

Opportunities

for Williamson & Burnet Counties



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REQUEST FOR PROPOSAL (RFP)

PY 2024 HS 001

Prepared By: Opportunities for Williamson and Burnet Counties

Date: July 12, 2024

REQUEST FOR PROPOSAL
BERTRAM PROJECT
Georgetown – Texas

PROPOSAL SUBMISSION DEADLINE: July 15, 2024, 5:00 PM

QUESTION SUBMISSION DEADLINE: July 10, 2024

Questions may be submitted in written form to:

Contact Name: Lynore Samford

Contact Address: 604 High Tech Drive Georgetown, TX 78626

Telephone Number: 757-630-7554

Email Address: lsamford@owbc-tx.org

About OWBC (Opportunities for Williamson and Burnet Counties)

Mission

To empower children, families, and seniors to achieve and maintain independence by partnering with area organizations to provide education, nutrition, and community support.

Opportunities for Williamson & Burnet Counties was established in 1965 as the area's official Community Action Agency. The organization is a private, non-profit corporation governed by elected officials, community leaders and target area representatives. Throughout its history, Opportunities has administered a wide range of social service and economic opportunity programs benefiting individuals and families. Opportunities for Williamson & Burnet Counties has an annual operating budget of over \$16 million and a staff of two hundred.

Opportunities serves thousands of people annually in Williamson and Burnet counties. Working cooperatively with other agencies, we are advocates for those who might not otherwise have a voice in the community in which they live. The Board and staff are dedicated to providing services to help those in need achieve a better, more productive life.

OWBC is an equal opportunity employer.

INTRODUCTION

Opportunities for Williamson and Burnet Counties (OWBC) invites and welcomes proposals for a construction project in Bertram, Texas. Based on your previous work experience your firm has been selected to receive this RFP and is invited to submit a proposal. Please take time to carefully read and become familiar with the proposal requirements. All proposals submitted for consideration must be received by the time specified above under the "PROPOSAL SUBMISSION DEADLINE."

BIDDERS SHOULD NOTE THAT ANY AND ALL WORK INTENDED TO BE SUBCONTRACTED AS PART OF THE BID SUBMITTAL MUST BE ACCOMPANIED BY BACKGROUND MATERIALS AND REFERENCES FOR PROPOSED SUBCONTRACTOR(S) – NO EXCEPTIONS.

PROJECT AND LOCATION

The project associated with this RFP is located at 2332 CR 252 Bertram, TX 78605.

BID TIMELINE

1. Request for Bids Release date June 28, 2024
2. Questions can be submitted to information@owbc-tx.org June 28-July 10, 2024,
3. Bids Due Date July 15, 2024, by 4 pm Central Time
4. Review of Bids Due Date July 16, 2024
5. Announcement of Winning bid July 17, 2024

PROJECT MANAGER CONTACT INFORMATION

The following individuals are assigned contacts for the following:

Name: Lynore Samford
Phone: 757-630-7554
Email: lsamford@owbc-tx.org

Name: Marco Cruz
Phone: 512-763-1400
Email: mcruz@owbc-tx.org

Questions regarding the Bertram Project can be submitted in writing to information@owbc-tx.org

PROJECT SCHEDULED TIMELINE

Bidders are required to establish the following timeline to ensure that our project objective is achieved; however, the following project timeline shall be subject to change when deemed necessary by management.

MILESTONES

Demolition begins:

Checkpoint: 1

Checkpoint: 2

Project completed:

PROPOSAL BIDDING REQUIREMENTS

Opportunities for Williamson and Burnet Counties shall award the contract to the proposal that best accommodates the various project requirements. Opportunities for Williamson and Burnet Counties reserves the right to: (i) award any contract prior to the proposal deadline or prior to the receipt of all proposals, (ii) award the contract to more than one Bidder, and (iii) refuse any proposal or contract.

DEADLINE TO SUBMIT PROPOSAL

Opportunities for Williamson and Burnet Counties must receive all proposals no later than 4:00PM, 5/31/2024 for consideration in the project proposal selection process.

HOW TO SUBMIT A PROPOSAL

Bid packets may be downloaded from www.owbc-tx.org under the RFP tab. Interested parties should complete the bid packet no later than 4PM on May 31, 2024, and email to information@owbc-tx.org. The subject line should read 2024Bid#03Bertram. If there are any questions, please contact information@owbc-tx.org.

BIDDER ELIGIBILITY:

Only those proposals received by the stated deadline will be considered. All proposals submitted by the deadline will be reviewed and evaluated based upon information provided in the submitted proposal. In addition, consideration will be given to cost and performance projections. Furthermore, the following criteria will be given considerable weight in the proposal selection process.

