



**REQUEST FOR PROPOSAL
TO PROVIDE
GENERAL CONTRACTOR
SERVICES**

For the City of

GLENN HEIGHTS, TEXAS

For the Construction of a New

**SENIOR/COMMUNITY
CENTER**

RELEASE DATE: May 10, 2019

DUE DATE: May 27, 2019

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1.1 Background

The City of Glenn Heights is requesting proposals from qualified general contractors (“GC”) to work with the City and the architectural firm Mottla Architects, Inc. to construct an approximately **3,100 square-foot Senior Center**. The Senior Center will be constructed on property located at **1932 South Hampton Road Glenn Heights, Texas 75154**

It is the intent of the City of Glenn Heights to open up this request for proposals (“RFP”) for the new Senior Center center to any individual or organization that meets the qualifications outlined in the minimum qualifications section of this RFP.

Services that have been omitted from this RFP, which are clearly necessary for the completion of all work, shall be considered a requirement although not directly specified or called for in the proposal.

This “GC” project includes, but is not limited to, the construction of a new Senior Center that includes several general-purpose Activity Rooms, Warming Kitchen, Restrooms and required support spaces and exterior enhancements. Construction cost is estimated at: **\$280,000**.

1.2 Process Information

All RFP documents, including the selection requirements and the selection schedule, will be available at the **City of Glenn Heights located at 1938 South Hampton Road Glenn Heights, Texas 75154**

For questions regarding this project, please contact:

Mr. Brian Lockley AICP, CPM
Deputy City Manager-City of Glenn Height, Texas
972.223.1690 Ext. 450
Brian.Lockley@glennheightstx.gov

No others are to be contacted regarding this project.

Sealed Proposals, including a fee proposal, must be received **by 2 p.m. on May 27, 2019** at the **City of Glenn Heights -1938 South Hampton Road Glenn Heights, Texas 75154/ Attn: Mr. Brian Lockley**

Submittals must be received by the City by the specified time or the proposal will be disqualified.

The City will enter into a single agreement with the successful GC.

A Bid Bond in the amount of five percent (5%) of the Fixed Limit Construction Cost (FLCC) made payable to the City of Glenn Heights, Texas will be required with the submission of the proposal.

The City of Glenn Heights reserves the right to reject any or all proposals, or to waive any formality or technicality in any proposal in the interest of the City.

- **The City reserves the right to request additional information or clarification of information provided in a sealed proposal without changing the terms of the RFP.**
- **The City reserves the right to waive minor technicalities or irregularities in any sealed proposal.**
- **Bidders acknowledge and agree that the City will not be liable for any costs, expenses, losses, damages (including damages for loss of anticipated profit), or liabilities incurred by the bidders, its agents and representatives as a result of, or arising out of, submitting a sealed proposal or due to the City's acceptance or non-acceptance of the sealed proposal.**

-END OF PUBLIC NOTICE-

1.3 Description of the Work

The new Senior Center will be constructed on city-owned property, located at 1932 South Hampton Rd. Glenn Heights, TX. It will be approximately 3,100 SF and contain Activity Rooms, a Warming Kitchen, Restrooms and required Support Spaces.

Presently, there is an existing frame structure on this site; which will be demolished by the City in preparation for the construction of this new facility. Accordingly, expected demolition scopes of work are not a part of this RFP. Existing and required utilities for future connection to the new Senior Center are assumed to be adequate and accessible along the edges of this property.

The selected General Contractor will be required to execute all of the scopes of work depicted and described within the Construction Documents (See 14.0) and deliver a full and functional facility to the City for the agreed-upon fee and on the agreed-upon date.

The Construction Documents are architectural in nature and sealed by a Licensed Architect. They contain suggested schematic Civil, MEP and structural elements as a matter of intent; but have not been prepared by- nor are sealed by a Licensed Professional Engineer. Consequently, it will be the responsibility of the GC to engage any Licensed Professional Engineer that he deems appropriate in order to execute the intent of the Construction Documents. These fees will be inclusive within the FLCC. At a minimum, the foundation system shall be designed and sealed by a Licensed Professional Engineer with current licensure in Texas.

It will be the responsibility of the GC to ensure that all engineering-related aspects of this project that are depicted schematically within the Construction Documents perform as required and intended, while maintaining compliance with all current and prevailing codes. The GC will work in concert with the Architect to ensure that required and accessible elements of this facility as depicted in the Construction Drawings are understood and executed correctly.

