



Inspire, Equip, Empower

**REQUEST FOR QUALIFICATIONS
TAYLOR INDEPENDENT SCHOOL DISTRICT
RFQ # 2025-02– Architectural & Engineering Services**

Date Posted: 11/14/2025

Due Date & Time: 12/15/2025 at 11:00 AM (CST)

INTRODUCTION

The Taylor Independent School District is issuing this invitation to submit qualifications for architectural and engineering services associated with the 2025 bond.

PROJECT SCOPE OF WORK

The Taylor Independent School District is seeking qualifications for architectural and engineering services. Services may include, but are not limited to, the following categories:

1. Design and planning for future expansions of Taylor High School and Middle School
2. Design of a multi-purpose facility with auditorium, performing arts, and flexible instructional spaces at Taylor High School
3. Design of additions and renovations at Taylor Middle School, including modernization, science labs, and physical education spaces
4. Design of renovations and possible additions for S.T.E.M. spaces at elementary and middle school facilities
5. Construction administration
6. Future site selection, planning, and test fit
7. Additional services as needed

The construction delivery method for these projects is expected to be Construction Manager at Risk.

The construction material testing services necessary for the District's acceptance of the Project will be performed under a separate contract with an independent provider engaged directly by the District.

PRE-RESPONSE QUESTIONS

Questions about this RFQ must be directed, in writing, to:

Aaron Mullins

Project Control

amullins@projectcontrol.com

Email Subject Line: TISD RFQ # 2025-02 Information Request

All questions must be received by 12/3/2025 10:00 AM (CST). The District will post responses to all relevant questions by 4:00 PM (CST), 12/9/2025

SUBMISSION

If you intend to respond, **do not** contact any other member of the district or Board of Trustees in any form until a contract for this RFQ has been awarded, unless granted permission to do so by the District.

Mail or deliver one original and five copies (8.5x11, double or single-sided, bound), along with a digital copy on a thumb drive of your firm's qualification to:

Taylor Independent School District
Attn: Ron Verano
3101 N. Main St. Suite 104
Taylor, TX 76574

Submittals must be sealed and clearly marked on the outside of the package with:

Request for Qualifications RFQ # 2025-02: Architectural & Engineering
Services Due: 12/15/2025 11:00 AM (CST)
Firm Name

All submissions must be received by 12/15/2025 11:00 AM (CST).

SELECTION PROCESS

It is the policy of Taylor ISD that the selection of a firm to provide professional services identified herein shall be on the basis of demonstrated competence and on the professional qualifications necessary for the satisfactory performance of the services required. These services are to be obtained at a fair and reasonable cost based on legal requirements.

Taylor ISD reserves the right at any time to reject any or all responses to this RFQ.

EVALUATION CRITERIA AND AWARD

The evaluation will be based on the following:

1. Weighted criteria will be used to evaluate the qualifications submitted by responding firms.
2. Taylor ISD reserves the right to adjust, add, or remove steps to the evaluation process as deemed necessary for a thorough evaluation of the responses in order to determine the most competent, qualified firm.
3. If needed, presentations and interviews may be requested and scheduled at a later date and time.

Taylor ISD will evaluate each Statement of Qualifications Questionnaire submitted to determine responsiveness to the District's needs based on the following criteria:

1. **General Information (10 Points)** Review of the firm's general information, including litigation history, financial history, and insurability.
2. **Personnel (20 Points)** Individual firm key employees assigned to the design team must demonstrate personal experience with construction/renovation projects at different levels of complexity. This experience must be represented in each key discipline appropriate to the project scope, including architectural, structural, civil, mechanical, electrical, and technology. It is highly desired that the designated design project manager have extensive experience in construction/renovation projects with varying degrees of complexity and work phasing.
3. **Professional Services (15 Points)** Firms must identify professional services provided in-house as well as those that utilize the services of outside consultants. Listings of applicable software to be utilized as well as their benefits to Taylor ISD are to be included.

