

**NEW SUMMERFIELD INDEPENDENT SCHOOL DISTRICT**  
**REQUEST FOR PROPOSAL FOR OFFICE RENOVATION**

Pursuant to Texas Government Code, Chapter 2269, Subchapter G, New Summerfield Independent School District (“NSISD” or “District”) will be accepting statements of qualifications for the Design Build of: **NEW SUMMERFIELD INDEPENDENT SCHOOL DISTRICT 2021 PROJECT (DEMOLITION, CONSTRUCTION and associated systems to include electrical, lighting, flooring, ceiling, and paint)** (“Project”), as further described herein. By submitting a response to this Request for Proposal (“RFP”), all those submitting agree to comply with all terms and conditions set out in this RFP.

The RFP package may be obtained at the NSISD Administration Office is located at: 13307 HWY 110 S. NEW SUMMERFIELD, TX, or from the District’s website: <http://www.newsummerfieldisd.net/>, or email: [eboyett@newsummerfieldisd.net](mailto:eboyett@newsummerfieldisd.net).

**Responses to this RFQ must be received no later than March 26, 2021 at 2:00 P.M. at NSISD Administration Office.**

SUBMITAL VIA EMAIL IS RECOMMENDED.

The District may ask Respondents to send a representative to NSISD for an interview/presentation during the ranking and selection process. The interview/presentation will be scheduled during the week of March 29, 2021. NSISD will not be liable for the costs incurred by the Respondent in connection with such an interview.

Each submittal should be prepared simply and economically, providing a straightforward, concise description of your firm’s ability to meet the requirements of this RFP. Emphasis should be on completeness, clarity of content, responsiveness to the requirements, and an understanding of NSISD’s needs.

Respondents must provide all requested information; failure to comply with any portion of this solicitation will be reflected in the evaluation process. The NSISD reserves the right to accept or reject any Submission or any part thereof or any combination of Submissions and to waive any and all formalities. All responses in the Submission may be used by the NSISD in the selection process. The NSISD reserves the right to verify the accuracy and completeness of all responses by utilizing any information available to the NSISD without regard to whether such information appears in the submission.

*For questions regarding this RFP, please contact Eric Boyett, by email at [eboyett@newsummerfieldisd.net](mailto:eboyett@newsummerfieldisd.net)*

All questions and answers will be posted on the District website.

## DISCREPANCIES OR OMISSIONS

Respondent shall carefully examine all documents included in this solicitation. No representations or guarantees of any kind, either expressed or implied, are made with regard to the matters of information contained in this solicitation. Respondent must rely on its own assessment as the basis for the submission. Should Respondent find discrepancies in, or omissions from the Project Description, Scope of Services, or other documents, or should Respondent be in doubt as to submittal procedures and requirements, Respondent should contact the District via email not later than four days before the submittal deadline.

Contact information:

New Summerfield Independent School District  
13307 HWY 110 S.  
New Summerfield, TX 75780

Email address: [eboyett@newsommerfieldisd.net](mailto:eboyett@newsommerfieldisd.net)

### **Addendum**

Where such interpretation or clarification requires a material change in the solicitation, the District will issue an Addendum. A good faith attempt will be made to deliver a copy of same Addendum to those persons or firms who, according to the records of the District, have previously received a copy of and are registered with the District for this solicitation. The District shall not be bound by and Respondent shall not rely on any oral interpretation or clarification of the solicitation documents.

## RESPONSE CONSIDERATION REQUIREMENTS

### Costs of Preparing Response

The costs of developing a response is the sole responsibility of the Respondent. The District shall not reimburse those costs. In the case of site visits, the Respondent's costs shall be the responsibility of the Respondent. In no way shall the Respondent's costs be billable to the District.

### Submittal Format & Requirements

In order for a response to be considered, the Respondent is required to submit one (1) original copy of the response submittal consisting of the following:

1. QUALIFICATION STATEMENTS
2. PROOF OF INSURABILITY: Submit a letter from your insurance provider stating provider's commitment to insure the applicant for the types of coverage at the levels specified in the RFP, if awarded a contract in response to this RFP. Respondent shall also submit a copy of current insurance certificate.
3. CONFLICTS OF INTEREST: Respondent acknowledges that it is informed that District Policy and Chapter 176 of the Texas Local Government Code require that persons or their agents who seek to contract for the sale or purchase of property, goods, or services with

## FELONY CONVICTION NOTIFICATION

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 an 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.