The anticipated Construction Cost for the Senior Center is approximately \$280,000.

The GC must be capable and willing to work with the City to provide the best value to the City possible by means of employing acceptable alternate materials, elements and assemblies along with acceptable value-engineering strategies wherever possible.

Construction must be completed, including punch list, and the facility ready for occupancy on or before 120 Days from receiving written notice to proceed with construction. The GC must meet this schedule.

1.4 Procurement Process

1.41 Request for Proposal Documents

The Request for Proposal (“RFP”) consist of the articles listed in the Table of Contents and are incorporated in this RFP by reference.

1.42 Availability of Requests for Proposals

The RFP will be open to all qualified contractors.

1.43 Contact Information

Communications during the selection process shall be in writing directed to:

Mr. Brian Lockley AICP, CPM
Deputy City Manager-City of Glenn Height, Texas
Brian.Lockley@glennheightstx.gov

In order to maintain the fair and equitable treatment of everyone, GCs nor their agents shall not contact or offer gifts or gratuities to owners, users or selection committee members in an effort to influence the selection process or in a manner that gives the appearance of influencing the selection process. This prohibition applies after the RFP is issued as the project is developed, and extends through the award of a contract. Failure to comply with this requirement may result in a disqualification in the selection process. GCs should be aware that selection committee members may be required to certify that they have not been contacted by any of the GC respondents in an attempt to influence the selection process.

All requests for information regarding this project shall be in writing and directed to:

Mr. Brian Lockley AICP, CPM
Deputy City Manager-City of Glenn Height, Texas
Brian.Lockley@glennheightstx.gov

1.44 Proposal Schedule

The successful GC must review and familiarize themselves with the project schedule as it pertains to the performance of their work. Liquidated damages may be assessed upon failure to complete the project on or before the stipulated date in the construction documents. Construction of the Senior Center shall be completed within 120 days from receiving written notice to proceed with construction.

1.45 Insurance

The GC shall provide insurance as required by the terms within this RFP

1.46 Submittal Due

All complete proposals must be delivered to, and be received by the City of Glenn Heights prior to the date and time indicated in the Project Schedule. Proposals received after the specified time will not be accepted. Please allow adequate time for delivery. If using a courier service, the GC is responsible for ensuring the delivery will be made directly to the required location.

1.47 Addenda

All responses to questions and requests for clarification will be in writing and issued as addenda to the Request for Proposals.

Any addenda issued prior to the submittal deadline shall become part of the Request for Proposals and any information required shall be included in your proposal.

2.0 GC Qualifications

The City of Glenn Heights is looking for an organization or individual (GC) that has completed similar projects of the size and scope of the new Senior Center. The following minimum requirements must be met in order to be considered for this project:

- 2.1 Experience with Type V construction and experience with the construction of a public facility of similar size and scope
- 2.2 Project Manager/Superintendent with experience managing projects of similar size and scope
- 2.3 Ability to provide References from past clients/ customers
- 2.4 Proven, documented ability to adhere to project budgets and schedules;
- 2.5 Ability to meet all City bonding and insurance coverage requirements;
- 2.6 A valid contractor's license to perform all the work associated with the construction of the facility.

3.0 References

GCs shall submit reference information on completed projects that meet the minimum qualifications. Projects should be of a similar type.

For each reference, the GC shall provide the following information:

Project Name: Name of the project.

Contact Name: Person who will be able to answer any customer satisfaction questions.

Phone Number: Phone number of the contact we will be surveying.

User Name: Name of the Company/Institution that purchased the construction work.

Date Completed: Date of substantial completion.

Address: Street, City and state where work was performed.

Size: Size of the project in square feet and dollar amount.

Duration: Duration of the project/construction in months.

Type: Type of project: Residential, Light Commercial, Etc.

4.0 Construction Phase

The construction phase consists of the GC furnishing and installing all work as required in the Contract Documents. The Construction Phase will commence after the award of the Contract to the selected GC and conclude upon the final certification of payment by the Architect.

5.0 Fixed Limit of Construction Cost

5.1 Fixed Limit of Construction Cost (“FLCC”): The Fixed Limit of Construction Cost is the project’s construction budget as listed in this RFP’s Description of Work section. The Owner, the Architect and the GC agree to work together to keep the cost of construction, as represented in the design, within the FLCC.

