New Braunfels Independent School District

Request for Qualifications for Furniture, Fixtures, and Equipment

RFQ # 23-07 FFE

(for the following Schools: Seele, Voss Farms, Klein Road Elementaries and New Elementary #11)

The purpose of this Request for Qualifications is to obtain capabilities from experienced vendors interested in providing design development, specification, procurement, delivery, installation, punch and follow-up of furniture, fixtures and equipment.

All RFQ’s must be addressed to the Administration at the address listed below and marked as follows:

RFQ #23-07 REQUEST FOR QUALIFICATIONS FOR FF&E SERVICES

FOR the following Schools: Seele, Voss Farms, Klein Road Elementaries and New Elementary #11

DUE NOT LATER THAN: 12:00 PM on MONDAY, December 12th, 2022.

New Braunfels ISD
ATTN: Clint McLain, Assistant Superintendent of Finance and Operations
1000 N. Walnut Ave.
New Braunfels, TX. 78130

For questions regarding this Request for Qualifications, please contact Lydia Seigal, Purchasing/Contract Specialist, by email at lydiaseigal@nbisd.org.

All questions shall be submitted by 2:00 PM on Monday, December 5th, 2022 and will be posted on the District website at: https://www.nbisd.org/page/bus.bids. Answers will be provided by 4:00 pm on December 6th.

Three (3) hard copies and (1) one electronic copy of a response to the Request for Qualifications shall be received no later than 12:00 PM on Monday, December 12th 2022 at the District office, ATTENTION: Clint McLain, Assistant Superintendent of Finance a Operations, RFQ #23-07 FFE (Seele, Voss Farms, Klein Road Elementaries and New Elementary #11).

It is the responsibility of the submitting firm to ensure the RFQ response packages are received prior to the deadline. RFQ response packages received after the above date and time will not be considered.
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**Project Schedule:**
- RFQ Issue Date: October 6th, 2022
- Questions Due: December 5th, 2022 by 2:00 p.m.
- RFQ Deadline: December 12th, 2022 by 12:00 p.m.
- Notice to Proceed: February 13th, 2022

**Site Location:**
New Braunfels ISD (Seele, Voss Farms, Klein Road Elementaries and New Elementary #11)

**Overview of the Projects:**
The NBISD is planning to remodel Seele Elementary, add wings to Voss Farms and Klein Road Elementaries, and will be constructing Elementary #11. This program of work will be completed as part of the 2021 Bond program. The base design includes classrooms, administration, and cafeteria.

The projects are scheduled to be completed in June, 2025.

**RFQ Instructions:**
New Braunfels ISD reserves the right to reject any and all proposals or any part thereof, to waive or decline any formalities, informalities and any irregularities in any proposal received and to accept any portion of the proposal or all items if deemed in the best interest of the District. The selection or appointment of any firm under this Request for Qualifications is at the discretion of the Board of Trustees and is final without recourse. All firms submitting a proposal for consideration acknowledges the conditions stated herein.

New Braunfels ISD will not be liable for any costs incurred by vendors in the preparation of a proposal or for any work performed prior to the award of a contract.

**Communication:** Firms submitting qualifications shall not discuss this RFQ with evaluation team, any administration employee, or members of the Board of Trustees.

**General Conditions:**
Proposals must include all information as asked for in this request. Failure to do so may result in rejection of the submittal. The School District is exempt from City, County, and Federal Sales/Excise Taxes. Certification of tax exemption will be issued upon request.

Proposers (and its employees, representatives and subcontractors) agree to abide by and comply with all applicable Federal, State and Local codes, laws, rules, and regulations in the performance of this contract. The firm, in its performance of this contract, shall comply with all of Board regulations, rules, and policies.
The firm shall not allow any laborer or employee to wear objectionable clothing or use profanity in any manner while on school property. Use of illegal substances or tobacco on school property is strictly prohibited.

**Firm's Responsibilities:**
Inspection of the work or materials shall not relieve the firm of any obligation to fulfill the contract as prescribed. Work and materials not meeting specifications shall be corrected at firm’s expense and unsuitable work or materials may be rejected.

Firm will be responsible for providing a clean and safe environment surrounding the work area at all times. Firm shall furnish all required personal safety equipment.

Firm will be responsible for all trash removal and site clean-up.

Firm will include Free On Board (FOB) with no additional freight, handling, or destination costs to the district. It will also be the responsibility of the firm to make arrangements with the shipping firm, their driver, for timely delivery. Any and all freight damage is the responsibility of the successful firm. New Braunfels ISD is exempt from the responsibility of replacement and costs of freight damage.

