



**Statement of Qualifications  
For Architectural-Engineering  
Services for Existing Facilities  
Project Number 11-11-07**

**December 2, 2011**





MATRIX SPENCER

## Table of Contents

### Section 1 Letters

Transmittal Letter

Addenda

M/WBE Letters of Intent

### Section 2 Team Organization and Experience

List of Team Members

Organization Chart

Firm Profile (AIA B305)

Project Briefs

Resumes

Attachment B

Attachment C

### Section 3 Summary

### Section 4 Quality of Service



**Houston Independent School District  
Request for Qualifications for A/E Services  
2007 HISD Facilities Capital Program  
Existing Facilities**



December 2, 2011

Houston Independent School District  
Houston ISD Board Services  
4400 West 18<sup>th</sup> Street  
Houston, Texas 77092

**RE: RFQ Number: 11-11-07, Board Services Request for Qualifications for A/E Services**

Dear: Daniel W. Bankhead, AIA, CSI, NOMA, General Manager, Construction Services

The architectural firm of **Matrix Spencer Architects** is pleased to respond to RFQ #11-11-07 with this submission. Matrix Spencer Architects, Inc. has been based in Houston, Texas for over 44-years and will continue its local presence for the life of the agreement for AE services sought by this RFQ. Matrix Spencer has a long successful record of designing educational facilities with over 300 completed educational projects in the Greater Houston Area. It's most recent project with HISD is the Consolidated Allen-Kennedy Elementary School currently under construction.

We have reviewed the scope of services outlined for each school and propose a well qualified and experienced team of professionals to help the Houston ISD and the communities it serves to meet project goals through common shared core values. We are pleased to propose the following outstanding team of consultants:

- Hirsch & Associates, Inc.** providing Mechanical, Electrical, Plumbing, and IT/Security Engineering (M/WBE)
- Ingenium, Inc.** providing Structural Engineering (M/WBE)
- Amani Engineering, Inc.** providing Civil Engineering and Survey (M/WBE)
- Jarreau & Associates, Inc.** providing Landscape Design services (M/WBE)
- Comex, Inc.** providing Cost Estimating (M/WBE)
- Aviles Engineering, Inc.** providing Geotechnical Engineering (M/WBE)

Our team is experienced with the scope of services outlined by the list of Proposed Projects. Please consider our qualifications and we look forward to an opportunity to meet with the District. Submission of Qualifications is valid for a minimum of 120 days from submission date. The undersigned is an authorized respondent for Matrix Spencer Architects (Lead Firm) for this submitted document.

Sincerely,

J. Gordon Spencer, AIA, RIBA, President  
GSpencer@matrixspencer.com  
Phone: 713.522.1666

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Ingenium, Inc. structural engineers

December 1, 2011

Mr. Gordon Spencer, AIA  
Matrix Spencer, Inc.  
6213 Skyline Drive, Suite 100  
Houston, TX 77057

Reference: HISD Existing Facilities Project Number 11-11-07

Dear Gordon:

INGENIUM, INC. is pleased to join Matrix Spencer's team for the HISD Existing Facilities project. INGENIUM, INC. has the capability and qualifications to perform Structural Engineering Services for this project.

INGENIUM, INC. is a certified M/DBE with the City of Houston.

Sincerely,

INGENIUM, INC.

H. (Anu) Mahendra, P.E.  
President

HM/lhm  
V:\Marketing\RFQ\HISD-Existing Facilities\MatrixSpencer\HM-L01.docx

7700 San Felipe, Suite 110 Houston, Texas 77063-1611  
T: 713.339.9160 F: 713.339.9166  
www.iingenium.com

TBPE Registration #F-005365





# Amani Engineering, Inc.

• Engineers • Surveyors • Construction Managers

November 30, 2011

Matrix Spencer, Inc.  
6213 Skyline Drive, #100  
Houston, Texas 77057

Attn: Mr. Horacio Gomez, AIA, LEED AP BD+C

RE: **Architectural-Engineering Services – Existing Facilities**  
**Project Number: 11-11-07**

Dear Mr. Gomez:

Amani Engineering, Inc. is pleased to confirm our professional association with Matrix Spencer Inc. for Houston Independent School District Architectural Engineering Services – Existing Facilities, Project Number: 11-11-07. If selected, Amani Engineering will be providing Civil Engineering Services.

Amani is a certified M/WBE with Houston ISD.

We appreciate the opportunity to confirm our professional association and look forward to working with you on this assignment.

Sincerely,

Yours sincerely,  
**For Amani Engineering, Inc.**

H. Prasad Kolluru, P.E.  
President

**TBPE Firm Reg. No. F-4528**  
**TBPLS Firm Reg. No. 100282-00**

HPK: mm



December 1, 2011

Horacio Gomez, AIA, LEED AP BD+C  
Matrix Spencer, Inc.  
6213 Skyline Drive, Suite 100  
Houston, TX 77057

**RE: Architectural-Engineering Services for HISD Existing Facilities - Project Number: 11-11-07**

Dear Mr. Gomez:

Aviles Engineering Corporation (AEC) is pleased to confirm our interest in providing Geotechnical Services for Matrix Spencer for the above referenced project.

AEC will commit to the HISD Project and it will be a priority for our team.

We appreciate the opportunity to confirm our professional association and look forward to working with you on this assignment. AEC is a Minority/Disadvantaged Business Enterprise.

Respectfully,  
**Aviles Engineering Corporation**

A handwritten signature in blue ink, appearing to read "Ronald E. Ortwerth", is written over a blue circular stamp or seal.

Ronald E. Ortwerth, P.E.  
Senior Vice President



**Section 2 – Team Members**

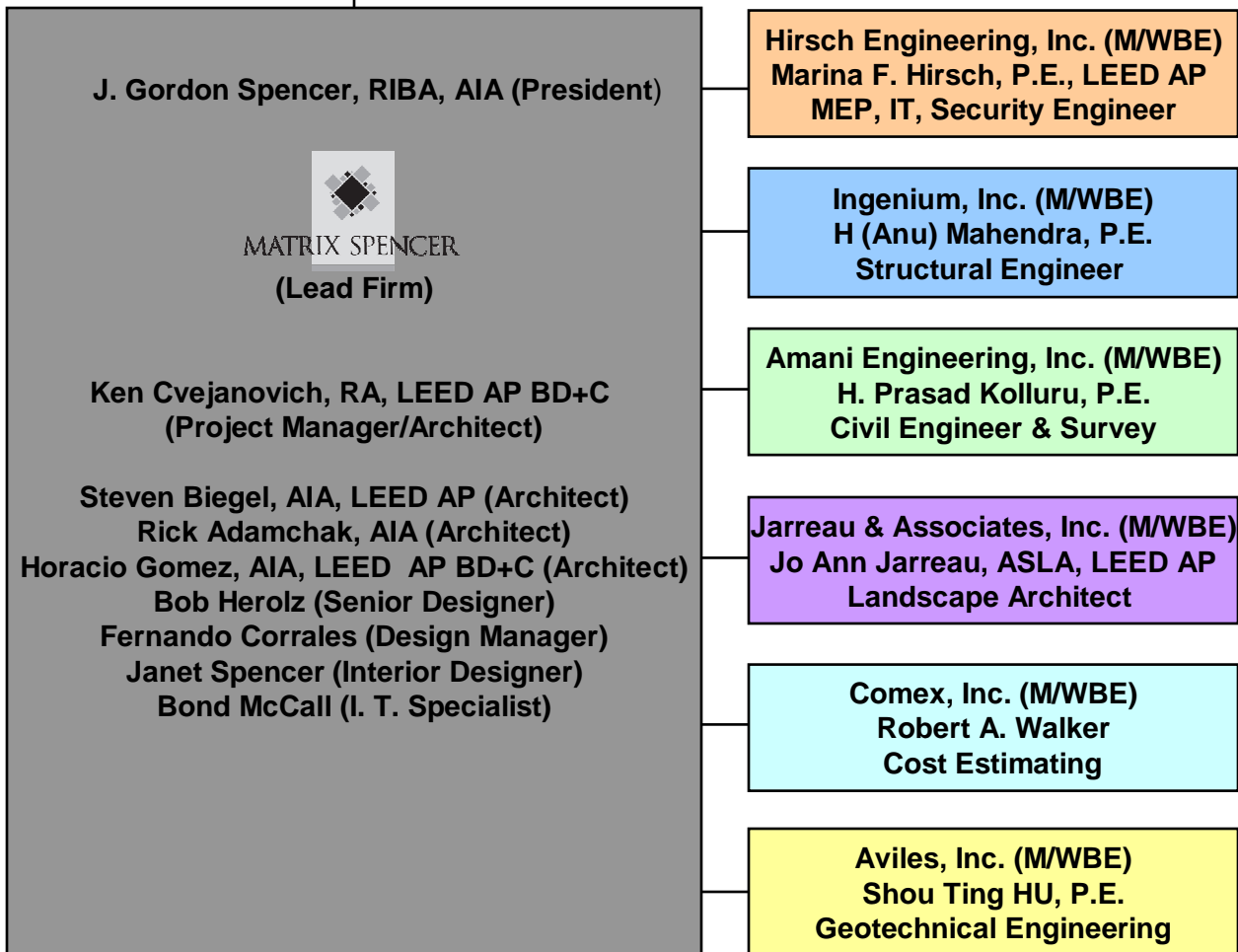
	Discipline	Team Member	Responsibility
MATRIX SPENCER ARCHITECTS - LEAD FIRM	Architecture	J. Gordon Spencer, AIA, RIBA (President)	A/E design. QA/QC. Participate in some meetings. Architect of Record.
		Ken Cvejanovich, RA, LEED AP BD+C (Project Manager)	Key leader responsible for coordination between HISD program manager and design team. Participate in project progress meetings, maintain project schedule, and ensure project design falls within set project budget. Main team member responsible for Quality Control and Quality Assurance.
		Steven Biegel, AIA, LEED AP (Architect)	Provide design support and participate in meetings.
		Rick Adamchak, AIA (Architect)	Develop construction documents. Shop drawings review and conduct field observations.
		Horacio Gomez, AIA, LEED AP BD+C (Architect)	Generate computer modeling and renderings if required during design stages. Develop construction documents.
		Bob Herolz (Senior Designer)	Lead project designer meeting program requirements. Attend design review meetings.
		Fernando Corrales (Design Manager)	Develop construction documents. Shop drawings review and conduct field observations.
		Janet Spencer (Interior Designer)	Provide interior design.
HIRSCH ENGINEERING	MEP, IT, Security	Marina F. Hirsch, PE, LEED AP Project Manager, HVAC Lead Engineer	Intimately involved during all phases of MEP design and construction. Lead mechanical system engineer.
		Dong Phoung, P.E. Electrical Engineer	Electrical, IT, and Security design engineering for the project during all project phases.
		Boris Kharmats Plumbing Engineer	Key individual primarily involved with plumbing design for the project during all project phases.
INGENIUM ENGINEERS	Structural	H. (Anu) Mahedra, P.E. Principal-in-Charge	Structural design. QA/QC. Participate in some meetings. Structural Engineer of record.
		K. (Noon) Leelardcharoen, P.E. Project Engineer	Structural Engineer fully involved through all phases from schematic design to working drawings and from start of construction to its completion.
AMANI ENGINEERING	Civil	H. Prasad Kolluru, P.E. Project Principal	Responsible for sub contract administration.
		Hari B. Putchakalaya, Ph.D, P.E. PMP Senior Project Manager	QA/QC. Participate in some meetings. Key individual during construction and post construction phase services.
		Srinivas A. Vellore, P.E. CFM, R.P.L.S. Project Manager & Surveyor	Civil Engineer of record. Attend design review meetings from schematic design to working drawings. Provide survey
		Mahesh Babu Dutta, CFM, E.I.T. Project Engineer	Participate in some meetings. Assist construction documents development. Review shop drawings.
		K.R. Reddy Graduate Engineer	CADD Manager. Provide design support and conduct field observations.
		Shawn P. Skarda CADD Designer	Assist construction drawings development and survey control drawings.
JARREAU & ASSOCIATES	Landscape	Jo Ann Jarreau, ASLA, LEED AP President	Primary point of contact, attends meetings, primary designer, contractual responsibilities.
		Harry Dill, RLA Landscape Architect	Key manager providing landscape design and coordination through design/construction phases.
		Ellis Glueck Irrigation Designer	Design and coordination of all aspects of landscape irrigation systems from schematic through construction.
COMEX	Cost Estimating	David A. Walker President	Provide cost estimating for projects at key milestone stages.
AVILES ENGINEERING	Geotechnical	Shou Ting HU, M.S., P.E. Principal Engineer	Main contact for geotechnical engineering services. Will serve as project manager/engineer.
		Peng Sia Tang M.S.C.E, P.E. Senior Geotechnical Engineer	Provide geotechnical engineering analysis and provide recommendations fo



Houston Independent School District  
 Request for Qualifications for A/E Services  
 2007 HISD Facilities Capital Program  
 Existing Facilities Project No. 11-11-07



**Section 2 – Key Personnel Organization Structure**



# Houston Independent School District Request for Qualifications for A/E Services 2007 HISD Facilities Capital Program Existing Facilities Project No. 11-11-07



## Tab 2 – Project Experience – Sample Brief #1

**Project name:** The Allen-Kennedy Consolidated Elementary School – Houston ISD

**Project Location:** 400 Victoria, Houston, TX 77022

**Project Completion:** Project under construction – on schedule

**Services Provided:** Replacement school for 2 existing outdated facilities. 87,000SF 2-story facility designed to accommodate 750 students. The layout of the academic pods radiate from the Media Center. Each pod contains classrooms, teacher workroom, restrooms plus common area for small group activities.

**Project relation to RFQ:** [New educational facility](#), [ADA accessibility compliance](#), [Elevator installation](#), [Signage](#), [Millwork](#), [Bleachers](#), [Interior/exterior finishes](#), [Bus drop off canopy](#), [MEP](#), [IT and PA systems](#), [Additional parking](#), [Campus beautification](#), and [Designed to achieve LEED® certification](#).

**Design Firm:** Matrix Spencer Architects  
[gspencer@matrixspencer.com](mailto:gspencer@matrixspencer.com)  
713-522-1666 (Gordon Spencer)

**Client:** Houston Independent School District  
**Client phone number:** 713-556-9250 (Bruce Green)  
**Client email address:** [bgreen@houstonisd.org](mailto:bgreen@houstonisd.org)

**General Contractor:** Comex Corporation  
**General Contractor Phone:** 281-479-2322 (David A. Walker)  
**Construction Cost:** Initial project budget: \$12,000,000 (Ongoing project within budget)  
**Construction Time:** January 2011 thru December 2011



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# Houston Independent School District Request for Qualifications for A/E Services 2007 HISD Facilities Capital Program Existing Facilities Project No. 11-11-07



## Tab 2 – Project Experience – Sample Brief #2

**Project name:** Blackshear Elementary School – Klein ISD

**Project Location:** 11211 Lacey Road Tomball, Tomball, TX 77375

**Project Completion:** August 2011

**Services Provided:** 116,000SF Site adapted proto-type school will accommodate 850 students grouped in learning pods. The school also has a state of the art library, science, cafeteria, indoor gymnasium with outdoor basketball courts and playing fields. Design to meet CHPS Verified. CHPS criteria includes AC/Rainwater Harvesting, Bio-swales, and School Garden.

**Project relation to RFQ:** [New educational facility](#), [ADA accessibility compliance](#), [Signage](#), [Millwork](#), [Bleachers](#), [Interior/exterior finishes](#), [Bus drop off canopy](#), [MEP](#), [IT and PA systems](#), [Additional parking](#), [Campus beautification](#), and [Designed to achieve CHPS Verified](#).

**Design Firm:** Matrix Spencer Architects  
[gspencer@matrixspencer.com](mailto:gspencer@matrixspencer.com)  
713-522-1666 (Gordon Spencer)

**Client:** Klein Independent School District

**Client phone number:** 832-249-4515 (Mr. Don Blue, Director of Capital Projects)

**Client email address:** [dblue@kleinisd.net](mailto:dblue@kleinisd.net)

**General Contractor:** Durotech, L.P.

**General Contractor Phone:** 281-558-6892 (Tom Weis)

**Construction Cost:** Initial project budget: \$14,250,000. **Actual project cost:** \$14,300,000.

**Construction Time:** June 2010 thru August 2011



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# Houston Independent School District Request for Qualifications for A/E Services 2007 HISD Facilities Capital Program Existing Facilities Project No. 11-11-07



## Tab 2 – Project Experience – Sample Brief #3

**Project name:** Regina Howell Elementary School – Beaumont ISD

**Project Location:** 5850 Regina Lane, Beaumont, TX 77706

**Project Completion:** August 2011

**Services Provided:** Regina Howell is a site adapted proto-type school and a replacement for outdated building facility. New state-of-the-art school building accommodates 850 students in Pre-K through 5<sup>th</sup> grade classrooms. The building layout consists of room occupancies organized by level of activity.