5.2 Allowances & Contingency Funds: Allowances and contingency funds may be identified during the construction process by the Owner, Architect or GC. All funds in either of these categories shall be approved expenses by the Owner, Architect and GC by signed change order. At the completion of the construction phase any unused allowances or contingency funds previously identified in the construction documents or by the GC shall be retained by the City of Glenn Heights.

6.0 Fee Proposal

Before submitting a fee proposal, each GC shall carefully examine the RFP; shall visit the site of the work; shall fully inform themselves as to all existing conditions and limitations; and shall include in the proposal the cost of all items required by the RFP. If the GC observes that portions of the Contract Documents are at variance with applicable law, building codes, rules, regulations or contain obvious erroneous or uncoordinated information, the GC shall promptly notify the specified City of Glenn Heights Representative and the necessary changes shall be accomplished by Addendum.

The fee proposal, bearing original signatures, must be typed or handwritten in ink on the Fee Proposal Form provided in the procurement documents and submitted in a separate sealed envelope at the location specified below prior to the deadline for submission of fee proposals indicated on the Project Schedule.

Bid bond security, in the amount of five percent (5%) of the Fixed Limit of Construction Cost, made payable to the City of Glenn Heights shall accompany the proposal.

All GCs shall furnish the following fees and markups as part of the Fee Proposal:

SEE FOLLOWING PAGE

6.1 Construction Fee: This lump sum (LS) fee consists of all costs for the GC to construct the project based on the scope and intent of the Contract Documents.

6.2 Cost of Insurance Premiums: Shall be included in the LS fee of **6.1**

6.3 Cost of Bonds: This is the cost of payment and performance and maintenance bonds based on the FLCC amount in the GC's proposal and shall be included in the LS fee of **6.1**

6.4 GC Change Order Markup: This is the fixed percentage markup that the GC may apply to a change order for scope increase to the GC Agreement.

7.0 Project Approach

As part of the submittal, the GC shall describe their approach to this project addressing such issues as how to provide the best value to the City, how to reduce costs, change orders, how the site will be staged, scheduling and access control strategies.

8.0 Proposals

The GC shall provide the City with five (5) copies of its proposal. The proposal shall be limited to thirty (30) pages. The proposal shall include all information that the GC wants the Selection Committee to consider in making its selection of a GC. At a minimum, the proposal should include the experience and qualifications of the GC and the project team key individuals as identified in the management plan. It should include information on similar projects that have been completed by the GC and the project team individuals. When listing similar projects, include information to indicate the dates, size, firm worked for at the time and what the responsibility of the individual was on the project. Include the experience and special qualifications of the team that are applicable to this project and/or are part of the project specific selection criteria.

9.0 Time

The GC will include the schedule for completing the work based on the scope and intent of the contract documents. A completion date prior to that shown in the RFP schedule is requested, but not mandatory.

It is anticipated that a contract will be given to the GC for signature by the date specified in the Project Schedule. The actual notice to proceed will be based on how quickly the GC returns the contract and the required bonds, as well as the resolution of any issues that may arise in the procurement process. The actual completion date will be based on the GC's proposed schedule and the date the GC received the contract for signature.

All plans, schedules, and the cost proposals are required to reflect the project construction time. Non-compliance with the schedule will not result in automatic disqualification; it will however be evaluated by the selection committee in determining the final selection

10.0 Selection Committee

The Selection Committee will be composed of the City Manager, Deputy City Manager, Architect, and others deemed appropriate by the City.

11.0 Interviews

Interviews will be conducted with a short-listed group of GCs at the discretion of the City. This evaluation will be made using the selection criteria noted below.

The purpose of the interview will be to allow the GC to present its qualifications, past performance, project approach, cost containment strategies, schedule and general plan for constructing the project. It will also provide an opportunity for the selection committee to seek clarification of the GC's proposal.

The proposed primary project management personnel, including the project manager and superintendent, should be in attendance. The project manager is the GC's representative who will be in daily control of the construction site. The project manager has overall job authority, will be in attendance at all job meetings, and is authorized by the GC to negotiate and sign any and all change orders in the field, if necessary. Unless otherwise noted, the attendance of subcontractors is at the discretion of the GC.