Firm shall perform work in accordance with good trade practice and in a neat manner to the satisfaction of the School District and it’s Owner’s Representative.

**Scope of Services:**
FF&E services shall include as a minimum the following:

1. **Scope of Work - Programming**
   a. Needs analysis meeting.
   b. Review project parameters and goals.
   c. Design coordination with project team to determine individual, classroom, departments and program needs for furniture, fixtures and equipment.
   d. Site verify field conditions/measurements (if appropriate) computer-based drawing required.

2. **Design Development: Furniture Layout and Product Application**
   a. Develop office workstation and classroom designs.
   b. Create furniture plan.
   c. Review with School District.
   d. Revise as needed.
   e. Finalize space plan of area.
   f. Preliminary budget and cost estimating.
   g. Value Engineering Opportunities.
   h. Multiple Product Options.
   i. Review with School District.

3. **Contract Documentation and Administration: Technical Specifications**
   a. General product specifications.
   b. Review all final drawings and specifications with School District.
   c. Preparation of any needed bidding documents.
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c. Preparation of installation package.
d. Plot drawings and print all specifications.
e. Conduct pre-installation meeting.
f. Provide final budget amounts and review with the District

4. Furniture Delivery and Installation
   a. Schedule delivery of products according to School District timeline.
b. Provide all labor, material, equipment, and supervision to deliver, set up, and install products onsite as specified in accordance with contract documents.
c. Provide all debris containment, debris storage, and debris removal as well as provide a clean site at the end of each working day as required by Owner’s Representative.
d. Inspect all deliveries for shortages or damage and in conjunction with School District, create punch list.
e. Final walkthrough, inspection, and acceptance of project.
f. The FF&E firm is to keep corridors and access points free and clear of debris and furniture.

Qualifications Section:
In order to select the firm best qualified for the New Braunfels ISD FF&E project, we are asking that the prospective Firm respond to the following questions:

Quality of Submittal
Provide a complete and well organized response to this RFQ.

Approach to Project
Provide a detailed description of understanding of the project and identify your firm’s approach to the project. Describe how your firm manages budgets. In addition, identify any work performed by subcontractors.

Work Experience
Provide a list of school projects (in the State of Texas) that your company has successfully completed or that a contract has been awarded.

References
Provide references of completed projects for school projects (in the State of Texas). Provide a minimum of four references for recently completed work to include school name, contact and telephone number.

Project Management/Delivery and Install Personnel
Provide a list of key personnel, skills and qualifications, technical competence, experience on similar projects; specifically identify the person who will be the Project Manager.

Quality Assurance
Provide a description of the quality assurance process your firm will use for space layout and furniture drawings, budget tracking, tracking system for items the District may add during a later phase of work, delivery and install process, punch process, and warranty tracking.
Key Supplier Relationship
List the Key suppliers/manufacturers that your company represents for K-12 projects in Texas. Describe how the relationship will benefit the District regarding supply chain issue/QC.

Insurance Certificate
The selected firm will be required to indemnify and hold New Braunfels ISD and its agents and employees harmless from and against all suits or actions of any kind, including, but not limited to, workers’ compensation claims brought against them for or on accounts of any damages or injuries received or sustained by any parties, by or from the acts of the successful firm or its agents or employees.

Prior to the commencement of any work, Firm shall forward Certificates of Insurance to New Braunfels ISD and Owner’s Representative in which the policy is fully paid, and not subject to any modifications or change for the period specified in the Agreement for this RFQ. The insurance required, General and Professional Liability Insurance, shall be procured and maintained for the duration of the contract.

Vendors
Provide a list of the vendors your firm will be using for this project.

Evaluation Criteria:
Response to the RFQ will be evaluated with the following criteria:

- Reputation of the Vendor (20 points)
- Quality of Vendor’s goods and services offered (20 points)
- Understanding of project scope and ability to manage budgets (10 points)
- Experience working with General Contractors and Architects (10 points)
- Vendors past relationship with the district (5 points)
- Experience working with Texas ISD’s (10 points)
- Location of project personnel (5 points)
- Experience of installation crew (10 points)
- Years of experience of the project team (10 points)

Total: _______/100 pts

- Interview (if selected) (20 points)

The selected firm will be based on the RFQ submittal responses, work experience, services, references, and interview.

Award of Contract:

Once NBISD has reached a decision, the awarded firm will be posted to the District website. https://www.nbisd.org/page/bus.bids.

*The District reserves the right to reject any or all proposals for any reason, and may re-issue the RFQ.*