**Project relation to RFQ:** [New educational facility](#), [ADA accessibility compliance](#), [Signage](#), [Millwork](#), [Bleachers](#), [Interior/exterior finishes](#), [Bus drop off canopy](#), [MEP](#), [IT](#), [PA](#), and [Security systems](#), [Additional parking](#), [Campus beautification](#), and [Playground equipment](#).

**Design Firm:** Matrix Spencer Architects  
[gspencer@matrixspencer.com](mailto:gspencer@matrixspencer.com)  
713-522-1666 (Gordon Spencer)

**Client:** Beaumont Independent School District

**Client phone number:** 409-671-5781 (Claudine Starita, Parsons Program Manager for BISD)

**Client email address:** [Claudine.starita@parsons.com](mailto:Claudine.starita@parsons.com)

**General Contractor:** Daniels Building & Construction, Inc.

**General Contractor Phone:** 409-838-3006 (Gary Ferguson – Project Administrator)

**Construction Cost:** Initial project budget: \$18,127,000. **Actual project cost:** \$16,845,818.

**Construction Time:** January 2010 thru December 2010 (accelerated project schedule)



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**Houston Independent School District  
Request for Qualifications for A/E Services  
2007 HISD Facilities Capital Program  
Existing Facilities Project No. 11-11-07**



**Tab 2 – Project Experience – Sample Brief #4**

**Project name:** Stars & Tykes Childcare Center - Additions and Renovations – GSA

**Project Location:** 207 S. Houston St., Dallas, TX 75202

**Project Completion:** Project under construction – scheduled for April 2012

**Services Provided:** Expansion and renovation to an existing childcare center located on the 1<sup>st</sup> floor of the Terminal Annex Building in Dallas, TX. The improvements consist of renovating the existing 6500 SF plus the expansion onto another 4900 SF. The floor plan was modified to create 8 larger classrooms, administrative suite, kitchen and associated restrooms and diaper changing areas. The facility was to remain operational throughout construction so phasing of each stage was critical.

**Project relation to RFQ:** This project involved extensive coordination with large multi-level government agencies to implement current design /construction standards into an existing daycare center. Coordination with the owner, daycare provider and contractor was vital to assure uninterrupted operations of the facility.

**Design Firm:** Matrix Spencer Architects  
[gspencer@matrixspencer.com](mailto:gspencer@matrixspencer.com)  
713-522-1666 (Gordon Spencer)

**Client:** United States General Services Administration  
**Client phone number:** 214-767-3737 (Carol Smith)  
**Client email address:** [carol-denise.smith@gsa.gov](mailto:carol-denise.smith@gsa.gov)

**General Contractor:** Patton Contractors, Inc.  
**General Contractor Phone:** 817-590-8745 (A. “Butch” Swift)  
**Construction Cost:** Initial project budget: \$750,000 (Ongoing project within budget)  
**Construction Time:** January 2011 thru April 2012



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# Houston Independent School District Request for Qualifications for A/E Services 2007 HISD Facilities Capital Program Existing Facilities Project No. 11-11-07



## Tab 2 – Project Experience – Sample Brief #5

**Project name:** Ulrich Intermediate School – Klein ISD

**Project Location:** 10103 Spring Cypress Road, Klein, TX 77389

**Project Completion:** August 2008

**Services Provided:** This 190,981 SF school is designed to accommodate 1,200 sixth, seventh and eighth grade students, providing classrooms, fine arts, cafeteria, library and gymnasium. The school was designed as a series of individual building sections under one roof, each section able to function singularly at varied times with required security and support. Each of the six building sections is bridged by a singular continuous pedestrian axis and central light tower fitted with stairways, elevator, restrooms, faculty offices and various service features.

**Project relation to RFQ:** [New educational facility](#), [ADA accessibility compliance](#), [Signage](#), [Millwork](#), [Bleachers](#), [Interior/exterior finishes](#), [Bus drop off canopy](#), [MEP](#), [IT and PA systems](#), [Additional parking](#), [Campus beautification](#).

**Design Firm:** Matrix Spencer Architects  
[gspencer@matrixspencer.com](mailto:gspencer@matrixspencer.com)  
713-522-1666 (Gordon Spencer)

**Client:** Klein Independent School District

**Client phone number:** 832-249-4515 (Mr. Don Blue, Director of Capital Projects)

**Client email address:** [dblue@kleinisd.net](mailto:dblue@kleinisd.net)

**General Contractor:** Durotech, L.P.

**General Contractor Phone:** 281-558-6892 (Tom Weis)

**Construction Cost:** Initial project budget: \$25,456,920. **Actual project cost:** \$24,684,715

**Construction Time:** February 2009 thru August 2010



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# Houston Independent School District Request for Qualifications for A/E Services 2007 HISD Facilities Capital Program Existing Facilities Project No. 11-11-07



## Tab 2 – Project Experience – Sample Brief #6

**Project name:** Austin High School – Fort Bend ISD

**Project Location:** 3434 Pheasant Creek Drive, Sugarland, TX 77498

**Project Completion:** December 2009

**Services Provided:** Two story building addition to existing educational facility. Building addition is composed of brick veneer and steel post and beam structure. It houses two classrooms and a science lab. Additionally, a one story new athletic field restroom building added to serve play fields.

**Project relation to RFQ:** Science laboratory upgrade, ADA accessibility compliance, Signage, Door replacements, Restroom upgrades, Millwork, Auditorium seating (at time of new school was built), Interior/exterior finishes, Roof repairs, MEP systems, Site work and drainage improvements, Paving repairs, and Exterior renovation.

**Design Firm (for Additions and Renovations):** Matrix Spencer Architects

[gspencer@matrixspencer.com](mailto:gspencer@matrixspencer.com)

713-522-1666 (Gordon Spencer)

**Client:** Fort Bend Independent School District

**Client phone number:** 281-634-1042 (Ms. Margaret D. Manley, Project Administrator)

**Client email address:** [margaret.manley@fortbendisd.com](mailto:margaret.manley@fortbendisd.com)

**General Contractor (for Additions and Renovations):** Drymalla Construction Company

**General Contractor Phone:** 979-732-5731 (Spencer Bennett)

**Construction Cost:** Initial project budget: \$2,808,000. Actual project cost: \$2,732,659  
(costs shown include 3 projects under single construction contract)

**Construction Time:** April 2009 thru December 2009



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# Houston Independent School District Request for Qualifications for A/E Services 2007 HISD Facilities Capital Program Existing Facilities Project No. 11-11-07



## Tab 2 – Project Experience – Sample Brief #7

**Project name:** Bush High School – Fort Bend ISD

**Project Location:** 6707 FM 1464, Richmond, TX 77469

**Project Completion:** December 2009

**Services Provided:** One story building addition to existing educational facility. Building addition is composed of brick veneer and steel post and beam structure. Addition houses two classrooms. Additionally two existing classrooms were converted into a science lab. A one story new athletic field restroom building was also added to serve play fields for this school.

**Project relation to RFQ:** Building addition, Science laboratory upgrade, ADA accessibility compliance, Signage, Door replacements, Restroom upgrades, Millwork, Interior/exterior finishes, Roof repairs, MEP systems improvements, Site work and drainage improvements, Paving repairs, and Exterior renovation.

**Design Firm (for Additions and Renovations):** Matrix Spencer Architects  
[gspencer@matrixspencer.com](mailto:gspencer@matrixspencer.com)  
713-522-1666 (Gordon Spencer)

**Client:** Fort Bend Independent School District

**Client phone number:** 281-634-1042 (Ms. Margaret D. Manley, Project Administrator)

**Client email address:** [margaret.manley@fortbendisd.com](mailto:margaret.manley@fortbendisd.com)

**General Contractor (for Additions and Renovations):** Drymalla Construction Company

**General Contractor Phone:** 979-732-5731 (Spencer Bennett)

**Construction Cost:** Initial project budget: \$2,808,000. Actual project cost: \$2,732,659  
(costs shown include 3 projects under single construction contract)

**Construction Time:** April 2009 thru December 2009



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**Houston Independent School District  
Request for Qualifications for A/E Services  
2007 HISD Facilities Capital Program  
Existing Facilities Project No. 11-11-07**



**Tab 2 – Project Experience – Sample Brief #8**

**Project name:** Travis High School – Fort Bend ISD

**Project Location:** 11111 Harlem Road, Richmond, TX 77469

**Project Completion:** December 2009

**Services Provided:** Two story building addition to existing educational facility. Building addition is composed of brick veneer and steel post and beam structure. Addition houses two classrooms. Two existing classrooms were converted into a science lab.

**Project relation to RFQ:** [Building addition](#), [ADA accessibility compliance](#), [Signage](#), [Door replacements](#), [Millwork](#), [Interior/exterior finishes](#), [Roof repairs](#), [MEP systems improvements](#), [Site work and drainage improvements](#), [Paving repairs](#), and [Exterior renovation](#).

**Design Firm (for Additions and Renovations):** Matrix Spencer Architects

[gspencer@matrixspencer.com](mailto:gspencer@matrixspencer.com)

713-522-1666 (Gordon Spencer)

**Client:** Fort Bend Independent School District

**Client phone number:** 281-634-1042 (Ms. Margaret D. Manley, Project Administrator)

**Client email address:** [margaret.manley@fortbendisd.com](mailto:margaret.manley@fortbendisd.com)

**General Contractor (for Additions and Renovations):** Drymalla Construction Company

**General Contractor Phone:** 979-732-5731 (Spencer Bennett)

**Construction Cost: Initial project budget:** \$2,808,000. **Actual project cost:** \$2,732,659  
(costs shown include 3 projects under single construction contract)

**Construction Time:** April 2009 thru December 2009



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# Houston Independent School District Request for Qualifications for A/E Services 2007 HISD Facilities Capital Program Existing Facilities Project No. 11-11-07



## Tab 2 – Key Personnel

### J. Gordon Spencer, AIA, RIBA *President*

Mr. Spencer has more than forty years of experience in the profession, his insight and expertise is invaluable in the general supervision of quality control efforts that assure continuity of decisions and progress on all projects. Mr. Spencer is a specialist in construction administration; he approaches every project from a realistic point of view. He is a member of the American Institute of Architects, the Texas Society of Architects, the Royal Institute of British Architects, and a registered Architect in the State of Texas.

#### PROJECT EXPERIENCE

- Allen-Kennedy Consolidated Elementary – Houston ISD
- J. R. Reynolds Elementary – Houston ISD
- Oak Forest Elementary – Houston ISD
- Krimmel Intermediate School, Klein, ISD
- Frank Elementary School, Klein, ISD
- Thurgood Marshall High School, Fort Bend ISD
- L.V. Hightower High School, Fort Bend ISD
- Langham Creek High School, Cy-Fair ISD
- Stephen F. Austin High School, Fort Bend ISD
- The George Family Development Center
- The Diamond Beach Resort - Galveston, TX
- Emerald by the Sea – Galveston, TX

#### EDUCATION

University of Alabama -1958/1959

Lamar University - 1960

University of Houston – 1961/1964

#### ARCHITECTURAL REGISTRATION

TX 3869 / MD 5248R / CO 306238 / GA 10415 /

LA 2953 / ME 1102 // MO A5151 / NV 4856 /

NJ 07675 / NY 14831 / OK 2151 / PA RA015354B / WV 2979

American Institute of Architects (AIA) #30002381

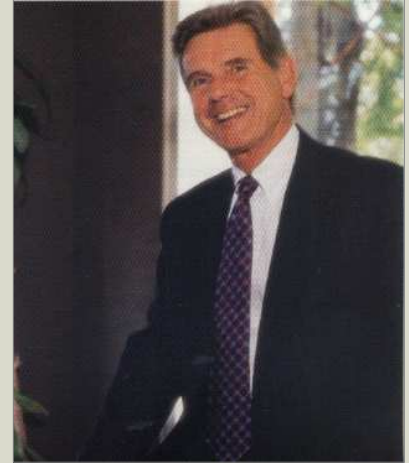
Royal Institute of British Architects (RIBA) #0059601F

Texas Society of Architects

National Council of Architectural Registration Board (NCARB)

#26349

United States Green Building Council (USGBC)



# Houston Independent School District Request for Qualifications for A/E Services 2007 HISD Facilities Capital Program Existing Facilities Project No. 11-11-07



## Tab 2 – Key Personnel

### Ken Cvejanovich, LEED AP BD+C

#### *Project Manager/ Architect*

Ken holds a Master of Architecture degree from Tulane University in New Orleans, Louisiana. He has served as Project Architect on a variety of projects including educational facilities, condominiums, religious, medical facilities and office complexes. Recent projects include HISD Allen/Kennedy Consolidated Elementary School, HISD Reynolds Elementary School and Diamond Beach Resort in Galveston, Texas. Ken also served as Project Architect for the massive additions and renovations to Dulles High/Middle School campus. Ken has been with the firm for 24 years.

#### PROJECT EXPERIENCE

- Allen-Kennedy Consolidated Elementary – Houston ISD
- J. R. Reynolds Elementary – Houston ISD
- Oak Forest Elementary – Houston ISD
- Judson Robinson Elementary – Houston ISD
- Stephen F. Austin High School – Fort Bend ISD
- Dulles School Campus / Expansion and Renovations - Fort Bend ISD
- Rice K-8 School – Houston ISD ( with Taft Architects)
- Lexington Creek Elementary - Fort Bend ISD
- W.I. Stephenson Middle School - Houston ISD
- The Diamond Beach Resort - Galveston, TX
- Emerald by the Sea – Galveston, TX
- The Renoir – Houston, TX
- Live Oak Lofts – Houston, TX
- Alcon Laboratories – Houston, TX
- The Houston Temple, The LDS Church - Houston, TX
- Fort Bend Baptist Academy - Sugar Land, TX
- St. John the Divine Episcopal Church - Houston, TX

#### EDUCATION

Tulane University, New Orleans, LA  
Master of Architecture - 2004  
Tulane University, New Orleans, LA  
Bachelor of Architecture - 1976  
University of Copenhagen, Denmark - Fall 1974

#### ARCHITECTURAL REGISTRATION

Architect – State of Texas - License No. 18111  
Architect - State of Louisiana -License No. 2831  
LEED Accredited Professional BD +C



# Houston Independent School District Request for Qualifications for A/E Services 2007 HISD Facilities Capital Program Existing Facilities Project No. 11-11-07



## Tab 2 – Key Personnel

### **Rick Adamchak, AIA**

#### *Project Manager/Architect*

Rick holds a Bachelor of Science and a Bachelor of Architecture degree from Lawrence University of Technology in Southfield, Michigan. He has served as Project Manager and Project Architect on a variety of projects including schools, churches, medical facilities and office buildings. Recent completed projects include Krimmel Intermediate School and Frank Elementary School for the Klein Independent School District. Rick is currently working on various projects with Klein ISD. He is an Interior Designer in the State of Texas, and certified by NCARB. Rick has been with the firm for over 30 years.



#### **PROJECT EXPERIENCE**

- Blackshear Elementary School, Klein, ISD
- Mueller Elementary School, Klein, ISD
- Krimmel Intermediate School, Klein, ISD
- Frank Elementary School, Klein, ISD
- Benignus Elementary School, Klein ISD
- Schindewolf Intermediate School, Klein ISD
- Thurgood Marshall High School, Fort Bend ISD
- L.V. Hightower High School, Fort Bend ISD
- Langham Creek High School, Cy-Fair ISD
- Cypress Falls High School, Cy-Fair ISD
- Albert B. Moorhead Junior HS, Conroe ISD
- Caney Creek High School, Conroe ISD
- Booker T. Washington HS, Houston ISD
- Stephen F. Austin High School, Fort Bend ISD
- The George Family Development Center
- Kingwood High School, Humble ISD

#### **EDUCATION**

Lawrence University - Southfield, Michigan  
Bachelor of Science - 1975  
Bachelor of Architecture - 1976

#### **REGISTRATION STATUS**

Architect - State of Texas - License No.11417  
Interiors - State of Texas - License No.118  
USGBC



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# Houston Independent School District Request for Qualifications for A/E Services 2007 HISD Facilities Capital Program Existing Facilities Project No. 11-11-07



## Tab 2 – Key Personnel

**Steven L. Biegel, AIA, LEED AP**  
*Principal/Architect*

Mr. Biegel has practiced architecture in the United States since 1980 and has many notable projects and project renovations to his credit. He is known in the Houston and Washington, D.C. architectural community for his project management skills and leadership abilities. Mr. Biegel is considered an expert on the subjects of Federal Procurement of Architectural & Engineering services, A/E Practice Management & Operations, and Roofing Technology. From 1980 to 1985, Mr. Biegel served as Vice President of the National Institute of Building Sciences.

Mr. Biegel has a 32-year history in building diagnostics, existing conditions assessment and managing renovation projects for local government, federal government and education institutions.

