



**Mission Consolidated Independent School District**

- 1201 Bryce Drive, Mission, Texas 78572
- Telephone: (956) 323 5505 Fax: (956) 323 5634
- Website: [www.mcisd.net](http://www.mcisd.net)

## *Notice and Agenda*

The Board of Trustees of the Mission Consolidated Independent School District will hold a **Special Meeting on Wednesday, December 4, 2024, at 6:30 PM** in the **Mission CISD Annex, 925 E. Business HWY. 83, Mission, Tx 78572**. At this meeting, the Board may deliberate or act on any of the subjects listed on the following agenda. The President may change the order of items listed below for the convenience of the Board.

### **A G E N D A**

**I. Call Meeting to Order and Establish Quorum**

**II. Pledge of Allegiance and Moment of Silence**

**1. U. S. Flag and Texas Flag**

**III. Public Comment(s) on Specific Agenda Item(s)**

**IV. Discussion and Possible Action**

**1. Consideration and Approval of the Best and Final Offer (BAFO) and to Enter into a Contract for the Mission CISD Re-Surfacing of the Tracks and Field Events for the Tom Landry and Veterans Memorial High School (VMHS) Stadium Projects**

**3**

**V. Executive Session**

**1. Private Consultation with Board Attorney (Texas Gov't Code §551.071)**

**2. Deliberate the Appointment, Employment, Evaluation, Reassignment, Duties, Discipline, or Dismissal of a Public Officer or Employee or to Hear a Complaint or Charge Against an Officer or Employee (Texas Gov't Code §551.074)**

**VI. Action, if Necessary, on Matters Discussed in Executive Session**

**VII. Important Dates to Remember**

**1. Wednesday, December 11, 2024, Board of Trustees Workshop at 6:30 p.m. Location: Administration Office Eagles Staff Development Room**

**2. Wednesday, December 18, 2024, Regular Board of Trustees Meeting at 6:30 p.m. Location: Mission CISD Annex**

**VIII. Adjournment**

In accordance with the Texas Open Meetings Act, the Board may enter into a closed meeting to deliberate any item that is listed above that fits within an exception listed in Subchapter D. Any final action, decision, or vote on a subject deliberated in closed meeting will be taken in an open meeting held in compliance with the Texas Open Meetings Act.

This Notice was posted by 4:00 p.m., on November 22, 2024.

A handwritten signature in black ink that reads "Dr. Cris Valdez". The signature is written in a cursive style with a large, stylized "D" and "V".

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**Dr. Cris Valdez, Superintendent of Schools  
Mission Consolidated Independent School District**

**SUBJECT:** Consideration and Approval of the Best and Final Offer (BAFO) and to Enter into a Contract for the Mission CISD for the Re-surfacing of the Tracks and Field Events for the Tom Landry and Veterans Memorial High School (VMHS) Stadium Projects

**PRESENTER:** Rick Rivera, Assistant Superintendent for Operations

**BACKGROUND INFORMATION**

The initial installation of synthetic turf and resurfacing of existing tracks at Tom Landry Stadium and VMHS Stadium were approved by the Board of Trustees on Wednesday, March 19, 2014. At the meeting, the Board approved the best and final offer (BAFO) with Hellas Construction at a construction cost of \$2,712,000.00. Notice to Proceed (NTP) was issued on April 11, 2014, and the projects were substantially completed in early August and the final completion was in early September 2014. Javier Hinojosa Civil Engineering was the design professional for this project.

As per initial planning and design meetings with firms, the synthetic field turf longevity is from eight to ten years due to the extreme heat conditions in our area. At the Regular Board of Trustees meeting held on June 08, 2022, the Board approved the replacement of synthetic turf at both stadiums.

At the Regular Board Meeting held on February 15, 2023, the Board approved Final Completion and Final Payment. The final cost was approximately \$1,550,000.00 for turf only and no work was done on the track and field events area.

The track and field events surfaces have reached their life expectancy of 10 years. It's recommended to resurface the track to help ensure the safety of the athletes.

Administration will use Competitive Sealed Proposals (CSPs) as the procurement method as approved by the Board of Trustees in the February 2021 Board of Trustees meeting. This method was approved as the primary default method for projects.

At the Special Board of Trustees meeting held on October 02, 2024, the Board approved the Project, Proposed Budget, and Procurement Method, and Utilize the On-call Professional Services for the Re-surfacing of the Tracks and Field Events for the Tom Landry and Veterans Memorial High School (VMHS) Stadium Projects.

Administration requests to use our on-call civil engineer Mr. Javier Hinojosa as the design professional for this project. Mr. Hinojosa was the initial design firm for the turfs and tracks and subsequent replacement of the turf.