- 4. **Planning & Design Approach (20 Points)** Provide information on how your firm will work with the District on programming and design.
- 5. **Project Experience (35 points)** The firm’s ability to clearly demonstrate its approach to design and construction processes, to promote potential bonds, to render high-quality design services required by the District, as well as bring projects in on budget, including change orders during construction.

Upon evaluation completion, the District will rank all respondents for School Board approval. The District shall attempt to negotiate with the highest-ranked firm. If the District is unable to negotiate a satisfactory contract with the selected firm, the District shall, formally and in writing, end negotiations with that firm and proceed to negotiate with the next firm in the order of the selection ranking until a contract is reached or negotiations with all ranked firms end.

Required Forms Included

- 1. Exhibit A: Felony Conviction Notice
- 2. Exhibit B: Conflict Of Interest Questionnaire (Form CIQ)
- 3. Exhibit C: Debarment Or Suspension Certification Form
- 4. Exhibit D: Non-Collusion Statement
- 5. Exhibit E: IRS Form W-9
- 6. Exhibit F: Statutorily Required Certifications
- 7. Exhibit G: Certificate Of Interested Parties; Form 1295

APPLICATION SIGNATURE

Until a contract resulting from this process is executed, no employee, agent or representative of any professional services provider shall make available or discuss its proposal with the media in any form, electronic or printed, with any elected or appointed official or officer of the District, or with any employee, agent or other representative of the District, unless specifically allowed to do so by the District.

The information contained herein is true and accurate to the best of my knowledge. By signing below, the firm agrees to allow Taylor ISD to check references given and that the information regarding the size and scope of each project is accurate. Further, the signature below certifies that this Qualification Statement has been completed with no consultation, collaboration or conversation with other firms competing on the same project.

_____	_____	_____
Name (Please print or type)	Title	Date

Signature of Firm’s Principal

REQUIRED INFORMATION

SUBMISSION

Bid submission should include a cover letter signed by firm's principal assigned to Taylor ISD, be tabbed in the prescribed order and contain no more than 35 pages (not including the cover letter, table of contents, tab divider pages, financial statements or required forms). Double-sided is ok and considered 1 page.

COVER LETTER

In two pages (maximum), summarize your firm's qualifications to provide architectural and engineering services, including potential bond promotion services to Taylor ISD. Include the number of years you have provided these services to Texas public school districts.

TAB A: GENERAL INFORMATION

1. Provide the following information about your firm:
 - a. Firm Name
 - b. Address (Office serving Taylor ISD) Address (Corporate office, if different)
 - c. Website
 - d. Type of Organization (Sole Proprietorship, Partnership, Corporation, etc.)
 - e. Former Firm name(s), if any, and year(s) established
 - f. Year present firm established
 - g. Name of parent Firm, if any
 - h. List firm owner(s) and city/state of residence
 - i. Contact person for this RFQ, title, Texas registration number (if applicable), telephone and e-mail
2. In the past five years (including time under former names/ownership structures), have there been or are there currently any judgments, claims, arbitration/mediation proceedings or suits against your firm or its officers? If yes, please attach details of each.
3. Provide audited financial statements for each of the past three years. A balance sheet does not meet this criterion. Only one copy of the financial statements is needed. Financial statements may be placed in a sealed envelope, marked "Confidential: Financial Statements Enclosed".
4. Provide your firm's banking institution, contact person, and phone number
5. Professional Liability Insurance Information:
 - a. Provide insurance agency name and contact information
 - b. Describe limits per project, limits in aggregate and deductible
 - c. Include a copy of your firm's current loss run ratio from your Professional Liability Insurance carrier. Should date back a minimum of 10 years.

TAB B: PERSONNEL

1. Provide an organizational chart that clearly describes your firm's project organization with supervisory reporting.
2. Provide a list of assigned staff to Taylor ISD and briefly discuss their roles on the project and list which office is their home office.