1. Bid packages which are incomplete, prices do not tabulate correctly, lack required documentation, or are illegible will be considered non-responsive and will be rejected. Submission must include all referenced attachments and required documents.
2. Bidders must have the staff, equipment, financial and technical resources needed to effectively perform all required activities. Bidders must comply with all applicable federal, state, and local laws and regulations,
3. Bidders must provide performance history and ability to timely deliver proposed services.
4. Bidders must have adequate general liability and vehicle insurance. Failure to provide a current copy of the general liability vehicle insurance will result in automatic disqualification. **Not Eligible if liability is not provided.**
5. Bidders may not be on a local, county, state, or federal Consolidated List of Debarred, Not **Eligible if debarred.**
6. All bids must be submitted to OWBC Bid Services by May 31, 2024, 4pm Central Time.

Opportunities For Williamson and Burnet Counties reserves the right to cancel, suspend, and/or discontinue any proposal at any time, without obligation or notice to the proposing bidder.

A contract pursuant to this solicitation, if awarded, shall be based on OWBC evaluation of price, past performance and experience, financial and technical resources, and compliance with all legal and other bidder requirements.

PROPOSAL SUBMISSION FORMAT

The following is a list of information that the Bidder should include in their proposal submission:

Summary of Bidder Background

1. Bidder's Name(s)
2. Bidder's Address
3. Bidder's Contact Information (and preferred method of communication)
 - Business phone
 - Business email
4. Legal Formation of Bidder (e.g., sole proprietor, partnership, corporation)
5. Bidder's principal officers (e.g., President, Chairperson, Vice President(s), Secretary, Chief Operating Officer, Chief Financial Officer, General Managers)
6. Bidder's Federal Employee Identification Number (FEIN)
7. Evidence of legal authority to conduct business in Texas (e.g., business license number)

Financial Information

1. Provide a copy of the most recent financial statements.
2. State whether the Bidder or its parent company (if any) has ever filed for bankruptcy or any form of reorganization under the bankruptcy code.
3. State whether the Bidder or its parent company (if any) has ever received any sanctions or is currently under investigation by any regulatory or governmental body.

Cost Proposal Summary and Breakdown

1. A detailed list of all expected costs or expenses related to the proposed project.
2. Summary and explanation of any other contributing expenses to the total cost.
3. Provide a summary of the proposal's total cost.

Insurance

Details of any liability or other insurance provided regarding the staff or project.

References

Provide three (3) references.

By submitting a proposal, Bidder agrees that Opportunities for Williamson and Burnet Counties may contact all submitted references to obtain all information regarding Bidder's performance.

Project Scope and Specifications

Bertram work list, drawings attached.

Building 1

1. Add a window in the open space for office on left as you walk in
2. Remove the wall between the first and second classrooms as you walk in on the right.
3. Remove the wall between the third and fourth classrooms as you walk in on the right.
4. Add a child size trough style sink in the opening just past the office on left with an add an adult sink.
5. Remove the sink and adult toilet. Replace it with a child size toilet and add child toilet where sink was.
6. Remove Replace flooring to match the hall.
7. Move the mop room door from the side facing room 3 to the wall facing the bathroom.
8. Remove cabinets in mop room.
9. Remove the back wall in the mop room to open it into the large room at the end of the hallway up to the HVAC.
10. Remove current flooring from classrooms and office and match to hall flooring or comparable vinyl tile.
11. Paint and finish out all the rooms.

Building 2

12. Replace doors, door frames, and baseboards to match.
13. Remove shelving in the middle of the room in the storage room off to the right of the large room.
14. Strengthen the shelves on the wall in storage from off to the right of the large room.
15. The kitchen needs 3 compartment sink, dishwasher, stove, refrigerator, freezer hooks.
16. Create Adult bathroom off the kitchen to meet ADA include hook-up.

MILESTONES

List Proposed Milestone dates:

Demolition begins:

Checkpoint:

Checkpoint:

Project completed:

CONTRACTUAL AGREEMENT STANDARD SPECIFICATIONS & CONDITIONS

The following standard specifications and requirements shall be binding upon the Contractor (if selected) and OWBC pursuant to this solicitation.