### PROJECT EXPERIENCE

- Georgetown University, Washington, DC
- University of California, Washington, DC Center
- George Washington University, Washington, DC
- Crispus Attucks Community Center, York, PA
- John Hopkins University Master Plan, Germantown, MD
- York Community College, York, PA
- University of Maryland, Baltimore Campus, MD
- Montgomery Community College, Takoma Park, MD

### EDUCATION

Syracuse University School of Architecture,  
B. Architecture, 1978

University of Virginia, Northern Virginia Extension, Graduate classes,  
Urban Planning & Design, 1979

Catholic University School of Law, Federal A/E Procurement Continuing  
Education Credits, 1979

George Washington University School of Law, Federal A/E Procurement  
Continuing Education Credits, 1996

Design Arts Fellowship, The National Endowment for the Arts, 1978 &  
1979

### ARCHITECTURAL REGISTRATION / AWARDS

MD 5208 / DC 3153 / TX 16068 / LA 4801 / FL 17532

NJ 13293 / NY 17995-1 / PA 8877 / GA 10443

He is the author of ***Profit by Design.***

In 1988, Mr. Biegel authored the portion of the ***Encyclopedia of Architecture, Design & Construction*** entitled "Roofing and Roofing Systems", published by McGraw-Hill.



# Houston Independent School District Request for Qualifications for A/E Services 2007 HISD Facilities Capital Program Existing Facilities Project No. 11-11-07



## Tab 2 – Key Personnel

**Horacio Gomez, AIA, LEED AP BD+C**  
*Project Manager/Architect*

Horacio holds a Bachelor of Architecture degree from the University of Houston. He brings to Matrix Spencer over 10 years of experience with a sound architectural background in project management, design and technical production, contract administration and site supervision. Horacio has acquired an impressive portfolio that includes residential, multi-residential, educational, religious, commercial and industrial facilities. He is a team player acting synergistically with the firm's project managers and with other firm members involved with the projects.

### PROJECT EXPERIENCE

- Regina Howell Elementary - Beaumont ISD
- Caldwell Elementary - Beaumont ISD
- Sallie Curtis Elementary - Beaumont ISD
- Austin HS Additions/Renovations - Fort Bend ISD
- Bush HS Additions/Renovations – Fort Bend ISD
- Travis HS Additions/Renovations – Fort Bend ISD
- \* Alexan Westheimer – Houston, TX
- \* Alexan Upper Kirby – Houston, TX
- \* High Street – Houston, TX
- \* The Lex – Kentucky
- \* Southgate – Louisiana
- \* Caribbean Dream – Mississippi
- \* Ocean Marine – Florida
- \* Glen Cove II – New York
- \* First United Methodist Church Conference Center
- \* Saint George Orthodox School Addition – City of W. University Place – Houston, TX
- \* Hope Church Addition – Webster, TX
- \* Fellowship Bible Church – Longview, TX
- \* Saint Mary's School Addition – League City, TX
- \* Core Lab Expansion – Houston, TX

### EDUCATION

University of Houston  
Bachelor of Architecture - 2000

### ARCHITECTURAL REGISTRATION

Architect – State of Texas - License No. 18967  
LEED Accredited Professional

*\*Denotes work while with another firm*



### Education:

B.S. Mechanical Engineering,  
Politechnical Institute,  
Minsk, Belarus

M.S. Mechanical Engineering,  
Politechnical Institute,  
Minsk, Belarus

29 Years Experience

### Founded

Hirsch & Associates, Inc./  
MEP Consulting Engineers  
1997

### Registration

Professional Engineer, Texas  
Mechanical #81604

LEED Accredited Professional

### Affiliations

American Society of Heating,  
Refrigerating and Air Conditioning  
Engineers

American Institute of Architects

U.S. Green Building Council

**Level of commitment to this project:**  
Marina Hirsch is fully committed to  
this project and has the availability to  
complete any project.

### Professional Summary

President, Principal-In-Charge; responsible for managing a multi-discipline design team with multiple projects including Engineers and Engineering Technicians. Responsible for all aspects of project management including project schedules, quality control of MEP drawings and specifications, technical liaison with Architects and Clients. Responsible for development of new client markets, maintaining existing client relationships and negotiation of fees. Extensive experience in engineering, selection of equipment, design and specification, and construction administration of heating, ventilating and air conditioning systems. Specialties include project management, and heating, ventilation and air conditioning design for educational, institutional, government, commercial and religious facilities.

### Relevant Experience

#### New Construction and Additions

- HISD - Valley West Elementary School Addition, LEED
- HISD - Roosevelt Elementary School, LEED
- HISD - De Chaumes Elementary School, LEED
- HISD - K. Smith Elementary School, Addition
- HISD - K-8 Gregory Lincoln Educational Center
- HISD - Mading Elementary School

#### Renovations

- HISD - Mitchell Elementary School
- HISD - Whidby Elementary School
- HISD - Kashmere Gardens Elementary School
- HISD - Stevenson Middle School
- HISD - Shadowbriar Elementary School
- HISD - Askew Elementary School
- HISD - Milne Elementary School
- HISD - Fondren Middle School
- HISD - Anderson Elementary School
- HISD - Lamar High School
- HISD - Bush Elementary School
- HISD - Ashford Elementary School
- HISD - Rice K-8 School
- HISD - Northline Elementary School
- HISD - Johnston Middle School Renovations
- HISD - Westbury High School Renovations
- HISD - Sharpstown High School - Science Lab Renovations
- HISD - Young Elementary School
- HISD - Gymnasia HVAC Upgrades - Package B1  
Scarborough H.S., Ruby Sue Clifton M.S., Frank M. Black M.S.
- HISD - Gymnasia HVAC Upgrades - Package E1  
Dowling M.S., Madison H.S. and Westbury H.S.
- HISD - Cornelius Elementary School
- HISD - Sinclair Elementary School
- HISD - Looscan Elementary School
- HISD - Hohl Elementary School
- HISD - J. W. Jones Elementary School
- HISD - Paul W. Horn Elementary School
- HISD - J.P. Henderson Elementary School
- HISD - Harvard Elementary School
- HISD - Dodson Elementary School
- HISD - Concord Elementary School
- HISD - Jack Yates High School - Natatorium Repairs



### Education:

B.S. Civil Engineering,  
Technology University  
Khelnitsky, Ukraine, 1989

### Years of Experience

22

### Affiliations

American Society of Plumbing  
Engineers

### Level of commitment to this project:

Boris Kharmats is fully  
committed to this project and  
has the availability to  
complete any project.

### Professional Summary

#### Plumbing Engineer;

Responsible for concepts, design development and contract documents of plumbing portions of projects. Responsible for job observations, calculations, system design and coordination with other disciplines. Extensive experience in engineering, selection of equipment, design and specification, and construction administration of cold and hot water systems, sanitary sewer, vent, gas and air systems. Specialties include designs for educational, institutional, government, commercial and religious facilities.

### Relevant Experience

#### New Construction and Additions

- HISD - Valley West Elementary School Addition, LEED
- HISD - Roosevelt Elementary School, LEED
- HISD - De Chaumes Elementary School, LEED
- HISD - K. Smith Elementary School, Addition
- HISD - K-8 Gregory Lincoln Educational Center
- HISD - Mading Elementary School

#### Renovations

- HISD - Mitchell Elementary School
- HISD - Whidby Elementary School
- HISD - Kashmere Gardens Elementary School
- HISD - Stevenson Middle School
- HISD - Shadowbriar Elementary School
- HISD - Askew Elementary School
- HISD - Milne Elementary School
- HISD - Fondren Middle School
- HISD - Anderson Elementary School
- HISD - Lamar High School
- HISD - Bush Elementary School
- HISD - Ashford Elementary School
- HISD - Rice K-8 School
- HISD - Northline Elementary School
- HISD - Johnston Middle School Renovations
- HISD - Westbury High School Renovations
- HISD - Sharpstown High School - Science Lab Renovations
- HISD - Young Elementary School
- HISD - Gymnasia HVAC Upgrades - Package B1  
Scarborough H.S., Ruby Sue Clifton M.S., Frank M. Black M.S.
- HISD - Gymnasia HVAC Upgrades - Package E1  
Dowling M.S., Madison H.S. and Westbury H.S.
- HISD - Cornelius Elementary School
- HISD - Sinclair Elementary School
- HISD - Looscan Elementary School
- HISD - Hohl Elementary School
- HISD - J. W. Jones Elementary School
- HISD - Paul W. Horn Elementary School
- HISD - J.P. Henderson Elementary School
- HISD - Harvard Elementary School
- HISD - Dodson Elementary School
- HISD - Concord Elementary School
- HISD - Jack Yates High School - Natatorium Repairs
- HISD - Jack Yates High School

### Education:

B.S. Electrical Engineering  
Technology,  
University of Houston Downtown  
Houston, Texas, 1999

### Years of Experience

12

### Registration

Professional Engineer, Texas

### Level of commitment to this project:

Dong Phuong is fully committed to this project and has the availability to complete any project.

### Professional Summary

Electrical Engineer; responsible for concepts, design development and contract documents of the Electrical portions of projects. Responsible for quality control of drawings and specifications. Personally involved in the coordination of electrical documents with those of Architectural, Mechanical and other disciplines. Extensive experience in engineering, design and specification and construction administration of power, lighting control, alarm and structured cabling systems. Specialties include designs for educational, institutional, government, commercial and religious facilities.

### Relevant Experience

#### New Construction and Additions

- HISD - Valley West Elementary School Addition, LEED
- HISD - Roosevelt Elementary School, LEED
- HISD - De Chaumes Elementary School, LEED

#### Renovations

- HISD - Mitchell Elementary School
- HISD - Whidby Elementary School
- HISD - Kashmere Gardens Elementary School
- HISD - Stevenson Middle School
- HISD - Shadowbriar Elementary School
- HISD - Askew Elementary School
- HISD - Milne Elementary School
- HISD - Fondren Middle School
- HISD - Anderson Elementary School
- HISD - Lamar High School
- HISD - Rice K-8 School
- HISD - Northline Elementary School
- HISD - Johnston Middle School Renovations
- HISD - Westbury High School Renovations
- Deer Park Independent School District - Early Childhood Center
- HISD Gregg Elementary School
- Texas A&M Langford Architecture Center & Library Warehouse Buildings Renovations
- Texas A&M Vet Imaging Center Addition
- University of Houston Downtown Renovation
- US Army Corps of Engineering
- Avondale School House
- Rice University Geochemistry Labs Renovations

Years of Experience . . . . . 45

Years with Ingenium . . . . . 8½

**Education**

M.S., Civil Engineering, 1965  
University of Wisconsin  
B. Tech. Honors, Civil  
Engineering, 1964  
Indian Institute of Technology,  
Bombay, India

**Professional Registrations**

Professional Engineer: Texas,  
California, Colorado,  
Delaware, Florida, Georgia,  
Illinois, Louisiana,  
Massachusetts, Missouri, New  
Mexico, Oklahoma,  
Pennsylvania, Virginia,

Structural Engineer: Illinois

Certified Windstorm Inspector  
with Texas Dept. of Insurance

**Organizations**

American Concrete Institute  
American Consulting Engineers  
Council  
American Society of Civil  
Engineers  
National Society of Professional  
Engineers  
Precast/Prestressed Concrete  
Institute

**H. (Anu) Mahendra, P.E.**

**Principal**



**Individual Experience**

With over 30 years of experience in the planning and design of structural systems, he has the ability to handle complex projects with tight budget and time constraints. This is done with consistent communication and accountability through all stages of project development. Anu's design experience with K-12 Educational Facilities and Renovation Projects include the following:

- African American Library at Gregory School, Houston, TX
- Allen Kennedy Elementary School, Houston, TX
- Bellaire High School Renovations & Addition, Houston, TX
- Crespo Elementary Modifications, Houston, TX
- Davis High School Chiller & Cooling Tower Support, Houston, TX
- DISD-Harry Stone High School, Dallas, TX
- DISD-Maceo Smith High School, Dallas, TX
- DISD-Stone Montessori, Dallas, TX
- DISD-Young Elementary, Dallas, TX
- Eastwood Elementary School Addition, Houston, TX
- Furr High School Addition of Roof Top Units, Houston, TX
- HCC-Stafford-Fine Arts Building Renovation, Stafford, TX
- Houston Community College-Northeast Campus Restroom Addition, Houston, TX
- Lamar Consolidated ISD-Restroom Renovation, Houston, TX
- Marshall Middle School Modifications, Houston, TX
- NFISD-Kirby Middle School, Houston, TX
- Reagan High School, Houston, TX
- Sharpstown Middle School-AHU's on Roof, Houston, TX
- Thomas Middle School, Building A-Elevator, Houston, TX
- Whittier Elementary Elevator, Houston, TX







**Kanoknart (Noon) Leelardcharoen, P.E.**  
**Senior Engineer**

Years of Experience . . . . . 8

Years with Ingenium . . . . . 3

**Education**

Ph.D. Candidate, Civil Engineering, Georgia Institute of Technology, Atlanta, GA, expected graduation 2010  
M.S., Civil Engineering, Georgia Institute of Technology, Atlanta, GA, 2005  
B.Eng., Civil Engineering, Chulalongkorn University, Bangkok, Thailand, 2002

**Professional Registrations**

Professional Engineer in Texas, Arkansas, Mississippi, and North Carolina  
Registered Associate Civil Engineer in Thailand.

**Organizations**

American Concrete Institute  
American Institute of Steel Construction  
American Society of Civil Engineers  
Earthquake Engineering Research Institute  
Council of Engineers (Thailand)

**Individual Experience**

With over 6 years of design experience, he has worked closely with the Principal on the following K-12 Educational Facilities and Renovation Projects:

- Bellaire High School Renovations & Addition, Houston, TX
- Crespo Elementary Modifications, Houston, TX
- Davis High School Chiller & Cooling Tower Support, Houston, TX
- DISD-Harry Stone High School, Dallas, TX
- Eastwood Elementary School Addition, Houston, TX
- Furr High School Addition of Roof Top Units, Houston, TX
- HCC-Stafford-Fine Arts Building Renovation, Stafford, TX
- Houston Community College-Northeast Campus Restroom Addition, Houston, TX
- Lamar Consolidated ISD-Restroom Renovation, Houston, TX
- Marshall Middle School Modifications, Houston, TX
- Thomas Middle School, Building A-Elevator, Houston, TX
- Whittier Elementary Elevator, Houston, TX



**REGISTRATION:** Registered Professional Engineer, Texas; License Number 52189

### **AREAS OF SPECIALITY**

- Provide PS&E for public infrastructure projects
- Design of Transmission Lines & Distribution Lines
- Design of Gravity Sanitary Sewer & Force Mains.
- Wastewater Interceptor Design
- Infiltration/Inflow Studies, Analysis, Remedial Design
- Drainage, Storm Sewer and Paving facilities
- Sewer System Evaluation Surveys
- Facilities Rehabilitation Design
- Relief Sewer Design/ Construction Management
- Pump Station Evaluation, Renewal & Replacement
- Wastewater Hydraulic Studies
- Project Management

### **PROFESSIONAL EXPERIENCE**

Mr. Kolluru has over 35 years of experience in diversified engineering projects. Out of the 35 years, 28 years have been exclusively in Houston and on City of Houston Public Works Projects. He worked for the City of Houston's Department of Public Works, Wastewater Division for seven years. Mr. Kolluru is familiar with the city's standard specifications, details, contract and design procedures.

### **REPRESENTATIVE PROJECTS**

- As prime design consultant for two (2) FY08 City of Houston Waterline Replacement Projects-Kashmere Gardens and Atherton Areas, Mr. Kolluru managed phase I, II design. Prepared bid documents for approximately 65,600 feet at an estimated Construction Cost of \$4.04 M.
- Currently managing Neighborhood Sewer Systems Improvements project. The Project consists of study, evaluation and design services for sanitary sewer improvements at eight (8) locations in the City of Houston. Prepared Bid Package 1 consisting of three locations and a force main.
- Provided Phase I, II, and III services to replace and upgrade three lift stations at Bush IAH in Houston. He performed site reconnaissance for all the three lift stations. Evaluated alternative solutions including flow diversion lift station replacement and lift station upgrade. Lift stations condition evaluation included pumps, controls, piping, valves and other accessories within wet well, dry well and valve vault. Sanitary lift station at Gate C45 was constructed in 2010 and other two stations are ready for bidding in 2011.
- Mr. Kolluru managed preparation of construction plans, specifications and cost estimate (P S & E) for ten (10) FY05 and FY06 City of Houston Waterline Projects - Blossom, Stratton, Magnolia, Near Northside-North, Campbell Woods and Eastex Oaks III, Ellena Gardens-North, Shepherd Park Terrace, Shepherd Park Plaza and Garden City Park. Total footage is approximately 297,000 linear feet, 4 to 20-inch in diameter. Also, provided phase III services for these projects. Construction completed for all the projects. Total construction cost is \$22.60M.
- As a subconsultant to CDM, Mr. Kolluru worked on City of Pearland & City of Houston 30-inch Waterline Interconnect project. Provided Phase II design for approximately 16,200 linear feet of 30-inch transmission line and meter station. Construction cost is \$8.5 M. The design included aerial crossing at Clear Creek parallel to Pearland Parkway and Tunnel crossing under the existing Beltway 8 overpass bridge at Pearland Parkway.
- Amani was the prime design consultant to City of Pearland for design of 16-inch and 12-inch waterline along FM518 from Pearland Parkway to Regal Oaks and west of Windfern to Sunset Meadows. Scope included design of approximately 6,800 LF of 16-inch water line and 5,500 LF of 12-inch waterline including valves, fire hydrants, connections and appurtenances. Designed bridge attachment details and obtained TxDOT permits. Construction completed in February 2009 at a construction cost of \$ 1.67M.
- As subconsultant, Mr. Kolluru managed and provided grading, paving, drainage improvements and hydrology/hydraulic study for Southeast Water Purification Plant 80 MGD Expansion in Houston.
- Managed and Designed of five traffic signal design for Reconstruction of Lockwood Drive from Bennington to Tidwell, Houston.
- Managing Jacintoport Boulevard improvements from Sheldon to Peninsula and Peninsula from Jacintoport to 2,500 feet east in Harris County. The project is currently under construction.