The Board can also direct Administration to advertise for Request for Qualifications (RFQ's) for professional design services and Administration will schedule presentations to the Board for selection should they not want to utilize the on-call method for this project.

The Board of Trustees must take the necessary action in accordance with Texas Education Code 44.035 which consisted of the selection/designation of an architect and/or engineer to prepare construction documents for this project. The engineer and/or architect selected or designated will have full responsibility for complying with the Texas Engineering Practice Act (Article 3271a, Vernon's Texas Civil Statutes) or Chapter 478, Acts of the 45th Legislature, Regular Session, 1937 (Article 249a, Vernon's Texas Civil Statutes) as applicable.

If the engineer or architect is not a full-time employee of the District, the Board must select the engineer or architect based on demonstrated competence and qualifications as provided by Section 2254.004, Government Code. The selected architect/engineer along with preparing construction documents will be required to provide MCISD with an estimated project budget.

Upon continuous communication with Coach Lee, MCISD Athletic Director, Tom Landry Stadium is scheduled to be the host for this coming year's district track and field championships. Both tracks were done at the same time and the Administration recommends once again resurfacing them equally possibly obtaining better pricing.

Time is of the extreme essence to begin the process should it be approved as per the Athletics department. If approved to move forward the need for special called Board of Trustees meetings will be required. During construction there may be some inconveniences to other sports and events that utilize the construction area such as soccer, however, Coach Lee will coordinate that matter with the campus Athletic Directors and campus Administration. The goal is for the projects to begin in December and be completed by the end of January 2025. The weather may play a factor in the project timelines thus plans will need to be in place for delays.

At the Special Board of Trustees meeting held on Wednesday, October 02, 2024, Administration presented and the Board approved the agenda item Consideration and Approval of the Project, Proposed Budget, Procurement Method, and Utilize the On-Call Professional Services for the Re-surfacing of the Tracks and Field Events for the Tom Landry and Veterans Memorial High School (VMHS) Stadium Projects. Our on-call professional for this project is Mr. Javier Hinojosa Civil Engineering who also initially designed both stadium tracks and synthetic turfs. Administration will use competitive sealed proposals (CSP's) as the procurement default method for this project.

On Monday, October 07, 2024, the initial design meeting was held with Coach Lee (by phone), Coach Longoria, Coach Gilpin, Mr. Joel Garcia, Mr. Adrian Hernandez, Mr. Leandro Ochoa, Mr. Javier Hinojosa and Mr. Rick Rivera. The campus Principals were not able to attend. At the meeting it was discussed the importance of receiving all the recommendations from the coaching staff for the project to meet the tight timeline. The goal is for the Tom Landry Stadium track project to begin in December and be substantially completed by mid-January 2025. It was suggested and agreed by the coaches that the VMHS track not begin construction until April of 2025 so as to not interfere with late fall or early spring sports competition.

On Tuesday, October 22, 2024, an on-site design meeting was held at each field with the entire project team to review and discuss any additional and possible recommendations. At MHS there was a recommendation of removing and relocating some chain-link fencing, however, this minimal work will be done through our maintenance department and not through the project scope of work. The Team continues to work diligently on the design and specifications and continues to schedule project meetings.

At the Special Board of Trustees meeting held on October 31, 2024, the Board approved Consideration and Approval of Construction Documents for the Re-surfacing of the Tracks and Field Events for the Tom Landry and Veterans Memorial High School (VMHS) Stadium Projects. This will be approval of both schematic and final designs. If approved the design team and the Purchasing department will begin work on the advertisement/procurement front-end specifications bid package

**Schematic Design:**

Rough sketches that develop a feasible conceptual design of the project.

**Construction Documents:**

Communicating the design intent through further refinement of the written and graphic representation of all building materials, components, and equipment that can be quantified and useful to contractors.

Advertisements were posted from November 06, 2024, through November 13, 2024. Advertisements were posted on Bonfire, The Monitor and at the Association of General Contractors Office (AGC). The process is for the submittals to be reviewed by the Purchasing Department Staff and the Administration Ranking Team to assure that firms meet the criteria based on demonstrated expertise, competence, and qualifications. A pre-proposal meeting was held on November 14, 2024 with two (2) firms attending. A walkthrough of Tom Landry Stadium was conducted after the meeting with the two firms. The firms felt no need to visit the VMHS track site.

The submission of CSP's were opened publicly on November 21, 2024 at 10:00 a.m. with only Hellas Construction submitting a proposal package. The Administration ranking team reviewed and pre-ranked the CSP's. The ranking team consisted of Mr. Adrian Hernandez, Mr. Ricardo Rivera, Coach Tom Lee and Mr. Daniel Carmona and Ms. Anabel Garza who served as the facilitators.

