DECATUR INDEPENDENT SCHOOL DISTRICT

REQUEST FOR QUALIFICATIONS
FOR
ARCHITECTS/ENGINEERS

RESPONSES ARE DUE: October 5, 2026

Decatur Independent School District
307 S. Cates
Decatur, Texas 76234

Request for Qualifications
Architects/Engineers
September 14, 2026

General Request for Qualifications (RFQ)
The Decatur Independent School District (District) is seeking Architects/Engineers to provide engineering, design and construction administration services on the following projects:

1. McCarroll Middle School Replacement Project – Development of a replacement middle school of approximately 160,000 square feet with a 1,000 functional student capacity. The project would also involve renovations to the existing Multipurpose Building to utilize the gyms and locker rooms for the New Middle School, and a connection from the New Middle School to the Multipurpose Building.

2. Addition/Connection from STEM Academy to Multipurpose Building – Creation of a connection between the Multipurpose Building and the STEM Academy at Enis Elementary School, which will allow the cafetorium to be utilized by the elementary school.

3. Security Vestibule Project – Update and strengthening of campus vestibules to provide additional security and enhance safety.

4. Lighting Conversion Project – Conversion of lighting to LED lighting.

Intent of Request for Qualifications
The Board of Trustees (Board) of the Decatur Independent School District is seeking to procure Architects/Engineers to be lead design professionals (providing design and construction administration services) for the above-referenced District projects. The District is also seeking to procure any specialized consultant/engineering services in this RFQ that are required based on the scopes of the projects.

Therefore, it is the intent of the Board to obtain information in the request for qualifications that addresses these options.

General Qualifications
The Architects/Engineers should have expertise and extensive experience in developing plans for Texas school districts or other public facilities with similar regulatory and legal requirements. The Architects/Engineers need not have a local office. However, the

Architects/Engineers should have experience and knowledge of local construction practices, procedures, regulations, soil and environmental conditions.

Specific Requirements

1. Cost estimation services for District Use in Program Development
    a. Design Professional access to professional cost estimation services.*
        i. (* It is anticipated that the district will require cost estimating services of greater specificity than the standard cost estimating customarily provided in the usual and customary practice of architecture.)
2. Expected deliverables to include conceptual sketches and drawings sufficient to communicate intent of district to community.
3. Expected attendance at meetings of the Board of Trustees and presentation of findings and professional opinions to the Board of Trustees.
4. Expected interaction wth stakeholders to evaluate district Educational Specifications and to provide professional evaluation recommendations pertaining to the feasibility of the District's Program.

RFQ Response Requirements

At a minimum, the response to the RFQ must contain the following:

1. Name of architect/engineer and firm
2. Business address
3. Contact individual, telephone and e-mail address
4. Type of organization (i.e. partnership, corporation, etc.)
5. General statement of qualifications
6. History of firm and principals including
    a. Years in business—if less than five years, previous experience of principals is critical
    b. Years in business under present name
    c. The former names, if any, your organization has operated under
    d. Experience of business principals
7. Identify the project(s) (as described above) that the Architect/Engineer is interested in providing services for and the proposed services to be provided on the project(s).
8. Key personnel proposed to be assigned to a project(s)
9. Registrations, licenses, and certifications
10. General experience and experience related to school district planning and construction - include a list and brief description of all major projects performed in the last five years
11. Experience related to design of Texas school buildings. Include a list and brief description of all major Texas school projects performed in the last five years.

    a. If the Architect/Engineer is not a firm with a local office, indicate the means by which it acquired experience in the Wise County area and knowledge of local construction practices, procedures, regulations, soil and environmental conditions.
    b. Also indicate the means by which a non-local architectural/engineering firm will communicate and collaborate with the District and community in the design of the building given the distance from the architect's/engineer's office to the District.
12. State whether an officer or principal of your organization has been an officer or principal of another organization in the past five years when it failed to complete a project.
    a. If yes, provide details. List the major projects your organization has in progress, giving the name and location of the project, owner, contract amount, percentage complete, and scheduled completion date.
13. List and briefly describe claims and litigation involving the firm in the last 5 years including arbitration proceedings, including:
    a. Whether your organization has ever failed to complete any work awarded to it
    b. If there are any judgments, claims, arbitration proceedings, or suits outstanding against your organization or its officers?
    c. If your organization has filed any lawsuits or requested arbitration with regard to projects within the last 5 years
14. Provide statement regarding the ability of the firm to provide the following:
    a. Insurance certificates
    b. Audited financial statements
15. Fill out and submit the most recent copy of the Conflict of Interest Form CIQ promulgated by the Texas Ethics Commission
    a. https://www.ethics.state.tx.us/data/forms/conflict/CIQ.pdf
16. Fill out Felony Conviction Notification, included as Attachment A
17. Provide business references
18. List any professional services provided by your organization describing services that would be provided by your firm with its own employees and services that would be provided relying on consultants and engineers not directly employed by your firm. (architectural planning, design, construction administration, engineering, mechanical engineering, electrical engineering, structural engineering, interior design, civil engineering, etc.)