**REGISTRATIONS AND CERTIFICATION:**

Registered Professional Engineer - Texas, License No. 104338; Also, PE in MI, CA and PA  
Certified Project Management Professional (PMP) from Project Management Institute (PMI)

**AREAS OF SPECIALITY**

- Provide PS&E for public Infrastructure projects
- Public and Private Utility Coordination and Design
- New Facilities and Rehabilitation of existing Facilities Design
- Pump Station Evaluation, Renewal and Replacement Design
- Facility Planning, Design, Construction, Operation and Maintenance
- O&M Manual development for Water, Wastewater and Metering Facilities
- Computerized Maintenance Management Systems Implementation
- Capital Improvement Plans, Master Planning and Site Development
- Airport and Educational Facilities Rehabilitation Design and Construction
- Program Management, Construction Management, and Construction Administration

**PROFESSIONAL EXPERIENCE**

Mr. Putchakayala has over 33 years of diverse management, engineering and research experience in planning, design, and construction projects, including infrastructure, Transportation, Airport, Fire Station and Schools. He managed engineering and prepared construction documents for new and Capital Improvement projects and provided Phase I, II, and III services as a prime and sub-consultant. He has worked with city, county and state permitting and approval agencies. Also, he has extensive experience with cost estimating, value engineering, federal, state, bond and grant funded project delivery. He provided Quality Assurance reviews. He has been responsible for the study, design and construction of infrastructure projects in Public ROW for the City of Pearland, Galveston County, Harris County, and Houston Airport System. Some representative projects are:

- Provided Sanitary Sewer Investigations at Bush IAH including evaluation of physical condition of the existing sanitary sewer main lines, manholes serving Terminals-A,B,C,D and FIS, and Storm Water and Sanitary Sewer Lift Stations Upgrade design in Houston.
- Coordinated Right-of-Way and Property acquisition documents for the proposed additional ROW acquisition for Birnamwood Drive including abstracting, boundary surveys, and parcel maps.
- On-Call Professional Services for Harris County Flood Control District, Maintenance Group. Channel Rehabilitation studies, Construction cost estimate, specifications and plans for failed outfalls, channel slope restoration, and sediment bars was accordance with HCFCFCD Guidelines.
- FEMA road repair and resurfacing from Ferry Landing to Alma Road in Bolivar Peninsula, Galveston County, including 49 roads (16.51 miles) with base repairs, overlay and driveway ties.
- Provided replacement design for three (3) sanitary lift stations within City of Pasadena. Scope included existing conditions analysis, survey, real estate needs, traffic, Geotechnical investigations, drainage and permitting issues. Also, prepared traffic control and storm water pollution prevention plans.
- New Second Ebenezer Baptist Church design and construction, including 14.5-acre site development, building and site demolition, new building, grading plans, parking lot, water, sewer, and fire safety.
- Detroit River Walk, a two-mile, storm and sanitary sewer design, water services and site grading. Also, provided schematic plans, specifications and estimates for a 1,200-acre development with new roads, alleys, waster, sewer, gas and power infrastructure.
- Prepared O&M Manuals for treatment plants, pump stations, water meters, instruments and wastewater meters serving 4 million people in South East Michigan.

**PROFESSIONAL AFFILIATIONS:**

Member - National Council of Examiners for Engineering and Surveying (NCEES); American Society for Quality (ASQ); Project Management Institute (PMI); Texas Floodplain Management Association (TFMA).



### **REGISTRATION**

- Registered Professional Engineer, Texas; License Number 99425
- Certified Flood Manager, License Number 1435-08N
- Registered Professional Land Surveyor, Texas; License Number 6131
- Certified “Construction Inspector” by City of Houston, Texas.

### **AREAS OF SPECIALTY**

- Detention Calculations, Mitigation Calculations
- HEC- HMS and HEC-RAS Analysis
- Open Channel and Detention Facility
- Drainage Area Delineation and Analysis
- Hydrology and Hydraulic Study / Report
- Flood Plain Mitigation/Delineation
- CLOMR and LOMR Submittals
- Topographical Survey for Drainage Improvements
- Storm Sewer Investigation and Spot Survey for Reconstruction
- Right-of-Way Acquisition and Easement Surveys

### **PROFESSIONAL EXPERIENCE**

Mr. Vellore has over 19 years of experience in the field of Civil Engineering. He has design, survey and construction management experience for a variety of infrastructure, private and commercial development projects. Mr Vellore has been involved in hydrologic and hydraulic studies, road reconstruction, widening, rehabilitation, intersection improvements, and signalization projects. He is proficient in AutoCAD and conversant with TxDOT, Harris County and City of Houston Design requirements, specifications, graphic standards and survey requirements. He managed for projects for Harris County, City of Houston and Architectural firms. He is involved with drainage improvements at several locations to resolve localized flooding problems. His work experience includes utility investigation, preparatory work for design and project manual, interpret survey data and field verifications.

### **REPRESENTATIVE PROJECTS**

- Mr. Vellore is the Project Manager and Project Engineer for survey and design of rehabilitation work along HCFCF Unit No. K133-00-00, from Louetta Road upstream to Northbridge Street (approximately 2,000 linear feet). He has successfully met the requirements of HCFCF’s 20%, 50%, 80% and 90% submittal milestones. Prepared final plans and assisted during construction phase.
- Completed a Letter Report on Highland Estates Subdivision Drainage Study in Harris County, Precinct #2. Drainage area is approximately 100 acres. Reviewed resident complaints, delineated drainage areas using 1-foot LIDAR information provided by County, performed sheet flow analysis, time of concentration calculations for the grass farm (approximately 125 acres tract) and provided recommendation for long term and short term solutions for localized flooding at road intersections.
- Completed a letter report for Drainage Study for Fresno Ranchos Subdivision, Fort Bend County. Approximate drainage area is 135 acres. Study included spot elevation survey, delineation of drainage areas using 2-foot LIDAR data provided by County, perform sheet flow analysis, detention calculations and provide recommendations to alleviate localized flooding within the subdivision.
- Becker Road pavement and drainage improvements in Harris County, Precinct #3. Analyzed and designed underground storm sewer system for Becker Road for 2 years frequency rainfall. Calculated detention required for 100-year rainfall event for proposed roadway improvement. Identified various options to provide required detention. PER was completed in March 2008. Designed 4-lane roadway with median, storm sewer, two dry bottom detention ponds, and storm water lift stations.
- Completed Hydrology and Hydraulics Report for Fulton Street reconstruction from Quitman Street to Hogan Street, a City of Houston. Approximate length of roadway improvement is 2,000 LF, analyzed 21 acres drainage area, conducted overland sheet flow analysis for approximately 216 acres, performed storm sewer investigative survey, and hydraulic analysis was performed using HouStorm.
- Designed FEMA Road Repair and Resurfacing Project for approximately 16 miles in Bolivar Peninsula for Galveston County, Precinct-1. The construction completed in February 2011.
- Designed York Street reconstruction from Polk to Navigation including pavement, hydrology/hydraulics study, utilities replacement, TCP, SWPPP and signal design.



**Jo Ann Jarreau, RLA, ASLA, LEED AP**  
*President, Jarreau & Associates, Inc.*



#### **Distinguishing Qualifications**

- Over 25 years of experience in Landscape Architecture
- Federal Small Disadvantaged Business, 8(a)
- State of Texas Historically Underutilized Business (HUB)
- City of Houston Women/Disadvantaged Business Enterprise
- Women's Business Enterprise National Council

#### **Education and Training**

- BLA, Landscape Architecture, Louisiana State University, 1983
- U.S. Green Building Council LEED AP
- Texas Board of Architectural Examiners, Registered Landscape Architect # 1870
- Louisiana Department of Agriculture and Forestry, Landscape Architect License J-122

#### **Professional Experience**

Landscape Architect who has studied and practiced in the Gulf Coast region for over twenty-five years. Ms. Jarreau opened Jarreau & Associates, Inc. in 1999, in order to design outdoor spaces that are attractive, ecologically sustainable, cost-effective and site-specific. Ms. Jarreau has aligned the company with many of the region's best architects, engineers and contractors, allowing Jarreau & Associates, Inc. to offer complete project services, from landscape design to project management and third-party commissioning.

#### **Jarreau & Associates, Owner/President, Houston, Texas, 1999 to Present.**

Design, plan and implement LEED-qualifying landscapes for educational campuses, state and local institutions, and multi-location

corporate sites. Develop site and master plans, technical documentation and construction drawings. Provide project management services, team leadership and direction. Hire and supervise sub-contractors. Work with committees, licensing bodies, building departments, and other governance and approval groups. Deliver itemized budgets and schedules. Educate clients on solutions to questions of energy use and life-cycle costs for facilities.

#### **Harris County Precinct Two and Engineering Department, Parks Planner and Landscape Architect, Houston, Texas, 1991 to 1997.**

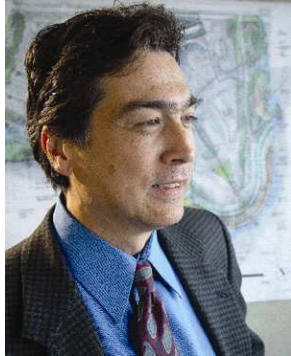
Managed projects at thirty-three parks in Precinct Two. Designed, bid and supervised construction of various park projects including athletic fields, nature areas, hike and bike trails, playgrounds, lighting schemes, comfort and concession facilities and ADA renovations. Initiated and developed a five year Master Plan for application of State grants with the Texas Department of Parks and Wildlife. Managed an annual allocated parks budget of \$10M. Coordinated the project work of four County Commissioners and their park staff. Served as parks planning Project Manager and liaison between private consultants and the County.

#### **SITESCPE, Inc., Owner/Landscape Design Manager, Kingwood, Texas, 1985 to 1991.**

Supervised all designs and installations of Master Planned Community Facilities, irrigation systems, pools, spas, decking, gazebos, boulevards, village entrances, medians, residential and commercial landscaping for properties including large scale apartment complexes. Prepared and managed the Landscape Division budget of approximately \$250K annually. Managed and supervised a staff of three landscape designers. Promoted and marketed company services to current and potential clients in the Houston area. Assistant managed nursery with sales of approximately \$700K - \$800K annually.



**Harry Dill, RLA, ASLA**  
*Landscape Architect, Jarreau & Associates, Inc.*  
**Professional Experience**



**Distinguishing Qualifications**

- Over 25 years of experience in Landscape Architecture
- Co-Author of Articles: *American Planning Association Texas State Conference Speaker*, Oct. 2003. *Fieldwork=Design Control, From Design Idea to Reality, China Landscape Architecture*, 2005

**Education and Training**

- BLA, Landscape Architecture, Louisiana State University, 1980
- Registered Landscape Architect: Texas No. 1273
- Landscape Architect License, Louisiana (No. D-246)
- American Society of Landscape Architects

**Professional Experience**

As a registered landscape architect with over 25 years of experience, Mr. Dill has been involved in a diversity of project types ranging from land planning to site-specific design. Mr. Dill's portfolio of projects in the U.S. and Asia has broadened his understanding of the cultural, regional and regulatory challenges and opportunities facing each design problem. His responsibilities include project management, construction administration, proposal and contract preparation.

**Jarreau & Associates, Landscape Architect, Houston, Texas, 2008 to Present.**

Develop site and master plans, technical documentation and construction drawings. Provide project management services, team leadership and direction. He embraces a collaborative approach to the design process,

valuing contributions from a diverse team that enable more meaningful design solutions.

**HOK Planning Group, Senior Associate, Houston, Texas, 2004 to 2005.**

Designed and supervised the construction of various projects.

**Knudson & Associates, Senior Landscape Architect, Houston, Texas, 2001 to 2004.**

Worked in diverse projects. Prepared and managed conceptual design and design development.

**SWA Group, Project Landscape Architect, Houston, Texas, 1998 to 1999.**

Worked in diverse projects. Prepared and managed conceptual design and design development.

**Mori Landscape Architects, Senior Landscape Architect, Tokyo, Japan, 1991 to 1996.**

Worked in diverse projects. Prepared and managed conceptual design and design development.

**Dewberry & Davis, Staff Landscape Architect, Fairfax, VA, 1987 to 1991.**

Worked closely with Architects, Engineers, and Contractors to complete landscape designs.

Some of the projects Mr. Dill has been involved are:

- **The Allen Kennedy Consolidated Elementary School (HISD)**
- Rice University Children's Campus
- Kinkaid School, Piney Point Village
- Galveston Justice Center, Galveston
- Jury Assembly Plaza, Houston
- Victoria Downtown Master Plan, Victoria
- Root Memorial Square, Houston
- Spring Creek Corporate Campus, College Station
- Downtown Redevelopment Master Plan, Lake Jackson
- Xindu Dist. Community Planning, Chengdu, China
- Riverside Promenade, Shatoujiau, China
- Landscape Master Plan & Beautification Study, Freeport
- Green Ribbon Project, Houston
- Willow Bend Mall, Plano
- The Dominion, San Antonio



**DAVID A. WALKER**  
Comex Corporation, Inc.  
9841 Spencer Hwy., La Porte, TX 77571  
**Phone:** (281) 479-2322



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## CAREER SUMMARY

- **Proven Business Developer** with **25 years** of **Construction Industry** experience directing and overseeing **Multi-Million Dollar** new construction/renovation projects
- Specializes in **Estimating** and **Project Management** while collaborating with Staff and Executive personnel to find solutions and complete **Independent School District, Private Office** and numerous **Industrial Plant** projects regardless of obstacles
- Astute trouble-shooter, with a good eye for structure and quality; considers impending changes that could influence project or impact deadlines/budgetary guidelines
- Expeditiously resolves creative differences and design issues to enhance business viability and profitability; respected for making sound design recommendations and flexible solutions
- Executes and engineers research and development designed to enhance the corporate strategy and meet **Quality Assurance** protocols and regulations and deliver Customer Service Excellence

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## COMEX CORPORATION EXPERIENCE

- **President/Project Manager, Comex Corporation, Deer Park, Texas, 1986-Present**
  - ❑ Spearheads business development and oversees all facets of construction/renovation project operations
  - ❑ Manages **up to five (5)** Project Superintendents with multiple **multi-million dollar** ongoing projects
  - ❑ Develops and monitors budgeting, internal control systems, loss prevention and safety programs
  - ❑ Negotiates contracts as the lead representative and works with sales, subcontractors, and suppliers
  - ❑ Ensures walk-through of projects meet customer satisfaction and enforces Quality Control standards
  - ❑ Interfaces with vendors, manufacturers and wholesalers to negotiate and approves contracts
  - ❑ Prepares operational budgets for funding from financial institutions and acquires bids
  - ❑ Reviews progress reports; analyzes P&L statements to prepare financial reports and make fund allocation recommendations

## SIGNIFICANT PROJECTS

- Houston ISD - Jefferson Davis High Additions, Brookline/Cornelius New Relief Elementary School, Pilgrim Elementary, Reynolds Elementary
- Houston ISD - CM @ Risk Allen/Kennedy Consolidated Elementary, Crockett Elementary Addition and Renovation
- Goose Creek Consolidated ISD -2010 FCA Critical Deficiencies Projects
- Sheldon ISD - Sheldon Intermediate School
- Aldine ISD - Mendel Elementary
- Galveston ISD - Austin Middle School
- Deer Park ISD - San Jacinto and Carpenter Elementary Remodels, Various ADA Renovations, North Campus Renovation, Phase II
- Private Projects - Shell Federal Credit Union, Rohm & Haas Credit Union, Galena Park Community Credit Unions, Shell Oil (Deer Park Complex)-Fastrack delivery method on substations, operating control room, time offices.

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## EDUCATION

- **Degree:** Bachelor of Science, **Construction Science**, A&M University, College Station, Texas



**GIGI CLAYTON**  
Comex Corporation, Inc.  
9841 Spencer Hwy., La Porte, TX 77571  
**Phone:** (281) 479-2322

## **PROFESSIONAL OBJECTIVE**

**Corporate CEO Vice President/Secretary and Treasury Officer** with leadership and expertise promoting operational efficiency promote Quality and Customer Service Excellence.

