



**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: June 3, 2019

DUE DATE: June 17, 2019

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**.

Procurement 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 must be received **by 2 p.m. on June 17, 2019** at the **City of Glenn Heights -1938 South Hampton Road Glenn Heights, Texas 75154/ Attn: Mr. Brian Lockley**

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.

- **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.**
- **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.**

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.

References

GCs shall submit reference information on completed projects. It is preferred that referenced projects 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.

Fee Proposal

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.

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.

Cost of Insurance Premiums: Shall be included in the LS fee.

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.

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.

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.

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

References: (25 points) Each construction firm will be evaluated on preferably similar past projects for which a minimum of three (3) references are to be provided.

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

Insurance

The GC will be required to provide:

- General Liability & Automobile: \$1,000,000 per occurrence and \$2,000,000 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:

- 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 and Maintenance Bonds each in the amount of one hundred percent (100%) of the contract price from an approved Surety Company.

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.

Construction Documents

The Construction Documents are attached to this RFP.

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

For the purposes of clarity, the Construction Documents depict conventional Type V wood-framed construction. However, alternate systems will be considered-- provided 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.

RFP Schedule

EVENT	DATE	TIME	PLACE
Request for Proposals Available	June 3, 2019	8:00 am	1938 S. Hampton Glenn Heights, TX
RFP Due	June 17, 2019	11:00 am	1938 S. Hampton Glenn Heights, TX
Bid Opening	June 17, 2019	1:00 pm	1938 S. Hampton Glenn Heights, TX
Notification of Selection of GC	June 21, 2019	5:00 p.m.	1938 S. Hampton Glenn Heights, TX

Fee Proposal Form

NAME OF PROPOSER:

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.

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

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.

Retainage will be held from each progress payment/invoice through final project completion/closeout.

Proposer: _____

Address: _____

Authorized Signature

Printed Name

END OF REQUEST FOR PROPOSAL