Vendor's

Name: \_\_\_\_\_

Authorized \_\_\_\_\_ Company \_\_\_\_\_ Official's \_\_\_\_\_ Name \_\_\_\_\_  
 (Printed): \_\_\_\_\_

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

Signature \_\_\_\_\_ of \_\_\_\_\_ Company \_\_\_\_\_  
 Official \_\_\_\_\_

b. My firm is not owned nor operated by anyone who has been convicted of a felony.

Signature \_\_\_\_\_ of \_\_\_\_\_ Company \_\_\_\_\_  
 Official \_\_\_\_\_

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

Name \_\_\_\_\_ of \_\_\_\_\_  
 Felon(s) \_\_\_\_\_

Details \_\_\_\_\_ of \_\_\_\_\_  
 Conviction(s) \_\_\_\_\_

Signature \_\_\_\_\_ of \_\_\_\_\_ Company \_\_\_\_\_  
 Official \_\_\_\_\_

## Exhibit A: RENOVATION PROJECT

### Project Scope

The Budget for the project is (\$50,000).

Description: Design and administrate the renovations of two classrooms into the Elementary Offices.

**Construction shall not begin until NSISD has approved all design and specification documents. Design-Builder shall comply with all NSISD requirements.**

As part of the planning process the Design/Build Firm, in coordination with the District staff, shall:

1. Achieve the objectives of the District;
2. Develop cost-effective alternatives;
3. Evaluate constructability;
4. Foster a high-level quality in design;
5. Assist in the resolution of issues;
6. Identify critical design issues related to the site and to the District goal.

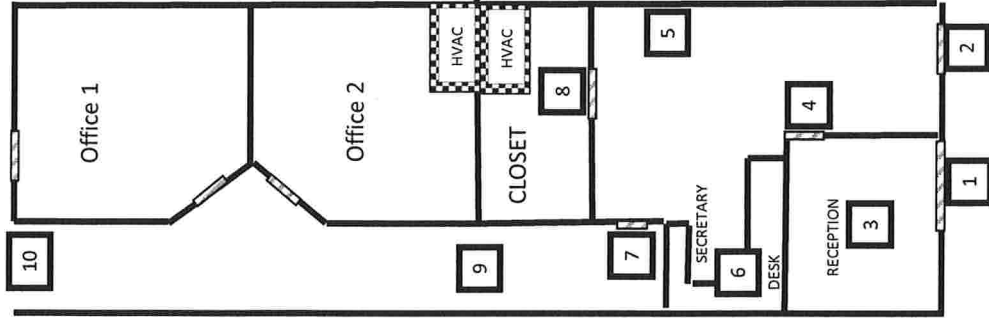
### Project Responsibilities

1. Design/Builder must design and construct the facility in compliance with minimum standards as required by the NSISD.
2. Prior to submitting project cost, Design/Builder must visit work sites and become familiar with existing conditions.
3. Provide for regular, on-site monitoring by the construction manager.
4. Design/Builder must install project in accordance to applicable codes, requirements and standards, plus pay all fees and permits as may be required by authoritative agencies.
5. Design/Builder will furnish all materials, labor, equipment, tools and engineering as may be required.
6. Design/Builder must have sufficient personnel available to meet a schedule of achievement of Substantial Completion by July 1, 2020.
7. Design/Builder must furnish and maintain all required barricades and toilets for this type of project. Design/Builder will at all times maintain a clean and safe project site.