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## **CAREER SUMMARY**

- **Business Developer/Project Administrator and Office Manager** with **over 25 years** of experience in Project Management Cash & Financial Management, Real Estate Sales and Office Support Services
  - Coordination between Owner, Architect and Subcontractors
  - Ensures that financial records, budgets and annual reports meet corporate timelines/guidelines
  - Demonstrates work output reflective of strong organizational, analytical and **multi-tasking abilities**
  - Works with all organizational levels to include Boards of Directors, VIP clients, Executive Directors and Senior Management personnel
  - Conceptualizes/Implements sound office initiatives; established **computer network system** in 1994
  - Demonstrates proficiency in handling Bids & Contract Negotiations, Project Administration, Job Costing, Accounting, Payroll, Human Resources, AP/AR, Forecasting & Projections
- 
- 

## **EDUCATION AND LICENSES**

- **Degree:** B.A., **Business Administration**, University of Houston at Clear Lake, Houston, TX, 1982
- **Licenses:** State of Texas, Realtor, 1979; Real Estate Broker, 1984

## **PROFESSIONAL EXPERIENCE**

- **CEO, Officer-Vice President/Secretary & Treasurer, Comex, Corporation, Deer Park, Texas, -Present**
  - Confers with company officers and prepares financial activity detailing assets, losses and funding
  - Performs Accounting and Cash Management functions
  - Coordinates financial programs with lending institutions to provide funding for new or continuing operations to maximize **returns on investments**, and to increase productivity
- **Project Administrator/Office Manager, Comex Corporation, Deer Park, Texas/ 1981-**
  - Managed **Shell Oil Refinery** building maintenance contract and controlled **\$2 Million** annually
  - Handled Cost Plus Contract with supervised **fifteen (15) personnel** including Superintendents, Electricians, Plumbers, Carpenters, and Clerical staff
  - Performed all internal office duties involving billing, invoicing, configuring bids, payroll
  - Conducted HR functions: Recruiting, Interviewing, Hiring, Evaluations, Discharging
- **Residential Sales Agent, Realty World, Houston Texas, 1980-1981**
  - Promoted residential and commercial real estate; cultivated customer base through Cold Calling and Prospecting, Networking and following through with Referrals
  - Assisted clients in making purchase selections and securing financing arrangements

**DAVID SCHUETZLE**  
Comex Corporation, Inc.  
9841 Spencer Hwy., La Porte, TX 77571  
**Phone:** (281) 479-2322 **Cell:** (832) 878-3403



## **PROFESSIONAL OBJECTIVE**

**Project Manager** overseeing and implementing **Cost Estimation and Strategic Planning** and managing the Budgetary Controls and Operational Initiatives that enhance the corporate strategy and result in prosperity, viability and growth.

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## **CAREER SUMMARY**

- **Proven Cost Estimator and Superintendent** with **more than 20 years** of experience writing and negotiating **Multi-Million dollar** commercial projects and contracts; specializes in estimating and projecting the budgetary and production controls
  - Respected for the ability to make sound judgment in the evaluation of multiple locations and for negotiating roadblocks and obstacles to achieve a finished product by corporate datelines
  - Inspects property, construction, condition, and functional design and considers factors such as depreciation, reproduction costs, value comparison and income potential
  - Collaborates with President and Executive Personnel for approval to purchase supplies, materials and capital and human resources; makes recommendations during project forecasting
- 

## **SPECIAL PROJECTS**

- New: **\$12 Million** - Houston ISD Allen/Kennedy Elementary, CM @ Risk
- New: **\$9 Million** - Houston ISD - Sugar Grove Elementary
- New: **\$9 Million** - Houston ISD - Lantrip Elementary
- Renovation: **\$4.3 Million** - Brazosport ISD Two schools
- Renovation: **\$5 Million** - Houston ISD Two District Offices
- Renovation: **\$3 Million** - Angleton ISD- Multiple campus locations
- Renovation: **\$2 Million** - Deer Park ISD - Agricultural Science Center

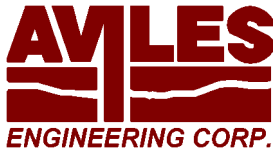
## **PROFESSIONAL EXPERIENCE**

- **Estimator/Project Coordinator, Comex Corporation, Deer Park, Texas, 1998-Present**
  - Prepares cost specification for project materials, resources and controls
  - Coordinates project guidelines and protocols to ensure timely and accurate output
- **Owner, Schuetzle Construction, Deer Park, Texas, 1996-1998**
  - Developed operational plans and monitored on-site activities for Safety and TQM.
  - Monitored operational efficiency and the overall fiduciary stability of corporate operations
  - Forecasted revenue projections; maximized the utilization of facilities, equipment, and personnel
- **Carpenter, CT Executive, Houston, Texas, 1995-1996**
  - Worked with company owner to construct and distribute custom furniture
  - Scheduled and supervised five (5) carpenters on Display Construction for retail

## **EDUCATION AND COMPUTER SKILLS**

- **Degree:** Bachelor of Science, Civil Technology, University of Houston, Houston, TX, 05/1998
- **Attended:** Central Texas College, General Studies, Killeen, Texas; Texas Tech, Range and Wildlife, Lubbock, Texas; **H.S. Diploma:** Copperascope High School, General Studies, Copperascope, TX, 1979
- **Operating Systems:** Win 95/98/00; **Software Applications:** MS Word, Excel, WordPerfect, PowerPoint; **Industry Related Software:** Sure Track Scheduling (Primavera), Star Bid, Star Estimator, Star Project;





## SHOU TING HU, M.S., P.E.

**POSITION** Principal Engineer

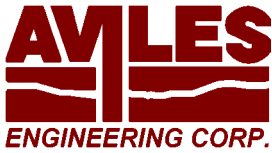
**EDUCATION** Fuzhou University, B.S. - Civil Engineering  
Fuzhou University, M.S. - Civil Engineering  
New Mexico State University, M.S. - Geotechnical Engineering

**REGISTRATIONS** Registered Professional Engineer, Texas

**EXPERIENCE** Shou is an accomplished geotechnical/civil engineer with over 26 years experience. His geotechnical background includes site investigation, In-situ testing including CPT/VST and geophysical methods, soil laboratory testing, foundation analyses for buildings/bridges/industrial structures, retaining wall design, wharf structures, settlement analysis, building repair and renovation, deep foundation excavation support system design, slope stability analysis, soft soil improvements, erosion evaluation and control, seepage analysis, pavement (including heavy duty) design and subgrade stabilization, shoring and tunneling, groundwater numerical modeling, and project management. Some HISD and University projects which Mr. Hu serves as project geotechnical manager/engineer are listed below:

- HISD Projects: (i) Buildings for Westbury High School; (ii) Building Addition for Valley West Elementary School; (iii) Light Standards Replacement at Barnett Stadium; (iv) Synthetic Turf for Butler Stadium; (v) Temporary Light Standards Foundations at Butler Stadium; (vi) Modular Buildings for Kipp School.
- Houston Community College Projects: (i) Health Professions Building; (ii) Northeast Campus Truck Driving School; and (iii) Building Additions to East Campus.
- University of Houston Projects: (i) 4-Story East Parking Garage; (ii) 6-story Undergraduate Housing Building at Main Campus; (iii) CRWC Leisure Pool Building; (iv) Women's Softball Stadium; (v) Center for Students with Disabilities at Main Campus; and (vi) 3-Story Academic Building at Sugar Land Campus.
- Texas A&M University Projects: (i) Life Sciences Building; (ii) Lab Animal Resources and Research Building Expansion; (iii) Indoor Practice Buildings to Kyle Field; (iv) Agricultural Headquarters Building; (v) Emerging Technologies and Economic Development Interdisciplinary Building; (vi) Texas A&M Equestrian Center; (vii) Veterinary Imaging and Cancer Treatment Center; (viii) Evaluation of Tennis Court Movement at George Mitchell Outdoor Tennis Center; and (ix) Olsen Field Renovation; and (x) Penberthy Field Renovations, College Station, Texas.
- Texas Medical Center Projects: (i) Garage No. 18; (ii) Addition of New Parking Level 1V at Garage No. 2; and (iii) Additional Levels for 5-story Bell Building.
- General Services Administration (GSA, Federal) Projects: (i) Federal Reserve Bank of Dallas – Houston Branch including buildings, annex and garage, Houston, Texas; (ii) FBI Regional Headquarter Building, annex and garage, Houston, Texas; and (iii) Land Port of Entry at McAllen, Texas.
- City of Houston/Harris County Projects: (i) George R. Brown Convention Center Phase II Expansion; and (ii) Reliant Stadium.

**PROFESSIONAL SOCIETIES** American Society of Civil Engineers  
Texas Society of Civil Engineers  
The Society of American Military Engineers



## **PENG SIA TANG M.S.C.E., P.E.**

**POSITION** Senior Geotechnical Engineer

**EDUCATION**

- University of Memphis, Bachelor of Engineering - Civil Engineering
- University of Memphis, Master of Engineering (Civil, with concentration in Geotechnical and Foundation Engineering)

**CERTIFICATIONS**

- Licensed State of Texas Professional Engineer since 1996
- Trench Safety Competent Person

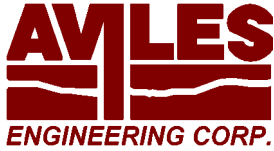
**EXPERIENCE** Mr. Tang has over 19 years of geotechnical experience. Mr. Tang has extensive geotechnical experience in public infrastructure projects such as schools, universities, roadway and airfield pavements, bridges, single- and multi-story buildings, as well as underground utilities serving private and public entities, such as educational institutions (Houston Independent School District (HISD), Katy ISD, Houston Community College System (HCCS), cities (Houston, Sugar Land, Austin, etc.), counties (Harris, Montgomery, Fort Bend, Galveston), State of Texas (Texas Department of Transportation), and U.S. Federal Government (U. S. Army Corps of Engineers).

Mr. Tang specializes in geotechnical and design and analysis of shallow and deep foundations, slope stability, water-front structures, slope stability and settlement analysis, roadway and airfield pavements, grade separated structures (bridges/overpasses, underpass), earth embankments, culverts and retaining walls, soil stabilization, water and sewer lines. He has provided geotechnical recommendations in technical reports, and provided associated consulting services during construction to verify compliance with geotechnical recommendations and regulatory requirements. Some representative projects conducted by Mr. Tang are listed below:

- **EDUCATIONAL FACILITIES PROJECTS:** (i) HISD Crespo Elementary School Improvements, Houston, Texas; HISD Eastwood Academy High School Improvements, Houston, Texas; HISD Cunningham Elementary School Improvements, Houston, Texas; Proposed Classroom and Auditorium Building, The Awty International School, Houston, Texas.

**PROFESSIONAL SOCIETIES**

- Texas Society of Professional Engineers
- American Society of Civil Engineers (Member)



## WILBER WANG, M.Eng., P.E.

**POSITION** Geotechnical Engineer

**EDUCATION** Texas A&M University, B.S. Civil Engineering  
Texas A&M University, Master of Engineering (Geotechnical Engineering)

**REGISTRATIONS** Registered Professional Engineer, Texas

**EXPERIENCE** Mr. Wang has 8 years experience in Geotechnical Engineering. His experience in geotechnical investigations includes: shallow and deep foundations, pavements, slope stability analysis, underground utilities, tunneling, etc. While at Aviles Engineering Corporation, Mr. Wang has conducted geotechnical investigations on several HISD projects.

His background also includes field drilling operations, geotechnical laboratory testing, driven pile, auger cast pile, and drilled shaft foundations, spread footing and mat foundations, flexible, rigid, and gravel pavements, retaining walls, settlement analyses, lateral load analyses, slope stability analyses, underground utility lines, trench excavation and shoring, augering/tunneling, lift stations, foundation design, construction materials testing, structural and foundation engineering, and civil site design.

### PROJECT EXPERIENCE:

#### Houston Independent School District

- Sub-floor Investigation at Love Elementary School
- Sub-floor Investigation at Lanier Middle School
- Building Additions at Southmayd Elementary School

#### Fort Bend Independent School District

- Evaluation of Existing Foundations at Dulles Elementary School

#### University of Houston - Central Campus

- Wheeler Street Undergraduate Housing Complex - Phase I
- East End Parking Garage
- Tilting Sediment Flume

#### University of Houston - Sugarland Campus

- Brazos Hall Academic Building

#### Texas A&M University - College Station

- Olsen Field Renovations
- George Mitchell Tennis Center Renovations
- Vet Imaging and Cancer Treatment Center Addition
- Agriculture Headquarters Facility
- Emerging Technologies and Economic Development Building
- Equestrian Center
- Lab Animal Resources and Research Facility Addition
- McFerrin Athletic Center
- Life Sciences Building

# Houston Independent School District Request for Qualifications for A/E Services 2007 HISD Facilities Capital Program Existing Facilities Project No. 11-11-07



## Tab 2 – Team’s Familiarity with LEED Certification Process

Our staff has extensive experience in energy efficient design. We have produced highly efficient, energy conscious designs for more than 40 years. Matrix Spencer has always strived to put forth the necessary information so that the client/owner can make appropriate decisions regarding the design and development of an energy efficient building or space. Good design is “Green” design and it greatly benefits the student community it serves. Matrix Spencer Architects has made a serious commitment to sustainable design services. We have five LEED Accredited Professionals included in our proposed team for the Group 4 Projects.

- Ken Cvejanovich, LEED AP BD+C
- Steven Biegel, AIA, LEED AP
- Horacio Gomez, AIA, LEED AP BD+C
- Marina F. Hirsch, P.E., LEED AP
- Jo Ann Jarreau, ASLA, LEED AP

Energy efficient building design includes many aspects. The HVAC system, lighting system, roof system, exterior wall make-up, building orientation, day lighting, storm water management, and even additives to the concrete (such as fly ash) are all inter-related and contribute to the deliberate energy efficiency of a facility. The use of low polluting materials, site selection, water conservation (including the use of grey water and cisterns); the use of recycled building materials and the recycling of construction waste are all primary issues that we are concerned about and incorporate into our design solutions. Establishing energy conservation and waste reduction goals early in the process is necessary. Maintaining accurate records for submission to the USGBC review body is key to LEED Building Certification.

It is important to incorporate appropriate measurement and verification instrumentation to allow “real-time” observation and validation of the building’s energy performance. This equipment can also be a valuable tool to system operators and troubleshooters, and can contribute to the LEED building certification. Most importantly, it is the primary way in which a facility owner can ascertain the energy impact of changes, whether they be physical modifications, changes in use or occupation, or in operation and maintenance. Operation & Maintenance team must ensure that the facility is occupied, operated, and maintained in accordance with the design intent.



Houston Independent School District  
Request For Qualifications  
Project Number: RFQ 11-11-07  
Project Name: Architectural-Engineering Services – Existing Facilities

**Attachment B**

**Notice**

This form requires a manual signature after each section, a manual signature on the final page and a notary attestation at the conclusion of the form, and must be included with the proposal in tab 2 of the proposers response

STATE OF Texas

COUNTY OF Harris

§  
§  
§

**AFFIDAVIT OF OWNERSHIP, CONTROL  
AND CORPORATE INFORMATION**

**BEFORE ME,** THE UNDERSIGNED AUTHORITY, ON THIS DAY PERSONALLY APPEARED

James Gordon Spencer [FULL NAME]

(HEREAFTER "AFFIANT"), President at Matrix Spencer, Inc. [STATE TITLE/CAPACITY

WITH CONTRACTING ENTITY] OF (CONTRACTING ENTITY'S CORPORATE/LEGAL NAME), WHO BEING BY ME DULY SWORN ON OATH

STATED AS FOLLOWS:

1. AFFIANT IS AUTHORIZED TO GIVE THIS AFFIDAVIT AND HAS PERSONAL KNOWLEDGE OF THE FACTS AND MATTERS HEREIN STATED;
2. CONTRACTING ENTITY SEEKS TO DO BUSINESS WITH THE DISTRICT IN CONNECTION WITH A/E Design Services [DESCRIBE PROJECT OR MATTER] WHICH IS EXPECTED TO BE IN THE AMOUNT THAT EXCEEDS \$10,000.
3. THE FOLLOWING INFORMATION IS SUBMITTED IN CONNECTION WITH THE PROPOSAL, SUBMISSION OR BID OF CONTRACTING ENTITY IN CONNECTION WITH THE ABOVE DESCRIBED PROJECT OR MATTER.