3. Include professional resumes for key personnel and their responsibilities for the duration of the contract. Indicate the education and professional licensing of each person as it relates to this project. Include a list of previous projects, similar in size and complexity, to the Taylor ISD projects.
4. Provide the following personnel statistics:
 - a. Current total number of employees in the local office
 - b. The total number of employees who have left the local office in the last 24 months
 - c. The total number of new employees in the local office in the last 24 months
 - d. The average tenure with the Firm in the local office

TAB C: PROFESSIONAL SERVICES

1. Who will your firm propose as a consultant firm for the following areas, and how long have you worked with this consultant? List any others not listed here(Include resumes)
 - a. Structural Engineering
 - b. Civil Engineering
 - c. Landscape Design
 - d. MEP Engineering
 - e. Kitchen Consultant
 - f. Roofing/exterior envelope consultant
 - g. Acoustical Consultant
2. What software will be used by your firm to produce construction documents? What are the benefits to Taylor ISD?

TAB D: PLANNING & DESIGN APPROACH

1. Describe your services and the approach your firm will take with Taylor ISD, including stakeholder involvement and technology used, in each of the following areas:
 - a. Design
 - b. Cost estimating
 - c. Quality control/quality assurance
 - d. Construction administration
 - i. Who from the team will attend OAC meetings, and what is their role in the project prior to construction
2. Describe additional expertise and services relevant to the project.

TAB E: PROJECT EXPERIENCE

1. What experience does your firm have working ***within a 50-mile radius of Taylor ISD*** in the last five years? List all that meet this criteria and, state specifically:
 - a. Number of educational projects completed during this time frame in this region
 - b. Number of projects currently in progress in this region
2. List five completed K-12 projects (either new construction or renovation projects) that represent projects similar to those listed in the *Project Scope of Work* section above. Please Include:
 - a. District name
 - b. Reference contact name, title, phone number, and email address
 - c. Project Name
 - d. Square Footage
 - e. Substantial Completion Date

- f. Original Contract Sum
- g. Final Contract Sum
- h. Delivery Method
- i. Project Description
 - i. List any unique features or characteristics
- j. Lessons Learned
 - i. Please share 1 - 2 lessons learned for each project

TAB F: DRAFT CONTRACT

- 1. Provide your firm's comments and/or concerns after reviewing the attached Exhibit H (AIA B101 - 2017)

TAB G: REQUIRED FORMS

- 1. Exhibit A: Felony Conviction Notice & Criminal History Review of Firm Employees
- 2. Exhibit B: Conflict of Interest Form CIQ
- 3. Exhibit C: Debarment or Suspension Certification
- 4. Exhibit D: Non-Collusion Statement & Signature Page
- 5. Exhibit E: IRS Form W-9
- 6. Exhibit F: Statutorily Required Certifications
- 7. Exhibit G: Certificate of Interested Parties

END OF QUESTIONNAIRE



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REQUIRED FORMS FOR PROCUREMENT PACKAGES

**Failure to Complete and Submit the Attached Exhibits A-F with Your Submission May Result in Rejection of Your Submission as Incomplete. Please note that Exhibit G is required but must be submitted electronically online.*

EXHIBIT A: FELONY CONVICTION NOTICE
TAYLOR ISD

State of Texas Legislative Senate Bill No. 1, Section 44.034, Notification of Criminal History, Subsection (a), states, “a person or business entity that enters into a contract with a school district must give advance notice to the District if the person or owner or operator of the business entity has been convicted of a felony.” The notice must include a general description of the conduct resulting in the conviction of a felony.

Subsection (b) states “a school district may terminate a contract with a person or business entity if the district determines that the person or business entity failed to give notice as required by Subsection (a) or misrepresented the conduct resulting in the conviction. The district must compensate the person or business entity for services performed before the termination of the contract”.

THIS NOTICE IS NOT REQUIRED OF A PUBLICLY-HELD CORPORATION.

I, the undersigned agent for the firm named below, certify that the information concerning notification of felony convictions has been reviewed by me and the following information furnished is true to the best of my knowledge.