Interested firms are encouraged to submit their qualifications as soon as possible but in no case later than the due date.

Qualification Based Selection Process:
Professional services will be procured in accordance with Chapter 2254 of the Government Code, Title 10, Subchapter A, Professional Services. Selection of the most highly qualified

Respondent will be made on the basis of demonstrated competence and qualifications as determined by the Board of Trustees of the Decatur Independent School District based upon the Qualifications submitted in response to this RFQ.

GENERAL SCOPE OF SERVICES

Planning and Design Phases

As part of the planning process, the Architect/Engineer, in coordination with the District staff and the project management firm (if one is selected), shall:

1. Where the project involves the renovation of an existing facility – provide evaluation services necessary to measure feasibility of renovation and compliance with contemporary facility standards
2. Develop the District's Educational Specifications and/or Program Requirements for new construction and provide an opinion on general requirements for the project.
3. Develop alternatives for District construction objectives providing explanation of alternates on funcitionality, and anticipated cost.
4. Provide critical review of Educational Specifications and/or program to identify deficiencies and/or inconsistencies in the Educationals Specifications that could affect ability of District to execute its construction goals.
5. Facility meetings and record keeping pertaining to identified projects
6. Identify critical design issues related to the site and to the District's educational mission
7. Provide initial cost estimating necessary for public financing of construction project.
8. Provide full architectural and engineering services for the design and construction and construction administration of projects designated by the District if selected to provide design and construction administration services.

A more detailed scope of work for the design will be developed as planning progresses.

Construction Phase

The details of the construction phase services of the planning firm will be determined as the planning process progresses.

SELECTION PROCESS

Firms are requested to submit their qualifications outlining their background and experience in campus planning, educational facility design and auxiliary facility design. Selected firms may be invited to participate in interviews.

SCHEDULE

Requests for Qualifications are due no later than October 5, 2026 at 5:00 P.M.

SUBMITTAL OF RESPONSE

Submit TWO paper copies of the response and TWO USB pin drives of this RFQ to the following: Taylor Williams at 307 South Cates Street, Decatur, TX 76234.

Responders should enclose the labeled USB copies in a clearly identifiable paper or plastic envelope or bag and staple or attach the USB drives to the proposal so the District can print additional copies of the responses as needed.

The District reserves the right to request an email copy of your RFQ in addition to the above submission requirements.

Submit only information that may be shared with the public and do not submit any information deemed to be a trade secret or confidential. By submission of this RFQ responder agrees that all parts of the RFQ may be released to the public by Decatur ISD.

All responses become the property of the Decatur ISD and Decatur ISD shall bare no responsibility for any costs related to the submission of this RFQ.

TERMS AND CONDITIONS CERTIFICATION

Issuance of this RFQ does not commit the District to award any Architect/Engineer or pay any costs incurred in the preparation of a response to this request.

The District may ask respondents to send a representative for an oral interview prior to a formal selection. The District will not be liable for any costs incurred by the responding firm in connection with such an interview.

The District reserves the right to waive any formality related hereto.

By submitting a response to this RFQ, each respondent agrees to waive any and all claims it has or may have against the school district and its trustees, employees and officers, including, but not limited to, those arising out of or in connection with the administration, evaluation, or recommendation of any response to: this RFQ; the waiver by the District of any requirements described in this RFQ; acceptance or rejection of any response to this RFQ; and award of a contract that results from this RFQ process.

By submitting a response, each respondent warrants that it has reviewed the enclosed modified AIA Document B101-2017 (Standard Form of Agreement Between Owner and Architect) contract form and exhibit and agrees that it finds the terms acceptable and will execute a completed version of said form as the contract for the Project(s), subject to the District's final approval.

By my signature below, I warrant that I am authorized to sign on behalf of my organization, and that I have read, understand, and agree with all the terms of this Request for Qualifications.

_____ _____

Name of Responding Firm Date

_____

Signature

ATTACHMENT A
FELONY CONVICTION NOTIFICATION

Texas Education Code 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
PLEASE COMPLETE THE INFORMATION BELOW

I, undersigned agent for the firm named below, certify that the information concerning notification of felony conviction 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 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: _____

ATTACHMENT B
MODIFIED AIA DOCUMENT B101 – 2017