**Houston Independent School District  
Request For Qualifications  
Project Number: RFQ 11-11-07  
Project Name: Architectural-Engineering Services – Existing Facilities**

**SECTION I**

**COMPANY INFORMATION**

COMPANY NAME Matrix Spencer Architects

DUNS NUMBER 82849010

HOME OFFICE Houston LOCAL OFFICE \_\_\_\_\_

ADDRESS 6213 Skyline Drive, Suite 100

CITY Houston CITY \_\_\_\_\_

STATE TX ZIP 77057 STATE \_\_\_\_\_ ZIP \_\_\_\_\_

TELEPHONE 713-522-1666 FAX: 713-522-6260 TELEPHONE \_\_\_\_\_ FAX \_\_\_\_\_

CONTACT PERSON'S NAME Gordon Spencer

CONTACT PERSON'S TELEPHONE NUMBER 713-522-1666 FAX: 713-522-6260

CONTACT PERSON'S E-MAIL ADDRESS GSpencer@matrixspencer.com

1. NUMBER OF YEARS YOUR ORGANIZATION HAS BEEN IN CONTINUOUS OPERATION 44 years

2. NUMBER OF YEARS YOUR ORGANIZATION HAS BEEN IN BUSINESS UNDER ITS PRESENT BUSINESS NAME 3 years

3. DOES YOUR COMPANY PAY TAXES TO THE HOUSTON INDEPENDENT SCHOOL DISTRICT? Yes

4. ARE YOUR TAX PAYMENTS TO HISD CURRENT? Yes

5. DOES ANY OFFICER, PARTNER, OWNER, SALES REPRESENTATIVE AND/OR SPOUSE WORK FOR THE HOUSTON INDEPENDENT SCHOOL DISTRICT  YES  NO

6. TYPE OF BUSINESS ENTITY:  PUBLICLY TRADED CORPORATION  PRIVATE CORPORATION  LIMITED PARTNERSHIP  
 PARTNERSHIP  SOLE PROPRIETORSHIP  NOT FOR PROFIT ENTITY

7. IF CORPORATION, ANSWER THE FOLLOWING QUESTIONS:

DATE OF INCORPORATION August 2008

STATE OF INCORPORATION TX

CHARTER NUMBER 0800978691

PRESIDENT J. Gordon Spencer

VICE PRESIDENT Steve Biegel

CORPORATE SECRETARY N/A

TREASURER N/A

**Houston Independent School District**  
**Request For Qualifications**  
**Project Number: RFQ 11-11-07**  
**Project Name: Architectural-Engineering Services – Existing Facilities**

8. IF PARTNERSHIP OR CORPORATE , DATE OF ORGANIZATION August 2008

9. IF SOLE PROPRIETOR, NUMBER OF YEARS IN BUSINESS N/A

10. NUMBER OF YEARS DOING BUSINESS WITH HISD 25+ years

11. DO YOU HAVE EXPERIENCE WITH OTHER SCHOOL DISTRICTS  YES  NO

12. IF YES, PLEASE LIST NAMES OF SCHOOL DISTRICTS: Aldine ISD, Alief ISD, Beaumont ISD, Channelview ISD, Clear Creek ISD, Conroe ISD, Cypress Fairbanks, Dickinson ISD, Fort Bend ISD, Humble ISD, Klein ISD, Magnolia ISD, Splendor ISD, Tomball ISD, Fort Bend Baptist Academy, YES Charter Schools

13. IS YOUR COMPANY CAPABLE OF PROVIDING A DEDICATED WEBSITE WITH YOUR CATALOG WITH HISD'S PRICING?  YES;  NO. IF YES, CAN YOUR WEBSITE INTERFACE WITH SAP PUBLIC SECTION 7.0 / ECC 6.0 OPEN CATALOG INTERFACE (OCI) COMPLIANT?  YES  NO.

14. CAN YOUR COMPANY PROVIDE HISD WITH PERIODIC PREFORMATTED FLAT FILE UPDATES OF YOUR CATALOG?  YES;  NO.

15. NAME AND COMPLETE ADDRESS OF ALL PARTNERS LISTED ON A SEPARATE SHEET AND ATTACHED.

See "Partners List" after page 13 of 13.

16. IF OTHER THAN CORPORATION OR PARTNERSHIP, DESCRIBE ORGANIZATION AND NAME OF PRINCIPALS:

Corporation

17. MINORITY OWNERSHIP:

IS YOUR FIRM A MINORITY AND/OR WOMAN OWNED FIRM?  YES  NO

PERCENTAGE OF OWNERSHIP THAT IS MINORITY OR WOMAN OWNED 0%

MARK ALL THAT ARE APPROPRIATE:

ANGLO  AFRICAN AMERICAN  HISPANIC  AMERICAN INDIAN  ASIAN/PACIFIC ISLANDER  
 MALE  FEMALE

LOCATION:  HOUSTON  TEXAS  OUT OF STATE  OUT OF STATE WITH LOCAL OFFICE

MARK ALL ORGANIZATIONS THAT HAVE ISSUED YOUR MINORITY STATUS:

- THE HOUSTON BUSINESS COUNCIL
- SMALL BUSINESS ADMINISTRATION
- DEPARTMENT OF ENERGY
- DEPARTMENT OF DEFENSE
- DEPARTMENT OF TRANSPORTATION
- METRO TRANSIT AUTHORITY
- CITY OF HOUSTON

18. CHECK ONE OF THE FOLLOWING:

- PROPOSER WILL PROVIDE GOODS AND SERVICES WITH OWN WORK FORCE
- PROPOSER WILL PURCHASE GOODS DIRECTLY FROM THE MANUFACTURER OR OTHER SUPPLIER

**Houston Independent School District  
Request For Qualifications  
Project Number: RFQ 11-11-07  
Project Name: Architectural-Engineering Services – Existing Facilities**

19. EQUAL OPPORTUNITY EMPLOYER INFORMATION

THE HOUSTON INDEPENDENT SCHOOL DISTRICT CAN ONLY DO BUSINESS WITH EQUAL OPPORTUNITY EMPLOYERS.

CURRENT TOTAL NUMBER OF EMPLOYEES 8 NUMBER OF MALES 7 NUMBER OF FEMALES 1

OF THE TOTAL NUMBER OF PERSONS CURRENTLY EMPLOYED, PROVIDE THE FOLLOWING INFORMATION:

NUMBER OF ANGLO 6 NUMBER OF AFRICAN AMERICAN \_\_\_\_\_

NUMBER OF HISPANIC 2 NUMBER OF OTHER MINORITIES \_\_\_\_\_  
MEXICAN-AMERICAN / SPANISH SURNAMES

DO YOU ADVERTISE AS AN "EQUAL OPPORTUNITY EMPLOYER"?  YES  NO

DO YOU HAVE A WRITTEN NON-DISCRIMINATORY POLICY OF EMPLOYMENT?  YES  NO

HAS THIS POLICY BEEN CIRCULATED THROUGHOUT YOUR ORGANIZATION?  YES  NO

NAME AND TITLE OF PERSON TO CONTACT REGARDING EQUAL OPPORTUNITY INFORMATION ISSUES:

NAME J. Gordon Spencer TITLE President

20. LIST YOUR BANKING REFERENCE:

BANK NAME Wells Fargo OFFICER'S NAME Sender Michaelov

BANK ADDRESS 2824 Hillcroft St. CITY STATE ZIP Houston, TX 77057

OFFICER'S TELEPHONE NUMBER 832-251-5509 OFFICER'S FAX NUMBER 832-251-5550

**ITEMS 21 THROUGH 30 ARE FOR CONSTRUCTION CONTRACTORS ONLY**

21. TYPE OF ENTITY:  GENERAL CONTRACTOR;  SUB-CONTRACTOR;  OTHER N/A

22. TYPE OF WORK USUALLY PERFORMED N/A

23. DO YOU NORMALLY WORK UNDER A COLLECTIVE BARGAINING AGREEMENT? N/A  YES  NO

24. HAVE YOU EVER FAILED TO COMPLETE ANY WORK AWARDED TO YOUR COMPANY? IF SO, NOTE WHEN, WHERE AND WHY?

N/A

25. HAS ANY OFFICER OR PARTNER OF YOUR ORGANIZATION EVER BEEN AN OFFICER OR PARTNER OF ANOTHER ORGANIZATION THAT FAILED TO COMPLETE A CONSTRUCTION CONTRACT? IF SO, STATE CIRCUMSTANCES.

N/A



**Houston Independent School District**  
**Request For Qualifications**  
**Project Number: RFQ 11-11-07**  
**Project Name: Architectural-Engineering Services – Existing Facilities**

26. LIST THE NAME OF THE COMPANY, LOCATION, CONTRACT AMOUNT AND SCHEDULED COMPLETION DATE OF ALL PROJECTS YOUR ORGANIZATION HAS IN PROCESS IN THE GREATER HOUSTON AREA AT THIS TIME. (ATTACH A SEPARATE SHEET IF NECESSARY).

N/A

27. LIST THE NAME OF COMPANY, LOCATION, CONTRACT AMOUNT, OWNER OR MANAGER AND TELEPHONE NUMBER, DATE OF COMPLETION AND PERCENT OF WORK WITH OWN RESOURCES FOR ALL PROJECTS YOUR ORGANIZATION HAS COMPLETED IN THE PAST FIVE YEARS. (ATTACH A SEPARATE SHEET IF NECESSARY).

N/A

28. LIST PERSONNEL (AND EXPERIENCE) AVAILABLE FOR FULL-TIME SUPERVISION. (ATTACH A SEPARATE SHEET IF NECESSARY).

NAME \_\_\_\_\_ N/A \_\_\_\_\_ YEARS WITH FIRM \_\_\_\_\_

EXPERIENCE \_\_\_\_\_

29. BONDING COMPANY NAME \_\_\_\_\_ N/A \_\_\_\_\_

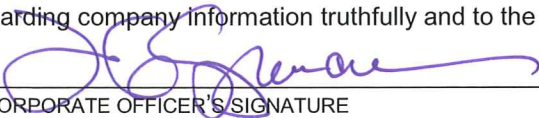
ADDRESS \_\_\_\_\_ CITY STATE ZIP \_\_\_\_\_

AGENTS NAME \_\_\_\_\_ TELEPHONE NUMBER \_\_\_\_\_

30. INDICATE SIZE OF CONTRACT ON WHICH YOUR COMPANY IS ABLE TO PROVIDE FULL PERFORMANCE AND PAYMENT BONDS:

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> \$25,000 TO \$50,000   | <input type="checkbox"/> \$500,000 TO \$1,000,000   | <input type="checkbox"/> \$3,000,000 TO \$4,000,000 |
| <input type="checkbox"/> \$50,000 TO \$100,000  | <input type="checkbox"/> \$1,000,000 TO \$2,000,000 | <input type="checkbox"/> \$4,000,000 TO \$5,000,000 |
| <input type="checkbox"/> \$100,000 TO \$500,000 | <input type="checkbox"/> \$2,000,000 TO \$3,000,000 | <input type="checkbox"/> OVER \$5,000,000           |

I attest that I have answered the questions regarding company information truthfully and to the best of my knowledge.

  
CORPORATE OFFICER'S SIGNATURE

J. Gordon Spencer, AIA, RIBA  
PRINTED NAME

President  
TITLE

Houston Independent School District  
Request For Qualifications  
Project Number: RFQ 11-11-07  
Project Name: Architectural-Engineering Services – Existing Facilities

SECTION II

**CERTIFICATION AND DISCLOSURE STATEMENT**

A person or business entity entering into a contract and/or agreement with HISD is required by Texas Law to disclose, in advance of the contract and/or agreement award, if the person or an owner or operator of the business entity has been convicted of a felony. The disclosure should include a general description of the conduct resulting in the conviction of a felony as provided in section 44.034 of the Texas Education Code. The requested information is being collected in accordance with applicable law. This requirement does not apply to a publicly held corporation.

If an individually owned Company:

Has the owner(s) ever been convicted of a felony?  Yes  No

If a Corporation, Partnership, Limited Partnership, etc:

Has any owner, or partner, of your business entity been convicted of a felony?  Yes  No

Has any manager or director of your entity been convicted of a felony?  Yes  No

Has any employee of your entity been convicted of a felony?  Yes  No

If Yes, give details:

N/A

If you answered yes to any of the above questions, please provide a general description of the conduct resulting in the conviction of the felony, including the Case Number, the applicable dates, the State and County where the conviction occurred, and the sentence. (Attached additional pages, if necessary.)

I attest that I have answered the questions concerning prior convictions truthfully and to the best of my knowledge.

  
CORPORATE OFFICER'S SIGNATURE

J. Gordon Spencer, AIA, RIBA

PRINTED NAME

President

TITLE

Houston Independent School District  
Request For Qualifications  
Project Number: RFQ 11-11-07  
Project Name: Architectural-Engineering Services – Existing Facilities

SECTION III

**FREE OF INDEBTEDNESS STATEMENT**

The Texas Education Code (Section 44.044) of the Texas Education Code provides that school districts, by resolution of the Board of Trustees, may establish regulations requiring that persons or entities entering into a contract and/or agreement or transaction with the district not be indebted to the district. The Board of Education has approved a resolution establishing policy that requires that the awarded, or selected, suppliers be free of any indebtedness to the District. The following information must be completed by individual and/or business entities.

List all the tax account numbers for all property taxes due the Houston Independent School District:

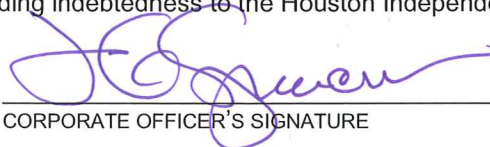
26-2664931 (Tax Identification number) \_\_\_\_\_ x \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are all City, County, and Houston Independent School District property taxes, both real and personal, assessed against property owned by individual and/or business entity paid?

Yes  No

If you answer "no" to this question, provide detail of the amounts due the District and your current plan to satisfy this indebtedness.

I attest that I have answered the questions regarding indebtedness to the Houston Independent School District truthfully and to the best of my knowledge.



\_\_\_\_\_  
CORPORATE OFFICER'S SIGNATURE

J. Gordon Spencer, AIA, RIBA

\_\_\_\_\_  
PRINTED NAME

President

\_\_\_\_\_  
TITLE

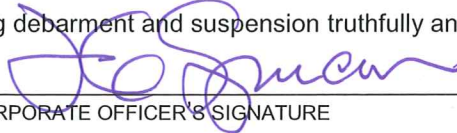
Houston Independent School District  
Request For Qualifications  
Project Number: RFQ 11-11-07  
Project Name: Architectural-Engineering Services – Existing Facilities

SECTION IV

**CERTIFICATION REGARDING DEBARMENT AND SUSPENSION**

The undersigned certifies on behalf of the company and its key employees that neither the company nor its key employees have been proposed for debarment, debarred or suspended by any Federal Agency.

I attest that I have answered the questions regarding debarment and suspension truthfully and to the best of my knowledge.



\_\_\_\_\_  
CORPORATE OFFICER'S SIGNATURE

**James Gordon Spencer**

\_\_\_\_\_  
PRINTED NAME

**President**

\_\_\_\_\_  
TITLE



**Houston Independent School District**  
**Request For Qualifications**  
**Project Number: RFQ 11-11-07**  
**Project Name: Architectural-Engineering Services – Existing Facilities**

**SECTION V**

**STATEMENT OF NON-COLLUSION**

The undersigned proposer does hereby certify:

- a) That all statements of fact in such proposal are true.
- b) That such proposal was not made in the interest of or on behalf of any undisclosed person, partnership, company, association, organization or corporation.
- c) That such proposal is genuine and not collusive or sham.
- d) That proposer has not, directly or indirectly by agreement, communication or conference with anyone, attempted to induce action prejudicial to the interest of the District or of any other bidder or anyone else interested in the proposed procurement.
- e) That proposer did not, directly or indirectly, collude, conspire, connive or agree with anyone else that said bidder or anyone else would submit a false or sham bid or proposal, or that anyone should refrain from bidding or withdraw his bid or proposal.
- f) That proposer did not, in any manner, directly or indirectly seek by agreement, communication or conference with anyone to raise or fix the bid or proposal price of said bidder or of anyone else, or to raise or fix any overhead, profit or cost element of his bid or proposal price, or that of anyone else.
- g) That proposer did not, directly or indirectly, submit his bid or proposal price or any breakdown thereof, or the contents thereof, or divulge information on data relative thereto, to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof, or to any individual or group of individuals, except to the District, or to any person or persons who have a partnership or other financial interest with said bidder in his business.
- h) That proposer did not provide, directly or indirectly to any officer or employee of the District any gratuity, entertainment, meals, or any thing of value, whatsoever, which could be construed as intending to invoke any form of reciprocation or favorable treatment.
- i) That no officer or principal of the undersigned firm is related to any officer or employee of the District by blood or marriage within the third degree or is employed, either full or part time, by the District either currently or within the last two (2) years.
- j) That no officer or principal of the undersigned firm nor any subcontractor to be engaged by the principal has been convicted by a court of competent jurisdiction of any charge of fraud, bribery, collusion, conspiracy or any other act in violation of any state or federal anti-trust law in connection with the bidding, award of, or performance of any public work contract and/or agreement with any public entity.

I attest that I have answered the questions regarding non-collusion truthfully and to the best of my knowledge.