1. The contractor shall furnish equipment and staff for the delivery of Lawn services.
2. It is OWBC's intent to secure a quoted price (i.e., bid) for all services and labor. Incidental items not included in OWBC's solicitation shall not be billed to OWBC.
3. Contractor shall furnish all labor pursuant to completion of activities. The Contractor's work is subject final inspections of the work by Staff of OWBC.
4. Bidders must provide on-site supervision. Field staff must be proficient in lawn service. Must meet safety requirements by OSHA.
5. Once a job is completed, the Contractor must remove all debris from the job site and dispose of it in a proper and responsible manner. The Contractor shall take every precaution necessary to protect all existing trees, shrubbery, plants, sidewalks, buildings, vehicles, etc. in the area where work is being done, as well as the building covered by the contract, and shall rebuild, repair, restore and make good at his own expense all injury and damage to same which may result from work being carried on under this contract.
6. OWBC shall not be charged separately for sub-contractor's cost for job-related transportation, tools or equipment needed to perform work or for disposal of debris removed from the job site, for staff training or for fringe benefits.
7. The contractor is responsible for any job-related illness or injury to workers in his/her employment and shall indemnify and hold harmless OWBC, OWBC staff, or OWBC's clients if an on-the-job illness or injury occurs.
8. All work is performed on a reimbursement basis. No draws or advances shall be provided for under this agreement.

9. The contractor is responsible to provide an invoice to OWBC via email by sending a PDF invoice to payables@owbc-tx.org upon completion of the assigned work. Other forms of submission are not accepted.
10. OWBC is responsible for paying for invoices received within 30 days.
11. All work assigned pursuant to this contract must be completed promptly and expeditiously. Failure of the Contractor to perform in accordance with said schedule may be grounds for termination of the services agreement.
12. The contractor must correct any bona-fide workmanship deficiency identified during an agency final inspection. Failure to take the required corrective action within a reasonable time (normally 5 working days) may result in this agreement's termination. Measures that require more than two inspections due to the sub-contractor's failure to meet the specified work requirements shall result in each additional inspection being charged to the Contractor at the rate of \$100 per re-inspection.
13. Contractor must recognize the special needs and concerns of OWBC staff, Headstart Children, elderly, and disabled clients and must ensure that clients are always treated respectfully and courteously. Contractors and/or staff must always conduct themselves in a professional manner.
14. The contractor must retain all work and cost records for a minimum period of three (3) years after payment for the dwelling unit or facility repair has been made and all other pending matters are closed. This requirement is to assure fair settlement of disputes or complaints that may arise and to fulfill federal audit requirements.
15. The Contractor must meet the following and must provide assurances of the same.
 - a. **Equal Employment Opportunity**--Compliance with Executive Order 11246, entitled "Equal Employment Opportunity", as amended by Executive Order 11375, and as supplemented in Dept. of Labor regulation (41 CFR part 60).
 - b. **Copeland "Anti-Kickback" Act** (18 U.S.C. 874 and 40 U.S.C. 276c)-- The sub-contractor must comply with the Copeland "anti-kickback" Act (18 USC 874 and 40 U.S.C.276c) as supplemented in Department of Labor regulations (29 CFR, Part 3, "Contractors and Sub-contractors 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 construction, completion, or repair of public work, to give up any part of the compensation to which he is otherwise entitled.

- c. ***Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333)*** -- 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 (29CFR part 5). Under Section 102 of the act, each contractor shall be required to compute the wages of every mechanic and laborer based on a standard work week of 40 hours. Work more than the standard work week is permissible provided that the worker is compensated at a rate of not less than 1 ½ times the basic rate of pay for all hours worked more than 40 hours in the work week. Section 107 of the Act applies to construction work and provides 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, materials, or articles ordinarily available on the open market or contracts for transportation or transmission of intelligence.

- d. ***Debarment and Suspension (E.O.s 12459 and 12689)*** --No contract shall be made to parties 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 Suspensions." 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.s 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.

ACKNOWLEDGEMENT (SIGNATURE AUTHORITY):

I HEREBY ACKNOWLEDGE HAVING READ AND CERTIFY THAT I UNDERSTAND AND FULLY ACCEPT ALL THE CONTRACTUAL TERMS AND CONDITIONS WHICH ARE SET FORTH HEREIN AND WHICH SHALL BE INCLUDED IN ANY CONTRACT DOCUMENT EXECUTED PURSUANT TO THIS SOLICITATION.

Respondent's Company Name

Respondent's Printed Name

Title

Respondent's Signature

Date

32'3"

#11 Paint and Finish out rooms

#10 Remove current flooring in this room to match the hall with comparable vinyl tiles

#9 Remove this wall Leave AC closet

#8 Remove cabinets in this room

#7 Move door from the side facing the classrooms to facing the bathrooms.