Hellas Const. Proposal:

Tom Landry Stadium	\$439,350.00	Incl. Contingency \$30,000.00	30 days
VMHS	<u>\$389,140.00</u>	Incl. Contingency \$30,000.00	30 days
Total:	\$888,490.00		

At the Special Board meeting held on November 21, 2024, the Board approved Consideration and Approval to Enter Into Negotiations in the Order of Ranking for the Re-surfacing of the Tracks and Field Events for the Tom Landry Stadium and Veterans Memorial High School Stadium Projects.

**ADMINISTRATIVE CONSIDERATIONS**

Negotiations were held with Hellas Construction on Friday, November 22, 2024. The firm has presented its Best and Final Offer (BAFO) to be presented at the meeting.

The Board of Trustees has the option to accept the BAFO, to decline the offer(s), to reject all offer(s) and re-advertise the project using the same specifications.

If approved, Administration will work with our legal counsel to write and execute the contract so that the firm can begin as soon as possible.

Original Proposal:	\$888,490.00
BAFO:	<u>\$876,530.00</u>
	<\$ 11,960.00>

**FUNDING SOURCE**

General Funds

Estimated Construction Project Cost:		\$837,278.00
Project Contingency 15%:	5	\$ 83,727.80

Soft costs incl. engineering, testing, misc. 12%: \$100,473.36  
Estimated Total Construction Cost: \$1,021,928.36

**RECOMMENDATION**

Administration presents Consideration and Approval of the Best and Final Offer (BAFO) and to Enter into a Contract for the Mission CISD Re-surfacing of the Tracks and Field Events for the Tom Landry and Veterans Memorial High School (VMHS) Stadium Projects.

**EXHIBIT**

Best and Final Offer  
Project Timeline  
Bid Ranking

**CONTACT PERSONS**

Ricardo Rivera, Assistant Superintendent for Operations  
Coach Thomas Lee, Director for Athletics  
Coach Danny Longoria, MHS Athletic Coordinator  
Coach David Gilpin, VMHS Athletic Coordinator  
Adrian Hernandez, Director for Maintenance/Facilities/Construction/Energy Management



November 22, 2024

Linda Ortiz  
Operations Division  
Mission CISD  
O (956) 323-8963  
[lcorte30@mcisd.org](mailto:lcorte30@mcisd.org)

RE: **Tom Landry and Veterans Memorial High School Resurfacing of Tracks  
CSP #514-25-0 Best & Final**

Ms. Ortiz,

Hellas is pleased to be providing the following Best & Final pricing.

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<b><u>Best &amp; Final Price:</u></b>	<b>\$876,530.00</b>
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Please contact this office should you have any questions regarding this quotation.

Hellas looks forward to the opportunity to work with you.

Sincerely,

Tyler J Pufahl  
Chief Estimator



Track and Field Event Resurfacing Project  
MHS/VMHS  
(TENTATIVE)

Date:	Item:
10/2/2024	Presentation of Project, Budget, Procurement Method and Design Professional; Facilities Committee Meeting and Special Board Meeting
10/3-4/2024	If On-Call design professional approved, a meeting is called with Construction Team and Athletics for scope of design work; need to request a proposal for design services and project administration
10/5-9/2024	Receive design professional proposal fee and if approved then send proposal to our legal counsel for a contract to be written
10/9-16/2024	Await contract
10/17-18/2024	If contract received send for review and signatures; Need purchase order number from Accounting department
10/21-29/2024	Design meetings take place decide what date the work is to be substantially completed, be ready with specifications on what is being requested for the design and resurfacing
10/30/2024	Meeting with Construction Team, Athletics and Design Team to review and approve design
10/31/2024 11/1/2024	Special Board of Trustees Meeting Consideration and Approval of Schematic/Final Design if both are ready to be presented at the same meeting
11/4-6/2024	If approved the design team and Purchasing Dept. work on the advertisement/procurement front end specifications package; time is of the essence
11/6-20/2024	Advertise for fourteen days requirement
11/14/2024	Pre-proposal meeting for possible vendors
11/21/2024	Proposals due
11/21/2024	Administrative Committee pre-ranks proposals
11/21/2024	Special Board of Trustees Meeting for approval of ranking and approval to enter into negotiations with the top ranked firm; enter negotiations with top ranked firm
11/25-29/2024	THANKSGIVING HOLIDAY BREAK
12/2/2024	Finalize negotiations
12/4/2024	Special Board of Trustees Meeting for Consideration and Approval to Accept the Best and Final Offer (BAFO) and Enter Into Contract
12/5-11/2024	Legal Counsel to write contract
12/11-13/2024	Send contract to awarded firm for review and signatures then sent to MCISD for signatures; Need purchase order number from Accounting dept.
12/16-17/2024	Pre-construction meeting is held with the awarded contractor and a Notice to Proceed (NTP) is issued
1/16/2025	Substantial completion due with Final completion due 30 days after substantial completion is achieved and approved
01/20-22/2025	Special Board of Trustees Meeting for Consideration and Approval to Accept Substantial Completion; Board approval for Final completion due 30 days after