If interviews are held, the method of presentation will be at the discretion of the GC and the interviews will be held on the date and at the place specified by the City.

The City reserves the right to select a GC without the interview process.

12.0 Selection Criteria

The following criteria will be used in ranking each of the GCs. The selection committee will consider all criteria in performing a comprehensive evaluation of the proposal. Please submit all requested information below in one sealed envelope.

12.1 Cost: (75 points) The GC's Fee Proposal will be considered with all other criteria to determine the best value to the project.

12.2 References: (15 points) Each construction firm will be evaluated on preferably similar past projects for which a minimum of three (3) references from primary stakeholders in these projects are to be provided.

12.3 Strength of GC's Team: (10 points) Based on the statements of qualifications and management plan, the selection team shall evaluate the expertise and experience of the construction firm, the project manager, and the superintendent as it relates to this project in size, complexity, quality and duration. Key personnel assigned to which task and their commitment to each phase of the work will be evaluated.

13.0 Award of Agreement

13.1 The award of the GC Agreement shall be in accordance with the criteria set forth in the RFP. The City of Glenn Heights intends to enter into an agreement with the selected GC to construct the project as outlined in this RFP. Individual contractors or alliances between two or more contractors are allowed in this process. However, the City will contract with only one legal entity who will be designated as the GC.

13.2 The GC's Agreement will be provided by the City of Glenn Heights. The contract time will be as indicated in the proposal. The selected GC, simultaneously with the execution of the proposal, will be required to furnish a performance bond and a payment bond. The performance, maintenance, and payment bonds shall be for an amount equal to one hundred percent (100%) of the contract sum.

13.3 Licensure

The GC shall comply with and require all of its subcontractors to comply with the license laws as required by the State of Texas.

13.4 Financial Responsibility of GC and Sub-subcontractors

GCs shall respond promptly to any inquiry in writing by the City to any concern of financial responsibility of the contractor, subcontractor, or sub-subcontractor.

13.5 Withdrawal of Proposals

Proposals may be withdrawn on written request received from proposer until the notice of selection is issued.

13.6 Time is of the Essence

Time is of the essence in regard to meeting all the requirements of the Contract Documents.

13.7 Right to Reject Proposals

The City of Glenn Heights reserves the right to reject any or all proposals.

13.8 Disclosure of Proposal Content

If the GC desires to have information contained in its proposal protected from public disclosure, the GC may request such treatment by providing a “written claim of business confidentiality and a concise statement of reasons supporting the claim of business confidentiality” with the proposal.

All material contained in and/or submitted with the proposal becomes the property of The City of Glenn Heights and may be returned only at the City’s option.

13.9 Insurance

All insurance requirements shall apply to the GC and any subcontractor or supplier that will be providing work or services under the final GC Agreement. The GC shall require any subcontractor, supplier, or other person providing services or materials under the GC Agreement to obtain prior to, and maintain the same scope, limits, and terms of coverage running in favor of the City of Glenn Heights, as required of the GC. It shall be the responsibility of the GC to assure that each subcontractor or supplier complies with the insurance requirements. All insurance coverage shall be required to continue in full force and effect throughout the construction period and thereafter when the GC may be correcting and/or removing defective work and during any warranty period, contract extension, or other modification of any provision of the construction contract or the obligations of the GC, subcontractors or suppliers or other person providing services or materials.

The GC will be required to provide:

- General Liability & Automobile: \$1,000,000 per occurrence and \$4,000,000 aggregate.
- Professional Liability: \$1,000,000.
- Workers’ Compensation: As required under the workers’ compensation laws of the State of Texas, at least \$1,000,000 per injury.

This section shall not be deemed to limit any insurance provisions of the final construction contract.

REQUIRED BONDS

The following bonds are required prior to contract execution OR project acceptance:

- Bid Bond – due with bid submittal
- Payment Bond– due prior to contract execution
- Performance Bond – due prior to contract execution
- Maintenance Bond to be executed at final acceptance for two (2) years and 100% of project total

The successful Bidder must furnish Performance, Payment and Maintenance Bonds each in the amount of one hundred percent (100%) of the contract price from an approved Surety Company. (An approved Surety Company being a company holding a permit from the State of Texas, to act as Surety, and being acceptable according to the latest list of companies holding certificates of approval from the State Board of Insurance under 7.19-1 of the Texas Insurance Code.) The successful Bidder must also be able to show evidence that it is authorized to do business in the State of Texas prior to executing the contract.