  
CORPORATE OFFICER'S SIGNATURE

James Gordon Spencer  
PRINTED NAME

President  
TITLE

Houston Independent School District  
Request For Qualifications  
Project Number: RFQ 11-11-07  
Project Name: Architectural-Engineering Services – Existing Facilities

SECTION VI

ANTITRUST CERTIFICATION STATEMENT

(TEXAS GOVERNMENT CODE §2155.005)

I affirm under penalty of perjury of the laws of the State of Texas that:

1. I am duly authorized to execute this agreement/contract/proposal on my own behalf or on behalf of the company, corporation, firm, partnership or individual (Company) listed below;
2. In connection with this proposal, neither I nor any representative of the Company have violated any provision of the Texas Free Enterprise and Antitrust Act, Tex. Bus & Comm. Code Chapter 15;
3. In connection with this bid, neither I nor any representative of the Company have violated any federal antitrust law; and
4. Neither I nor any representative of the Company have directly or indirectly communicated any of the contents of this proposal to a competitor of the Company or any other company, corporation, firm, partnership or individual engaged in the same line of business as the Company.

Company Name Matrix Spencer, Inc.

Company Address 6213 Skyline Drive, Suite 100

City, State, Zip Code Houston, TX 77057

Phone 713-522-1666

Facsimile 713-522-6260

Proposer Signature 

Proposer Printed Name James Gordon Spencer

Position with Company President

(IF DIFFERENT FROM ABOVE)

Official Authorizing Bid

Signature Same as above

Printed Name \_\_\_\_\_

Position with Company \_\_\_\_\_

**Houston Independent School District  
Request For Qualifications  
Project Number: RFQ 11-11-07  
Project Name: Architectural-Engineering Services – Existing Facilities**

SECTION VII

CONFLICT OF INTEREST QUESTIONNAIRE FORM

<b>CONFLICT OF INTEREST QUESTIONNAIRE FORM    FORM CIQ</b>	
<b>For Vendor or other person doing business with local governmental entity</b>	
<p>This questionnaire is being filed in accordance with chapter 176 of the Local Government Code by a person doing business with the governmental entity. By law this questionnaire must be filed with the records administrator of the local government not later than the 7<sup>th</sup> business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code.</p> <p>A person commits an offense if the person violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.</p>	<p style="text-align: center; margin: 0;"><b>OFFICE USE ONLY</b></p> <p style="margin: 0;">Date Received</p>
<p>1.     <b>Name of person doing business with local governmental entity.</b></p> <p style="margin-left: 20px; color: blue;">James Gordon Spencer</p>	
<p>2.     <input type="checkbox"/>     <b>Check this box if you are filing an update to a previously filed questionnaire.</b></p> <p style="margin-left: 20px; font-size: small;">(The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than September 1 of the year for which an activity described in Section 176.006(a), Local Government Code, is pending and not later than the 7<sup>th</sup> business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)</p> <p style="margin-left: 20px; color: blue;">N/A</p>	
<p>3.     <b>Describe each affiliation or business relationship with an employee or contractor of the local governmental entity who makes recommendations to a local government officer of the local governmental entity with respect to expenditure of money.</b></p> <p style="margin-left: 20px; color: blue;">None</p>	
<p>4.     <b>Describe each affiliation or business relationship with a person who is a local government officer and who appoints or employs a local government officer of the local governmental entity that is the subject of this questionnaire.</b></p> <p style="margin-left: 20px; color: blue;">None</p>	

Houston Independent School District  
Request For Qualifications  
Project Number: RFQ 11-11-07  
Project Name: Architectural-Engineering Services – Existing Facilities

**CONFLICT OF INTEREST QUESTIONNAIRE FORM**

**FORM CIQ**

For Vendor or other person doing business with local governmental entity

Page 2

5 ■ Name of local government officer with whom filer has affiliation or business relationship. (Complete this section only if the answer to A, B, or C is YES.) **None**

This section, item 5 including subparts A, B, C, & D, must be completed for each officer with whom the filer has affiliation or business relationship. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer named in this section receiving or likely to receive taxable income from the filer of the questionnaire?

Yes  No

B. Is the filer of the questionnaire receiving or likely to receive taxable income from or at the direction of the local government officer named in this section AND the taxable income is not from the local governmental entity?

Yes  No

C. Is the filer of this questionnaire affiliated with a corporation or other business entity that the local government officer serves as an officer or director, or holds an ownership of 10 percent or more?

Yes  No

D. Describe each affiliation or business relationship.

**None**

6. Describe any other affiliation or business relationship that might cause a conflict of interest.

**None**

**Matrix Spencer Architects**

COMPANY NAME

  
CORPORATE OFFICER'S SIGNATURE

**J. Gordon Spencer, AIA, RIBA**

PRINTED NAME

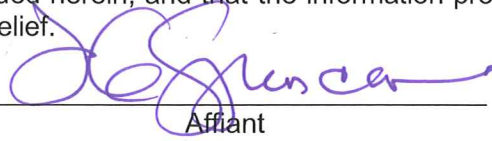
**President**

TITLE




Houston Independent School District  
Request For Qualifications  
Project Number: RFQ 11-11-07  
Project Name: Architectural-Engineering Services – Existing Facilities

Affiant certifies that he or she is duly authorized to submit the above information on behalf of the Contracting Entity, that affiant is associated with the Contracting Entity in the capacity noted above and has personal knowledge of the accuracy of the information provided herein, and that the information provided herein is true and correct to the best of Affiant's knowledge and belief.

  
\_\_\_\_\_  
Affiant

SWORN TO AND SUBSCRIBED before me this 2<sup>nd</sup> day of December, 2011.

(seal)

  
\_\_\_\_\_  
Notary Public



**Houston Independent School District  
Request for Qualifications for A/E Services  
2007 HISD Facilities Capital Program  
Existing Facilities Project No. 11-11-07**



**Tab 2 – Attachment B – Partners List**

Established in 1967 as *Spencer Partnership Architects*, the firm is now structured as a Sub Chapter S Corporation since August 2008. The structure of Matrix Spencer as a corporation in the state of Texas is comprised of a Board of Directors, Chief Executive Officer and President.

Board of Directors: James Gordon Spencer  
1603 South Blvd  
Houston, TX 77006

Steven L. Biegel  
3333 Allen Pkwy  
Houston, TX 77019

Phillip R. Groessmann  
7331 Wilson Rd  
Warrenton, VA 20186

Chief Executive Officer: Steven L. Biegel  
3333 Allen Pkwy  
Houston, TX 77019

President: James Gordon Spencer  
1603 South Blvd  
Houston, TX 77006

**Houston Independent School District**  
**Request For Qualifications**  
**Project Number: RFQ 11-11-07**  
**Project Name: Architectural-Engineering Services – Existing Facilities**

**Attachment C**

The Office of Business Assistance was established by the Board of Education in 1988 to assist minority and women-owned businesses (“M/WBE”) to participate in various District business projects. The District’s M/WBE participation goals are as follows:

**20% for Purchasing**  
**20% for Construction**  
**25% for Professional Services**

The District requires all M/WBE documents and supporting materials to be completed and submitted with a response to a Request for Proposal. The attached M/WBE form is the approved District form that must be used when submitting your proposal. Please select the option that is applicable to your proposal and submit **ONLY** those documents pertaining to the option selected. Form should be submitted with a manual signature by an official from the proposers company. Detailed below are descriptions of the three options:

**Option A** is to be used by entities that are certified by one of the following agencies: *City of Houston (MBE and/or WBE only); Houston Minority Supplier Development Council and Women’s Business Enterprise Alliance.*

**Option B** is to be used by entities that are not certified, but will directly utilize M/WBE businesses to meet and/or exceed the District’s appropriate 20-25% participation goal.

**Option C** is to be used by entities that are not certified and are unable to meet the District’s participation goal, but will meet the minimum standards of “Good Faith”. (Please see Option C on attached M/WBE form for more details on “Good Faith Efforts” documentation)

To better assist proposers and/or suppliers interested in working with the District and to address specific questions on the M/WBE documentation, the Business Assistance Department hosts a meeting the first Monday of each month beginning at 8:30 a.m. at the Hattie Mae White Educational Support Center. For questions regarding the District’s M/WBE program, how to complete the attached form, or information on monthly meetings please contact Business Assistance at (713) 556-7273.

Houston Independent School District  
Request For Qualifications  
Project Number: RFQ 11-11-07  
Project Name: Architectural-Engineering Services – Existing Facilities



**M/WBE PARTICIPATION REPORT**  
Business Assistance Department

HISD PROJECT NUMBER: 11-11-07 BID/PROPOSAL DUE DATE: Dec. 2, 2011  
 BID/PROPOSAL TITLE: Existing Facilities  
 NAME OF CONTRACTOR/SUPPLIER: Matrix Spencer Architects, Inc.  
 PHONE NUMBER: 713-522-1666 EMAIL ADDRESS: GSpencer@matrixspencer.com

**\*Select ONE (1) of the following M/WBE Participation Options below and complete section in its entirety.**

**NON-PROFIT - 501(C)3** entities should check this box and attach a copy of their IRS determination letter and sign and date this form.

**OPTION A - Certified M/WBE:** Complete section if proposer is a certified minority and/or woman-owned business enterprise with (i) City of Houston; (ii) Houston Minority Supplier Development Council; and/or (iii) Women's Business Enterprise Alliance.  
 Current Certification(s): \_\_\_\_\_  
 Certification(s) Expiration: \_\_\_\_\_  
 \*Proposer must attach Certification(s) to this form.

**Subcontract - M/WBE Proposer will subcontract with other M/WBEs (optional).**  
 Additional M/WBE Subcontractor Amount: \$ \_\_\_\_\_ Additional M/WBE Commitment: \_\_\_\_\_ %  
 \*Proposer must fill out (Table 1) with M/WBE subcontractors.

**OPTION B - Subcontract:** Complete section if proposer will subcontract with M/WBE firm(s) to meet/exceed participation goal.  
 HISD Participation Goals – 20% for Purchasing of Goods & Non Professional Services, 20% for Construction and Construction related projects, 25% for Professional Services  
 Total Bid/Proposal Amount \$ 25+% Total M/WBE Participation Amount \$ 25+% M/WBE Percentage 25+%  
 \*Proposer must complete (Table 1) below with M/WBE subcontractor information.

**OPTION C - Good Faith Effort:** Complete section if proposer will meet the minimum standards of "Good Faith Effort".  
 Check appropriate box and submit required documentation for selection.

**Subcontract – Proposer will subcontract with M/WBE firm(s), but will not meet HISD participation goal.**  
 Total Bid/Proposal Amount \$ \_\_\_\_\_ Total M/WBE Participation Amount \$ \_\_\_\_\_ M/WBE Percentage \_\_\_\_\_ %  
 \*Proposer must complete (Table 1) below with M/WBE subcontractor information.

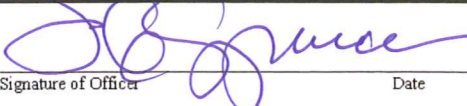
**Indirect Spend with M/WBE(s) – Procurement of M/WBE Goods & Services in Proposer's daily business operations.**  
 (i.e. office supplies, marketing/advertising, printing, professional services, consulting services, accounting, etc.)  
 \*Proposer must attach their company's supplier diversity program & spend documentation, and/or HISD's Indirect Spend Report.

**Direct Contact with M/WBE Certifying Agencies, Organizations, Trade Associations, and Newspapers.**  
 \*Proposer must attach copies of letters, facsimiles, and telephone logs of at least (5) M/WBE certifying agencies, organizations, trade associations, and/or newspapers contacted to solicit M/WBE participation; Contact must be made at least (5) business days before the bid opening date. \*Proposer must attach documentation of direct contact to M/WBE(s) and the responses received from M/WBE companies.

**Table 1**

NAME OF M/WBE FIRM	TELEPHONE NUMBER	CONTACT NAME	SCOPE OF SERVICE	AGREED PRICE
Hirsch & Associates, Inc.	713-784-3535	Marina F. Hirsch, P.E. LEED AP, Principal	MEP, IT, Security	25%
Amani Engineering, Inc.	713-270-5700	H. Prasad Kolluru, P.E., Principal	Civil	7%
Ingenium, Inc.	713-339-9160	H. (Anu) Mahendra, P.E., Principal	Structural	10%
Aviles Engineering, Inc.	713-895-7645	Shou Ting HU, P.E., Principal	Geotechnical	2%

**CONSTRUCTION AND CONSTRUCTION RELATED PROJECTS ONLY:**  
 Efforts have been made to subcontract portions of work with various M/WBEs to meet and/or exceed the participation goal.  
 Efforts to assist M/WBEs in obtaining bonding, lines of credit, or insurance, if required.

Signature of Officer:  Date: 12/1/11

J. Gordon Spencer, AIA, RIBA  
Name of Officer (Print)



**Houston Independent School District**  
**Request For Qualifications**  
**Project Number: RFQ 11-11-07**  
**Project Name: Architectural-Engineering Services – Existing Facilities**

Addendum for agreement funded by u.s. federal grant

The Houston Independent School District (“the District”) is required to obtain certain certifications from organizations receiving District payments paid from federal funds budgets.

Pursuant to Circular A-110, all contracts, including small purchases, awarded by the District and the District’s sub-contractors shall contain the procurement provisions of Appendix A to Circular A-110, as applicable.

Accordingly, the parties agree that the following terms and conditions apply to the agreement, dated **[date]** (the “Agreement”), between the District and **[name of vendor]** (“Vendor”) in all situations where the vendor has been paid from federal funds.

**1. Equal Employment Opportunity** – In fulfilling its obligations under the Agreement, Vendor shall comply with E.O. 11246, "Equal Employment Opportunity," as amended by E.O. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and as supplemented by regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."

**2. Copeland “Anti-Kickback” Act (18 U.S.C. 874 and 40 U.S.C. 276c)** – All contracts and sub-grants in excess of \$2,000 for construction or repair awarded by recipients and sub-recipients shall include a provision for compliance with the Copeland “Anti-Kickback” Act (18 U.S.C. 874), as supplemented by Department of Labor regulations (29 CFR part 3, “Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States”). The Act provides that each contractor or sub-recipient shall be prohibited from inducing, by any means, any person employed in the contraction, completion, or repair of public work, to give up any part of the compensation to which he is otherwise entitled. The recipient shall report all suspected or reported violations to the District.

**3. Davis-Bacon Act, as amended (40 U.S.C. 276a to a-7)** – When required by Federal program legislation, all construction contracts awarded by the recipients and sub-recipients of more that \$2,000 shall include a provision for compliance with the David-Bacon Act (40 U.S.C. 276a to 2-7) and as supplemented by Department of Labor regulations (29 CFR part 5, “Labor Standards Provisions Applicable to Contract Governing Federally Financed and Assisted Construction”). Under this Act, contractors shall be required to pay wages to laborers and mechanics at a rate not less than the minimum wages specified in a wage determination made by the Secretary of Labor.

**4. Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333)** – Where applicable, all contracts awarded by recipients in excess of \$2,000 for construction contracts and in excess of \$2,500 for other contracts that involve the employment of mechanics or laborers shall include a provision for compliance with Sections 102 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333), as supplemented by Department of Labor regulations (29 CFR part 5). Under Section 102 of the Act, each contractor shall be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than 1½ times the basic rate of pay for all

**Houston Independent School District**  
**Request For Qualifications**  
**Project Number: RFQ 11-11-07**  
**Project Name: Architectural-Engineering Services – Existing Facilities**

hours worked in excess of 40 hours in the work week. Section 107 of the Act is applicable to construction work and provided that no laborer or mechanic shall be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

**5. Rights to Inventions Made Under a Contract or Agreement** – To the extent that the Agreement requires the performance of experimental, developmental or research work, Vendor agrees that the District shall have rights in any resulting invention in accordance with 37 CFR part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the District from the Vendor which received financial assistance to carry out the work contemplated by the Agreement (the "Awarding Agency").

**6. Clean Air Act (42 U.S.C. § 7401 *et seq.*) and the Federal Water Pollution Control Act (33 U.S.C. § 1251 *et seq.*), as amended** – In the event that the fees payable to Vendor under the Agreement exceed \$100,000, Vendor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. § 7401 *et seq.*) and the Federal Water Pollution Control Act as amended (33 U.S.C. § 1251 *et seq.*). Violations shall be reported to the Awarding Agency and the Regional Office of the Environmental Protection Agency (EPA).

**7. Byrd Anti-Lobbying Amendment (31 U.S.C. § 1352)** - In the event that the fees payable to Vendor under the Agreement exceed \$100,000, vendor shall file the certification required under 31 U.S.C. § 1352. Each tier shall certify to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. § 1352. Each tier shall also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures shall be forwarded from tier to tier up to the vendor.

**8. Debarment and Suspension (E.O.s 12549 and 12689)** – Vendor certifies that it and its principal employees are not listed on the General Services Administration's List of Parties Excluded from Federal Procurement or Non-procurement Programs in accordance with E.O.s 12549 and 12689, "Debarment and Suspension." This list contains the names of parties debarred, suspended or otherwise excluded by agencies, and contractors declared ineligible under statutory or regulatory authority other than E.O. 12549. Contractors with awards that exceed the small purchase threshold shall provide the required certification regarding its exclusion status and that of its principal employees.

**9. Access to Records** – Vendor agrees that the Inspector General of the District or any of their duly authorized representatives shall have access to any books, documents, papers and records of the Vendor that are directly pertinent to Vendor's discharge of its obligations under the Agreement for the purpose of making audits, examinations, excerpts and transcriptions.