### Project Description

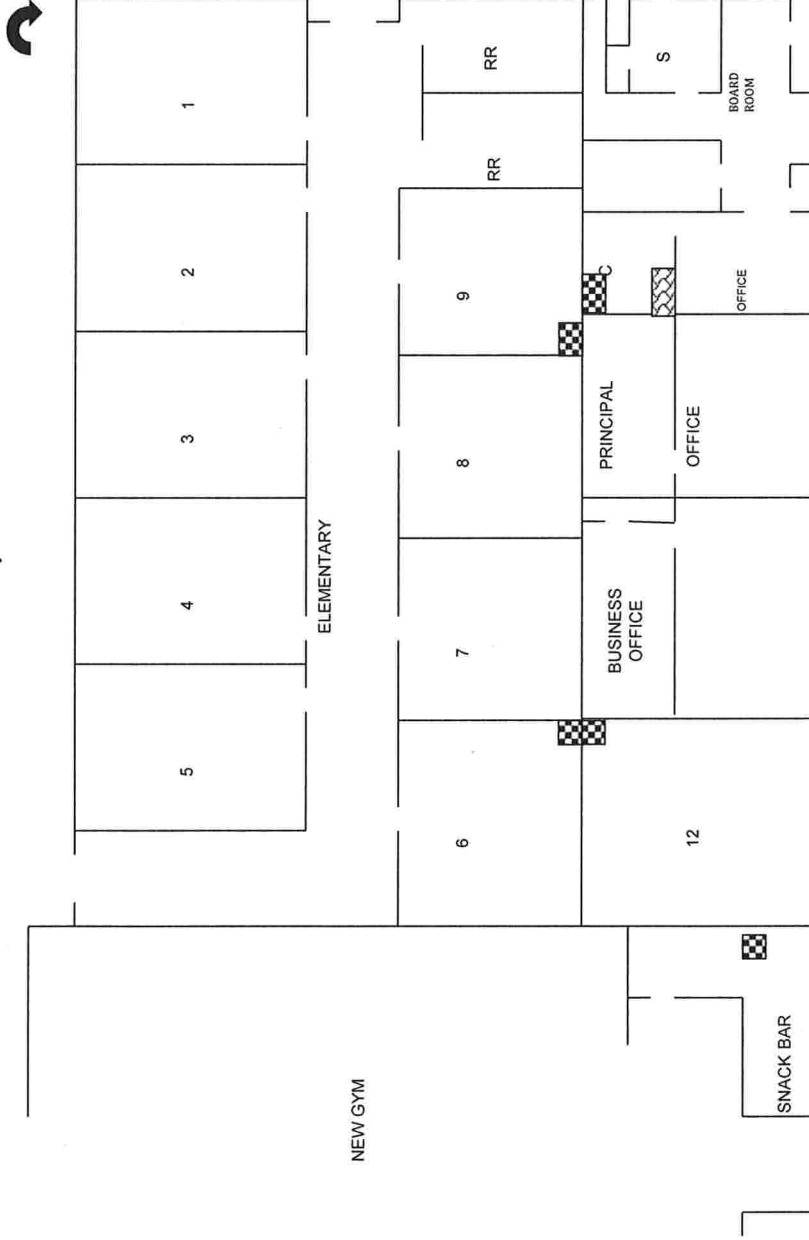
1. Create 6' opening to house glass store front windows and door.
2. Remove window and create opening to house 3'-0" glass door.
3. Reception area will be approximately 9'x11'. It will be constructed of a half wall with glasswork to a height of 7 feet.
4. 3'-0" door on the north wall to allow access to the office.
5. Electrical conduit to be ran down north wall. There will need to be 3 duplex outlet plugs on this circuit. Breaker box located by HVAC.

## New Summerfield ISD Renovation



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2. Remove window and create opening to house 3'-0" glass door.
3. Reception area will be approximately 9'x11'. It will be constructed of half wall with glass work to a height of 7 feet.
4. 3'-0" door on the north wall to allow access to the office.
5. Electrical conduit to be ran down north wall. There will need to be 3 duplex outlet plugs on this circuit. Breaker box located by HVAC.
6. Secretary desk will be built in to include under counter cabinets and drawers. Laminated to be picked at time of build. The desk will need to have a pass-through in the glass to allow for document exchange to the reception area.
7. Half wall with pass through door. Connected from Secretary desk to closet.
8. 8'x15' Closet to be built with 3'-0" access door. Ceiling may need to be lowered to allow for rerouting of duct work for HVAC.
9. Create 6 foot cased opening for hallway.
10. Create 6 foot cased opening for hallway.
  - o Office 1 & 2 – Ceiling will need to be lowered for HVAC duct work and moving lighting to fit new configurations of room and hallway. Office 1 and 2 will be carpeted.
  - o Hallway, secretary and reception areas are to have epoxy paint chip floor to blend with existing flooring.
  - o Office 1 will keep the existing door to the hallway.
  - o Inside dimensions of the existing rooms are 21' x 31' +/-.
  - o Work may be started during the school year.

# Current Layout



# North Campus Grade Pre-K - 8 Site Map