Respondent’s Name: _____
(Legal/Official Company Name)

Respondent’s Authorized Official’s Name: _____
(Please print clearly or type)

A. My firm is a publicly-held corporation; therefore, this reporting requirement is not applicable:

Signature of Respondent’s Official Name: _____

Date: _____

B. My firm is not owned or operated by anyone who has been convicted of a felony.

Signature of Respondent’s Official Name: _____

Date: _____

C. My firm is owned or operated by the following individual(s) who has/have been convicted of a felony:

Name of Felon(s): _____

Detail of Conviction(s): _____

Signature of Proposal’s Official Name: _____

Date: _____

NOTE: Name and signature of company official should be the same as on the affidavit (Proposal Response Form.

Vendor is responsible for the performance of the persons, employees and/or sub-contractors assigned to provide services for the District pursuant to this RFP on any and all District campuses or facilities. Vendor will not assign individuals to provide services at District campus or facility who have a history of violent, unacceptable, or grossly negligent behavior or who have a felony conviction.

EXHIBIT B: CONFLICT OF INTEREST QUESTIONNAIRE (Form CIQ)
TAYLOR ISD

CONFLICT OF INTEREST QUESTIONNAIRE For vendor doing business with local governmental entity		FORM CIQ
This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session. This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a). By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code. A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.		OFFICE USE ONLY Date Received
1	Name of vendor who has a business relationship with local governmental entity.	
2	☐ Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)	
3	Name of local government officer about whom the information is being disclosed. Name of Officer	
4	Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary. A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor? ☐ Yes ☐ No B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity? ☐ Yes ☐ No	
5	Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.	
6	☐ Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).	
7	Signature of vendor doing business with the governmental entity Date	

Form provided by Texas Ethics Commission

www.ethics.state.tx.us

Revised 1/1/2021

NOTE: THIS FORM MUST BE COMPLETED WITH COMPANY NAME, SIGNATURE AND DATE EVEN IF COMPANY HAS NO CONFLICT OF INTEREST

EXHIBIT C: DEBARMENT OR SUSPENSION CERTIFICATION FORM
TAYLOR ISD

DEBARMENT OF SUSPENSION CERTIFICATION FORM

FEDERAL/NON-FEDERAL FUNDS

As the awarded vendor on this contract, you are required to provide debarment/suspension certification indicating that you are in compliance with the below Federal Executive Order Certification by completing and signing this form.

Debarment:

Federal Executive Order (E.O.) 12549 “Debarment and Suspension “requires that all contractors receiving individual awards, using federal funds, and all sub-recipients certify that the organization and its principals are not debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency from doing business with the Federal Government.

Your signature certifies that neither you nor your principal is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

Respondent’s Name: _____
(Legal/Official Company Name)

Address: _____

City/State/Zip: _____

Telephone: _____

Name of Respondent’s Authorized Official: _____
(Type or Print)

Title of Respondent’s Authorized Official: _____
(Type of Print)

Signature of Respondent’s Authorized Official: _____

Date Signed: _____

EXHIBIT D: NON-COLLUSION STATEMENT
TAYLOR ISD

NON-COLLUSION STATEMENT

“The undersigned affirms that he/she is duly authorized to execute this Proposal, that this company, corporation, firm, partnership or individual has not prepared this Proposal in collusion with any other Proposal, and that the contents of this Proposal as to prices, terms or conditions of said Proposal have not been communicated by the undersigned nor by any employee or agent to any other person engaged in this type of business prior to the official opening of this Proposal.”

Proposal’s Name: _____
(Legal/Official Company Name)

Address: _____

City/State/Zip: _____

Telephone #: _____ Fax #: _____

Name of Respondent’s Authorized Official: _____
(Type or Print)

Title of Proposal’s Authorized Official: _____
(Type or Print)

Signature of Respondent’s Authorized Official: _____

Date Signed: _____

Please review full form and instruction available at: <https://www.irs.gov/pub/irs-pdf/fw9.pdf>.