14.0 Construction Documents

The Construction Documents shall be available for pick-up at the City of Glenn Heights starting on May10, 2019. These documents will be in PDF format on a portable device- and available from the City of Glenn Heights at 1938 South Hampton Rd. Glenn Heights, Texas during regular business hours. A refundable deposit of \$25 will be required for this device.

The Construction Documents will consist of:

1. General Notes and General Project Requirements
2. Accessibility Standards
3. New Schematic Plot Plan
4. Building Plan
5. Exterior Elevations
6. Roof Plan
7. Reflected Ceiling Plan
8. Enlarged Kitchen and Restroom Plans
9. Selected Interior Elevations
10. Door, Window and Finish Schedules
11. Schematic Power & Lighting Plan
12. Schematic HVAC Plan
13. Selected Architectural Details as required
14. Selected Specifications in CSI format as required

NOTE: For the purposes of clarity and continuity, the Construction Documents depict conventional Type V wood-framed construction. However, alternate systems will be considered-- provided that there is a discernible benefit in cost, speed and/ or performance over the assumed system; and the employment of this alternate system does not require graphic alterations to the Construction Documents.

15.0 Project Schedule

EVENT	DATE	TIME	PLACE
Request for Proposals Available	May 10, 2019	8:00 am	1938 S. Hampton Glenn Heights, TX
RFP Due	May 27, 2019	2:00 p.m.	1938 S. Hampton Glenn Heights, TX
Short Listing by Selection Committee	May 29, 2019	5:00 p.m.	1938 S. Hampton Glenn Heights, TX
Conduct Interviews (if required)	June 3, 2019	8:00 a.m.	1938 S. Hampton Glenn Heights, TX
Notification of Selection of GC	June 4, 2019	5:00 p.m.	1938 S. Hampton Glenn Heights, TX

Fee Proposal Form

NAME OF PROPOSER: _____

DATE: _____

**City of Glenn Heights
1938 South Hampton Rd.
Glenn Heights, Texas 75154**

The undersigned, responsive to the City of Glenn Heights' "*Request for Proposal to Provide General Contractor Services for the New Senior Center*" proposes fees at the prices stated below. These listed fees and costs are to cover all expenses incurred in performing the services as outlined in our proposal of which this proposal is a part:

- A. Construction Fee: For all work required by the scope of the Contract Documents, I/we agree to perform for the lump sum of:**

_____ DOLLARS (\$ _____)
(In case of discrepancy, written amount shall govern)

- B. GC Change Order Markup: For all work added to the contract by change order, I/we agree to add not more than _____% to the subcontractor/supplier costs for the additional work.**

I/We guarantee that the Work will be Complete, including punch list items, within the negotiated time frame after receipt of the Notice to Proceed, should I/we be the successful proposer, and agree to pay liquidated damages in the amount of **\$125 per** day for each day after expiration of the Contract Time.

The FLCC for this project is \$ _____. Enclosed is a bid bond in the amount of 5% of the FLCC.

RETAINAGE

As security for the faithful completion of the work by the contractor, the owner shall retain ten percent (10%) of the total dollar amount of work done on all contracts less than \$400,000. Retainage will be held from each progress payment/invoice through final project completion/closeout.

Fee Proposal Form (Continued)

I/We acknowledge receipt of the following Addenda: _____

This bid shall be good for 45 days after bid submission.

The undersigned Contractor's License Number for Texas is: _____

Upon receipt of notice of award of this bid, the undersigned agrees to execute the contract within thirty (30) days and deliver acceptable Performance and Payment bonds in the prescribed form in the amount of 100% of the Contract Sum for faithful performance of the contract based upon the FLCC. The Bid Bond attached, in the amount not less than five percent (5%) of the FLCC, shall become the property of the City of Glenn Heights, as liquidated damages for delay and additional expense caused thereby in the event that the contract is not executed and/or acceptable 100% Performance and Payment bonds are not delivered within the time set forth.

Type of Organization: _____
(Corporation, Partnership, Individual, etc.)

Respectfully submitted,

NAME OF PROPOSER: _____

ADDRESS _____:

Authorized Signature

END OF REQUEST FOR PROPOSAL

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