Mission Consolidated Independent School District  
 Bid Ranking  
 Tom Landry Stadium and Veterans Memorial High School Resurfacing of Tracks 514-25-0

Contractors		Hellas Construction
Proposal Submission		
	Complete Proposal	x
	Bid Bond - 00410	x
CRITERIA		Max Points
Monetary Value - 35 points		Proposal
	Tom Landry Stadium	\$ 439,350.00
	Veterans Memorial High School	\$ 389,140.00
	Days of Completion	30 consecutive calendar days for each track
1	Base Proposal and/or Alternate(s) selected by Owner. Based on proposals submitted, including any alternates and/or pricing differential.	35
Qualifications and Reputation - 20 points		
2	Contractor's length of time in the construction business. (1-5 years - 1 point) (6-10 years - 3 points) (11-15 years - 5 points) (16 plus - 7 points)	7
3	Contractor's past relationship with other clients on similar projects. Provide three (3) letters of reference from Owners identified in the lists of projects completed within the past five (5) years of similar scope and size.	5
4	Address history and procedure for assuring timely payment to sub-contractors and suppliers. Provide three (3) letters of reference from major suppliers and sub-contractors which specifically address the proposer's history of paying sub-contractors and material providers on time.	2
5	Prior experience with architectural and/or engineering firms. Provide a letter of reference from an Architectural or Engineering firm addressing the contractor's history of providing detailed documentation and a fair assessment of change order pricing.	2
6	List all claims, judgments, arbitration proceedings or suits pending or outstanding <b>against your company for its officers</b> . If any, please summarize the nature of these claims.	2
7	List all claims, judgments, arbitration proceedings or suits that your company or its officers has filed <b>against a school district</b> within the past ten (10) years?. If so, please summarize the nature of these claims.	2
Experience with Similar Projects - 20 points		
8	Contractor's experience with <b>school district</b> projects of similar size, type and complexity. List school district projects completed within the past five (5) years of similar scope and size.	15
9	Contractor's experience with projects of similar size, type and complexity. List all other projects completed within the past five (5) years of similar scope and size <b>other than the ones listed above</b> .	5
Key Personnel and Workforce - 8 points		
10	Qualifications and availability of contractor's personnel. Provide the names and a brief summary of experience or resume of key supervisory personnel to be assigned to the project. Provide history of maintaining assigned personnel for the duration of project.	5
11	Contractor's proposed sub-contractors. Provide a list of the sub-contractors that will be assigned to this project.	3
Past Performance with District - Quality of Work and Adherence to Contract Terms - 5 points		
12	List projects completed or in progress for Mission CISD.	5
HUB Certification - 0.5 points		
13	Provide documentation to assist compliance with laws and rules relating to Historically Underutilized Businesses.	0.5
Proposed Schedule for Construction - 5 points		
14	Contractor's ability to adhere to construction schedule. Provide proposed schedule of construction from commencement through substantial and final completion.	5
Financial Strength of Company - 2 points		
15	Provide a letter from your bonding company addressing the points listed in the item 15 of the Contractor's Information Statement Form.	1
16	Provide a bank letter of reference with regards to the company's financial strength.	0.5
17	Provide a statement attesting if the company or company's principals under other company names ever filed for bankruptcy.	0.5
Thoroughness of Bid Submission and Quality of Presentation - 4.5 points		
18	Provide the Contractor's Checklist, including the documents required and the copies in the order requested. Contractor must submit everything required in project specifications including Contractor's Information Statement.	4.5
Total Points		100
Rank (1 is Highest)		1

**Committee Members:**

Ricardo Rivera - Assistant Superintendent for Operations  
 Adrian Hernandez - Director of Maintenance/Construction  
 Tom Lee - Athletic Director

**Notes:**

Advertisements for this project were posted on Nov. 6th and 13th. (The Monitor)  
 Information on this construction project was available on the Purchasing Department website, Bonfire website, and AGC Offices.  
 A Pre-Proposal Meeting was held on Nov. 14, 2024, at 10:00 AM. Two contractors were present at the meeting.  
 A site visit was conducted after the pre-proposal meeting. Contractors visited Tom Landry Stadium but declined a visit to VMHS.  
 Bid packages are accepted online through the District's Bonfire website or may be dropped off in person at Central Office.