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EXHIBIT F: STATUTORILY REQUIRED CERTIFICATIONS
TAYLOR ISD

Legal Company Name: _____

Authorized Signatory for Company: _____
(Printed Name) (Title)

The undersigned authorized representative of the Company hereby certifies the following to the Taylor Independent School District:

1. Prohibition on Boycotting Israel: Pursuant to Texas Government Code Chapter 2271 for contracts valued at \$100,000 or more, Company certifies that (1) it does not boycott Israel; and (2) it will not boycott Israel for the duration of any contract with the District.
2. Prohibition on Contracting with Companies Engaged with Terrorist Organizations: Pursuant to Texas Government Code Chapter 2252, Subchapter F, Company certifies that it is not listed on the Texas Comptroller's List of Companies Engaging in Business with Iran, Sudan, or Foreign Terrorist Organizations.
3. Prohibition on Contracting with Companies Doing Business with Foreign Terrorist Organizations: Pursuant to Texas Government Code Chapter 2270, Company certifies that it does not currently, and will not for the term of the contract, engage in business with any Foreign Terrorist Organization as defined by federal law.
4. Certification Regarding Foreign-Owned Companies (Critical Infrastructure Only):
(Complete only if the contract involves critical infrastructure, cybersecurity, or related technology)
Pursuant to Texas Business & Commerce Code §2274.0102, Company certifies that: [choose one]
 - ☐ This provision is not Applicable – This procurement does not involve critical infrastructure.
 - ☐ This provision is Applicable or Company is unsure if it is Applicable and – Company certifies that it is not owned or controlled by citizens, residents, or entities of a country designated as a threat to critical infrastructure under Texas law.
5. No Boycott of Energy Companies: Pursuant to Texas Government Code Chapter 2274.002 for contracts valued at \$100,000 or more, Company certifies that it does not boycott energy companies; and will not boycott energy companies during the contract.
6. No Discrimination Against Firearm or Ammunition Industries: Pursuant to Texas Government Code §§2274.002–2274.003 for contracts valued at \$100,000 or more, Company certifies that it does not discriminate against a firearm entity or firearm trade association; and will not discriminate against such entities during the contract.

VENDOR ATTESTATION: By signing below, I represent and warrant that I am authorized to make the above certifications on behalf of the Company and that all the above are true and correct to the best of my knowledge. I understand that providing false or misleading information may result in contract termination and may be a violation of state law or grounds to void or terminate any resulting contract.

Signature: _____

Date: _____

EXHIBIT G: CERTIFICATE OF INTERESTED PARTIES; FORM 1295
TAYLOR ISD

Please review full form and instruction available at: <https://www.irs.gov/pub/irs-pdf/fw9.pdf>.

A governmental entity or state agency may not enter into certain contracts with a business entity unless the business entity submits a disclosure of interested parties. If you are the business entity that is completing the form, you are a filer type **CERT-BUS**.

For reference, please review the following information also available on the FAQ provided by the Texas Ethics Commission.

An **interested party** is:

1. A person who has a controlling interest in a business entity with whom a governmental entity or state agency contracts; or
2. An intermediary.

Controlling Interest: An interested party has a controlling interest in the business entity if the interested party meets one or more of the following conditions:

- has an ownership interest or participating interest in a business entity by virtue of units, percentage, shares, stock, or otherwise that exceeds 10 percent;
- is a member of the board of directors or other governing body of a business entity of which the board or other governing body is composed of not more than 10 members; or
- serves as an officer of a business entity that has four or fewer officers, or serves as one of the four officers most highly compensated by a business entity that has more than four officers. Subsection (c) of this section does not apply to an officer of a publicly held business entity or its wholly owned subsidiaries.

Intermediary Interest: An interested party has an intermediary interest in a contract if the person actively participates in facilitating a contract or negotiating the terms of a contract with a governmental entity or state agency, including a broker, intermediary, advisor, attorney, or representative of or agent for the business entity who meets all of the following conditions:

- receives compensation from the business entity for the person's participation;
- communicates directly with the governmental entity or state agency on behalf of the business entity regarding the contract; and
- is not an employee of the business entity or of an entity with a controlling interest in the business entity.

This form MUST BE FILED ONLINE. It cannot be submitted otherwise. Please review the online instructions and submit Form 1295 electronically. A sample is provided here only for reference.

File Online: <https://www.ethics.state.tx.us/filinginfo/1295/>

EXHIBIT H

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