#3 Remove this Wall

#6 Remove replace flooring to match the hall

#5 Remove the sink and adult toilets. Replace with child size toilet and add a toilet where sink was

#4 Add child size troth sink and adult sink next to it

#2 Remove this Wall

#1 Add a window for the office

29

AC

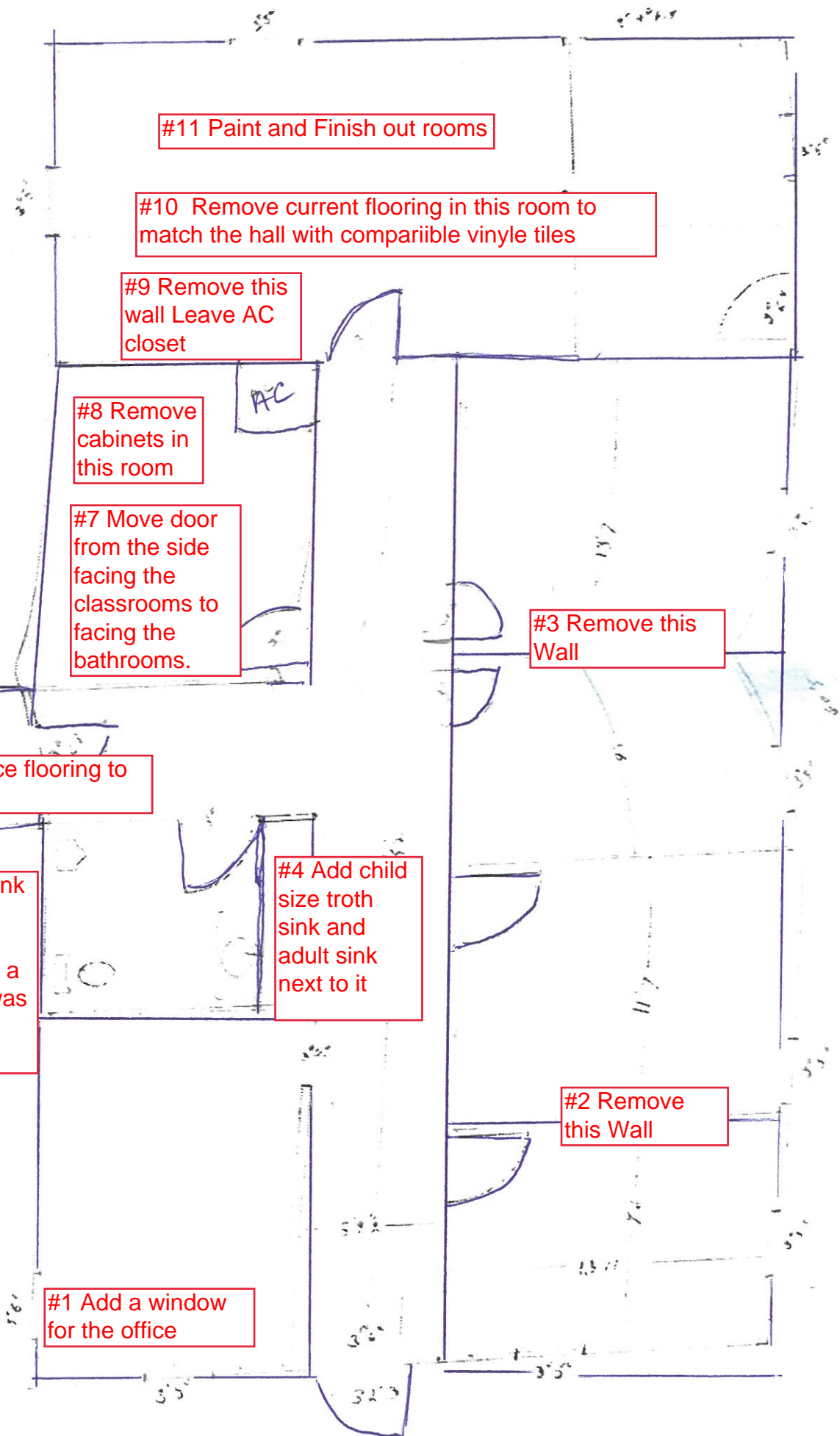
25'

5'6"

3'5"

3'2"

3'5"



#12 Replace doors, door frames and baseboards to match

#13 Remove Shelving in the middle of the room in the storage room off to the right of the large room

#14 Strengthen the shelves on the wall in the storage room off to the right of the large room

#15 Kitchen needs 3 compartment skink, dishwasher, stove, refrigerator, freezer hooks

#16 Adult bathroom off the kitchen needs to be ADA include hook up for stackable washer & dryer

