



Hamilton

Independent School District

(HISD)

REQUEST FOR QUALIFICATIONS: ARCHITECTURAL SERVICES

1. GENERAL INFORMATION

Firm Name _____

Address _____

City _____ State _____ Zip _____

Contact Person(s) – limited to two persons per firm/application

Contact No. 1:

Name _____

Title _____

Telephone _____ Fax _____

Internet/E-mail address _____

Texas Registration Number _____

Contact No. 2:

Name _____

Title _____

Telephone _____ Fax _____

Internet/E-mail address _____

Texas Registration Number _____

2. QUALIFICATION STATEMENT

In a 100 word or less statement, please describe what makes your firm uniquely qualified to perform **Architectural Services**, including any superior qualities:

3. FIRM BACKGROUND AND STAFF

Year present firm established _____
Name of parent company, if any _____
Address _____
List principles of firm _____

Number of employees in firm locally: _____
Total of employees in firm (all office locations): _____
Architects _____ Engineers _____ Draftsmen _____ Administrators _____

Who would be the senior member of the firm assigned to HISD? _____
Who will be your designated representative assigned to HISD? _____

4. PROFESSIONAL SERVICES (DISCIPLINES) PROVIDED BY FIRM

Please check all services applicable to your firm:

- | | | |
|---|---|---|
| <input type="checkbox"/> Architectural/Planning | <input type="checkbox"/> Acoustical Engineering | <input type="checkbox"/> Civil Engineering |
| <input type="checkbox"/> Construction Admin. | <input type="checkbox"/> Design | <input type="checkbox"/> District Facility Planning |
| <input type="checkbox"/> Electrical Engineering | <input type="checkbox"/> Engineering | <input type="checkbox"/> Mechanical Engineering |
| <input type="checkbox"/> Structural Engineering | <input type="checkbox"/> Educational Specifications | <input type="checkbox"/> Bond Referendum Packages |

Other _____

Who would your firm propose as a consultant for the following areas and how long have you worked with these consultants?

- A. Structural: _____
- B. Mechanical: _____
- C. Landscaping: _____
- D. Acoustical: _____
- E. Civil: _____
- F. Technology: _____

5. SPECIALIZED SERVICES/SUPPLEMENTAL SERVICES

Check the services your firm provides and whether included in the basic services or available for an additional fee.

	Basic	Additional
Americans with Disabilities Act audit/review ADA	_____	_____
Facility Plans	_____	_____
Acoustical evaluation	_____	_____
Energy audits	_____	_____
Environmental/hazardous materials inspections	_____	_____
Life safety system	_____	_____
Communication systems design	_____	_____
Site planning/site selections	_____	_____
Landscape design	_____	_____
Interior design	_____	_____
Technology infrastructure design	_____	_____
Bond issue assistance/planning & coordination	_____	_____
District-wide facilities condition assessment	_____	_____
Feasibility studies	_____	_____
Other _____		

6. CAD CAPABILITIES

Would 100% of construction documents be on CAD? _____

If not, what percent of work would be on CAD? _____

Describe percentage of work _____

At the conclusion of the project, would your firm transmit to the district drawings, specifications, CAD software, etc., for the district's use?

_____ Yes _____ No

Would your firm grant to the district the license to reproduce any and all documents, including drawings, specifications, CAD software, etc., for the purposes of future maintenance of the building, future alterations to the building, or future additions to the building by another architect, assuming the architect for the addition/renovations would be liable for the addition/renovations?

_____ Yes _____ No

7. FIRM INFORMATION

Describe the manner in which the firm will work with the district, or its designee, to define the education specification/program and to create the design.

Other advantages offered by the firm that would be of benefit to HISD.

Describe technology expertise and experience your firm offers.

7. BOND INFORMATION

- (a) In the past 3 years, has your firm developed, planned, or evaluated a locally developed long range facility plan and conducted a bond election program to fund it?

Yes _____

No _____

If no, continue to #9.

- (b) List the last three successful bond packages your firm developed.

District	Amount Approved	Date
_____	_____	_____
_____	_____	_____
_____	_____	_____

- (c) List the last bond election (if any) that failed to pass.

District	Amount Approved	Date
_____	_____	_____

- (d) Why do you believe this bond was not passed?

9. BOND REFERENDUM

Please describe the pre-bond referendum planning services that your firm would offer to HISD.

Please list the last 3 school districts, along with the names and phone numbers of the primary contact person at each school district, where your firm has provided pre-bond referendum planning services within the last five years.

- A. District _____
 Contact person/title _____
 Phone number _____

- B. District _____
 Contact person/title _____
 Phone number _____

- C. District _____
 Contact person/title _____
 Phone number _____

10. EXPERIENCE PROFILE

List the total number of projects for the last three years, including renovations and additions:

	Project Type	New Construction	Renovation/Addition
A.	Elementary Schools		
B.	Middle Schools		
C.	9th or 9th 10th Schools		
D.	High Schools		
E.	Administration/Support Facilities		
F.	Athletic Facilities/Gyms/Field Houses		
G.	Auditoriums		
H.	Specialized educational facilities (list any type of educational facility not listed above)		

11. PROJECTS

Attach or supply a list or bound materials of all Texas school projects completed and/or started within the last 3 years for which the firm has provided services. Give particular emphasis to those projects most relevant to this District's proposed project(s). For each provide project name, location, client, building area (SF), cost (construction only), number of student's served, services provided by firm, key firm personnel on project, and a brief description of major features. Provide illustration materials (photographs, plans, etc.) for representative projects.

12. PROJECT REFERENCES

Please list three completed education-related projects that would be representative of your firm's work and services provided within the last five years.

A. District _____
Contact person/title _____
Phone number _____
Project _____
Project description _____
Services provided _____
Original contract sum _____
Final contract sum _____

B. District _____
Contact person/title _____
Phone number _____
Project _____
Project description _____
Services provided _____
Original contract sum _____
Final contract sum _____

- C. District _____
Contact person/title _____
Phone number _____
Project _____
Project description _____
Services provided _____
Original contract sum _____
Final contract sum _____

13. CURRENT CLIENTS

Please list two of your current school district clients whose projects reflect the scope of your present workload.

- A. District _____
Contact person/title _____
Phone number _____
Projects _____

- B. District _____
Contact person/title _____
Phone number _____
Projects _____
