation Committee
6	Past FBISD experience	10	Review of past positive experience with FBISD facilities.	Evaluation Committee
7	References	5	Adequacy of response and information provided by relevant references. List of References should come from past project examples list within this RFQ. References will be contacted via e-mail with a deadline. If no response received by the deadline, there will be points deducted in this section.	Purchasing Department
	Total	100		