**Houston Independent School District**  
**Request For Qualifications**  
**Project Number: RFQ 11-11-07**  
**Project Name: Architectural-Engineering Services – Existing Facilities**

**10. Applicability to Subcontractors** – Vendor agrees that all contracts it awards pursuant to the Agreement shall be bound by the foregoing terms and conditions.

Matrix Spencer, Inc.

Vendor Name



Signature of Corporate Official

J. Gordon Spencer, AIA, RIBA

Printed Name of Corporate Official Signing

6213 Skyline Drive, Suite 100

Street Address

Houston, TX 77057

City, State and Zip Code

**Houston Independent School District**  
**Request For Qualifications**  
**Project Number: RFQ 11-11-07**  
**Project Name: Architectural-Engineering Services – Existing Facilities**

Addendum for agreement funded by u.s. federal grant  
(non-Construction Contracts)

The Houston Independent School District (“the District”) is required to obtain certain certifications from organizations receiving District payments paid from federal funds budgets.

Pursuant to Circular A-110, all contracts, including small purchases, awarded by the District and the District’s sub-contractors shall contain the procurement provisions of Appendix A to Circular A-110, as applicable.

Accordingly, the parties agree that the following terms and conditions apply to the agreement, dated **[date]** (the “Agreement”), between the District and **[name of vendor]** (“Vendor”) in all situations where the vendor has been paid from federal funds.

**1. Equal Employment Opportunity** – In fulfilling its obligations under the Agreement, Vendor shall comply with E.O. 11246, "Equal Employment Opportunity," as amended by E.O. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and as supplemented by regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."

**2. Rights to Inventions Made Under a Contract or Agreement** – To the extent that the Agreement requires the performance of experimental, developmental or research work, Vendor agrees that the District shall have rights in any resulting invention in accordance with 37 CFR part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the District from which received financial assistance to carry out the work contemplated by the Agreement.

**3. Clean Air Act (42 U.S.C. § 7401 *et seq.*) and the Federal Water Pollution Control Act (33 U.S.C. § 1251 *et seq.*), as amended** – In the event that the fees payable to Vendor under the Agreement exceed \$100,000, Vendor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. § 7401 *et seq.*) and the Federal Water Pollution Control Act as amended (33 U.S.C. § 1251 *et seq.*). Violations shall be reported to the Awarding Agency and the Regional Office of the Environmental Protection Agency (EPA).

**4. Byrd Anti-Lobbying Amendment (31 U.S.C. § 1352)** - In the event that the fees payable to Vendor under the Agreement exceed \$100,000, vendor shall file the certification required under 31 U.S.C. § 1352. Each tier shall certify to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. § 1352. Each tier shall also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures shall be forwarded from tier to tier up to the vendor.

**5. Debarment and Suspension (E.O.s 12549 and 12689)** – Vendor certifies that it and its principal employees are not listed on the General Services Administration's List of Parties Excluded from Federal Procurement or Non-procurement Programs in accordance with E.O.s



Houston Independent School District  
Request For Qualifications  
Project Number: RFQ 11-11-07  
Project Name: Architectural-Engineering Services – Existing Facilities

12549 and 12689, "Debarment and Suspension." This list contains the names of parties debarred, suspended or otherwise excluded by agencies, and contractors declared ineligible under statutory or regulatory authority other than E.O. 12549. Contractors with awards that exceed the small purchase threshold shall provide the required certification regarding its exclusion status and that of its principal employees.

**6. Access to Records** – Vendor agrees that the Inspector General of the District or any of their duly authorized representatives shall have access to any books, documents, papers and records of the Vendor that are directly pertinent to Vendor's discharge of its obligations under the Agreement for the purpose of making audits, examinations, excerpts and transcriptions.

**7. Applicability to Subcontractors** – Vendor agrees that all contracts it awards pursuant to the Agreement shall be bound by the foregoing terms and conditions.

Matrix Spencer, Inc.

Vendor Name



Signature of Corporate Official

J. Gordon Spencer, AIA, RIBA

Printed Name of Corporate Official Signing

6213 Skyline Drive, Suite 100

Street Address

Houston, TX 77057

City, State and Zip Code

# Houston Independent School District Request for Qualifications for A/E Services 2007 HISD Facilities Capital Program Group 4 Projects



## Tab 3 – Understanding of District’s Needs and Design Approach

Matrix Spencer Architects, Inc. has a 43 year history of performance with many School Districts throughout of Texas. Our dedicated staff of architects and interior designers has developed expertise in education design standards and we have been tasked with interpreting such standards in various prototypical designs for K-12 schools in and around Houston. We are currently working on the new Allen-Kennedy Consolidated Elementary School for HISD scheduled to open in January, 2012. This recent experience with HISD’s standards, procedures and personnel makes us well qualified to participate as a design partner on any of the listed projects. We understand that HISD has many facility improvement and alterations projects planned over the next several years, as described in the RFQ. Most of these projects involve Life-Safety and Code Compliance upgrades. There are several additions and renovation projects included in the list, with relatively modest construction budgets. With increased pressure from the public and the legislature for cost conservancy and strict adherence to budgets, finding ways to stretch construction funds is a high priority. Therefore, it makes sense to bundle many of these renovation projects under a single contract with a qualified architecture firm.

Our expertise in Code Compliance, ADA upgrades, Life-Safety improvements, Security, and Safety qualifies our firm for these important projects. Matrix Spencer has been a reliable source of code compliance expertise for more than 40 years, as codes have evolved and become more rigorous with regard to safety, security and energy conservation.

Matrix Spencer has successfully met established construction cost budgets on all K-12 projects. We are familiar with designing to a prescriptive budget and Value Engineering (VE) the design, in partnership with a General Contractor or pre-selected CM at Risk. At Matrix Spencer, VE is a systematic and organized procedure for making decisions about materials, costs, longevity, and value of building components and features for the benefit of the client or end consumers. Our approach to renovation projects includes solving Life-Safety and Code Compliance issues first, with the largest portion of the construction budget applied to matters of safety, security and accessibility. In some projects, value is evaluated empirically, on the basis of first cost with the objective to satisfy a design program with the least possible construction cost. Other projects place higher value on operating/maintenance costs over the life of the building. Still other projects place higher value on user experience and consumer/occupant satisfaction.

# Houston Independent School District Request for Qualifications for A/E Services 2007 HISD Facilities Capital Program Group 4 Projects



## Tab 3 – Understanding of District’s Needs and Design Approach

The most important aspect of the VE science is to protect the “Value of the Building”. Minimizing first cost and operating cost may not result in “Value” for the project. Our approach involves consideration of design features and the intrinsic, long-range value of materials, spaces and experiences of the occupants. Design value is often short-changed in deference to first cost limitations and ideas to reduce operating and maintenance expense. We consider the most appropriate VE approach and apply logic, reason and experience to our recommendations.

Our design team is separate from our construction cost and budget team. This helps assure that the VE effort is administered by fresh eyes who approach the project from the standpoint of cost efficiency. We evaluate cost in several ways: First Cost; Operation / Maintenance Costs; Life-cycle Costs; Social Costs; Security Costs; Historic Values and Intrinsic Cultural Value. The scope of the project usually defines construction budget and objectives for the life and mission of the facility. These scope-driven goals set the bar for VE efforts and define the measure of value. If the goals are minimum code compliance, life-safety, security and upgrades to HVAC systems, then this involves a different approach than a project intended to be sustainable and important to the longer-term fabric of our social and cultural heritage.

The design professionals at Matrix Spencer understand budget constraints and first-cost limitations of a construction budget. We endeavor to balance project goals and objectives against empirical cost and time limitations. The School District’s goals and objectives govern the process and dictate which design and value engineering approach is applied to our efforts. The architects at Matrix Spencer and our allied consultants are experienced in allocation of limited construction budgets with priority given to:

- Life-Safety Upgrades
- Code Compliance
- Safety & Security
- Emergency Preparedness
- HVAC & Systems Upgrades
- Energy Conservation



**KLEIN INDEPENDENT SCHOOL DISTRICT**

7200 Spring-Cypress • Klein, Texas 77379-7372  
(832) 249-4515      dblue@kleinisd.net

Donald E. Blue  
Director of Capital Projects

August 17, 2011

Mr. Gordon Spencer  
Matrix Spencer Architects  
6213 Skyline Drive Suite 100  
Houston, Texas 77057

Gordon,

I am pleased to be able to provide this letter of reference for your use.

Rapidly growing school districts such as ours face a number of challenges to provide facilities that effectively support the quality education that Klein ISD demands. We constantly struggle with function, aesthetics, budget, schedules, and a host of other variables. The team at Matrix Spencer Architects has handled these challenges well. Design has been responsive and creative, construction documents have been complete and accurate, and construction administration has always been conducted in an atmosphere of professionalism and team communication. We particularly appreciate the contribution of Rick Adamchak, as well as the numerous 'behind the scenes' team members that we rarely get to see.

We at Klein Independent School District sincerely appreciate the professional Architectural services provided by Matrix Spencer Architects, and look forward to working with you on future projects.

Sincerely,

A handwritten signature in blue ink that reads "Donald E. Blue".

Donald E. Blue  
Director of Capital Projects





**Sundaresh Kamath, AIA, NCARB, LEED AP**

**Director of Design and Construction**

August 24, 2011

Office of the Board of Education  
**Houston Independent School District**  
4400 West 18<sup>th</sup> Street  
Houston, Texas 77092

Re: Recommendation for **Matrix Spencer Architects**

To Whom It May Concern:

I am pleased to be able to provide this letter of reference for your use.

Matrix Spencer has an established relationship with Fort Bend ISD for several years providing architectural services on projects varying in size and scope from Austin High School and Marshall High School to addition of science classrooms with labs, exterior athletic restrooms and renovations to a number of other campuses. Matrix Spencer ensured that Fort Bend ISD received quality projects.

Matrix Spencer Architects has been responsive and creative, construction documents have been complete and accurate, and construction administration has always been conducted in an atmosphere of professionalism and team communication. We particularly appreciate the contribution of Rick Adamchak, as well as other staff members at Matrix Spencer. We at Fort Bend Independent School District sincerely appreciate the professional Architectural services provided by Matrix Spencer Architects, and look forward to working with them on future projects.

Please do not hesitate to contact me if you have any questions or need further information.

Sincerely,

*Sundaresh Kamath*

Sundaresh Kamath, AIA, NCARB, LEED AP BD + C  
Director of Design and Construction



## *Comex Corporation*

(281) 479-2322  
PHONE

GENERAL CONTRACTORS • ENGINEERS  
CONSTRUCTION MANAGERS

(281)479-2069  
FAX

9841 Spencer Highway  
La Porte, Texas 77571  
[www.comexcorp.com](http://www.comexcorp.com)

August 16, 2011

To Whom It May Concern

As a General Contractor serving the Houston area for over thirty years we highly recommend Matrix Spencer Architects and Ken Cvejanovich, LEED AP. We have the pleasure of working with Mr. Cvejanovich and Matrix Spencer Architects on two new elementary school projects one by the CSP delivery method and one by the CM @ Risk method. In both cases the project delays were avoided and changes orders were minimized based on the completeness of the project documents.

During the construction phase, Mr. Cvejanovich, attended the weekly meeting and provided thorough meeting and project reports. These weekly reports included schedule updates, noted areas of concern and areas that need correction; complete with photos for clarity. Mr. Cvejanovich is very aware of the progress schedule and the importance of the momentum of the project.

Projects are a success when the documents are clear and unnecessary delays are avoided. My experience with Matrix Spencer Architects exemplifies this and I hope to work with Mr. Cvejanovich in the future. If you have any questions, please, do not hesitate to call.

Sincerely,

David A. Walker

President

# Houston Independent School District Request for Qualifications for A/E Services 2007 HISD Facilities Capital Program Group 4 Projects



## Tab 4 – Additional Project Experience

In addition to the eight projects previously highlighted, Matrix Spencer was involved with a significant additions and renovation project at the Dulles School Campus. The project involved demolition and replacement of the district’s police, operations and maintenance facility from one campus to another site. Improvements were made to parking, streets, playing fields and a new football stadium with running track was incorporated in the design.

During construction, physical structures were upgraded, HVAC systems were completely removed and replaced, along with replacement of 70 percent of the electrical and 40 percent of the plumbing systems. Most remarkably, classes continued with minimal interruptions. The entire population of 4,500 students remained on-campus during the phased, two-year construction period.

Matrix Spencer was responsible for complete interior and exterior renovations with additions for the elementary, middle and high school facilities which share the same campus.

### Dulles School Campus Additions and Renovations

#### Fort Bend Independent School District

2323 Texas Parkway  
Missouri City, Texas 77479  
281.634.5590

#### Size:

Dulles Elem. School	780 Students	78,000 SF
Dulles Middle School	1,400 Students	202,000 SF
Dulles High School	2,200 Students	360,000 SF

**Cost:** \$42 million

**Completion:** December 1999





HOUSTON INDEPENDENT SCHOOL DISTRICT  
Hattie Mae White Administration Building  
Procurement Services Department  
4400 West 18<sup>th</sup> Street  
Houston, Texas 77092-8501

Phone: 713-556-6527 Fax: 713-556-6562

**Addendum No. 1**

November 21, 2011

RFQ Project No. **11-11-07**

RFQ Project Title: **RFQ/ Architectural-Engineering Services – Existing Facilities**

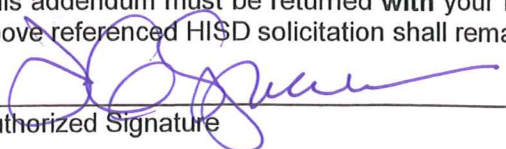
This addendum is issued to address the following:

- o Q. – Will contract be a JOC?  
A – There are many different avenues for construction contracts to include (but not limited to) Job Order Contracts (JOC), annual vendors, Competitive Bids (under \$1,000,000) and CSP (\$1,000,000 to \$5,000,000) or combination thereof. It's unlikely to use a CMAR contract since the limitations are for construction costs of \$5,000,000 and greater.
- o Q. – Do HISD limit projects under \$1 million to bids?  
A – Yes.
- o Q. – Is Geotech Material testing in contract?  
A – It is dependent on how you wish to respond to an accelerated project schedule. However, current selection of vendors can be utilized separately.
- o Q. – What if company can't participate at 25% (MWBE)?  
A – You should decide what you can commit to. The 25% is not per project. That percentage can be scattered throughout projects during the contract duration.
- o Q. – Does HISD anticipate acquiring budgets from the selected Responders?  
A – Yes.
- o Q. – Will the work be evenly distributed among the selected Responders?  
A – Yes, our intent is to equitably distribute the work.
- No prices are to be submitted for this solicitation; this solicitation is for **qualifications only**
- Code of Silence: you can contact Bernard Willingham for clarification of MWBE form only
- Code of Silence is a quiet period where potential proposers only speak to buyers or buyer's designated person regarding solicitation. To go to the Project Manager is not appropriate or acceptable. Questions should be in writing to Andre Morrow.
- Submittal guidelines should follow format in RFQ package
- By responding to RFQ you agree to HSD standards, terms and conditions
- This request is for qualifications, not a proposal
- References:
  - o We want to see (and will verify) company name, contact person, phone, fax and email address. Section 6 of the AIA document calls for references.
  - o Should be for existing facilities/projects as a demonstration of your capabilities
  - o References will be checked to show similar projects for accelerated schedule, meet budget requirements and exceed school district expectations
  - o HISD references should not be the bulk of your references.

**ADDED: Attachment B: Company Information and Certification Forms**

**ADDED: Attachment C: Minority and Women Business Enterprise Forms**

This addendum must be returned **with** your RFQ response. All other terms and conditions specified in the above referenced HISD solicitation shall remain the same.

  
\_\_\_\_\_  
Authorized Signature

Date: Dec. 2, 2011



HOUSTON INDEPENDENT SCHOOL DISTRICT  
Hattie Mae White Administration Building  
Procurement Services Department  
4400 West 18<sup>th</sup> Street  
Houston, Texas 77092-8501  
Phone: 713-556-6527 Fax: 713-556-6562

**Addendum No. 2**

November 29, 2011

RFQ Project No. **11-11-07**

RFQ Project Title: **RFQ/ Architectural-Engineering Services – Existing Facilities**

This addendum is issued to address the following:

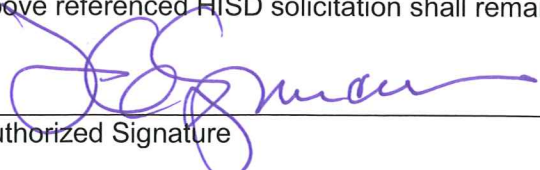
**The due date and time has been EXTENDED to 2:00 pm Tuesday, 12/06/11**

The following items have been added to the solicitation download site:

- The Pre-Submittal Attendee Sheets
- The Architect Qualification Statement "AIA B305"

The balance of solicitation remains the same.

This addendum must be returned **with** your sealed RFP. All other terms and conditions specified in the above referenced HISD solicitation shall remain the same.

  
\_\_\_\_\_  
Authorized Signature

Date: Dec. 2, 2011