

Wilson County



Criminal Justice Center

1103 4th Street, Floresville, Texas 78114
TG #1221
12 May 2014

Wilson County

Criminal Justice Center

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TAB I

Request for Proposal

Wilson County Criminal Justice Center
1103 4th Street
Floresville, TX 78114
T+G Project No. 1221

The County of Wilson is soliciting proposals for major interior finish-out and new construction for the Wilson County Criminal Justice Center, per the specifications stated elsewhere in the solicitation document. Proposals marked T+G #1221 are to be submitted to:

Office of the County Judge
Wilson County Courthouse Annex III
1103 4th Street, Suite 2
Floresville, Texas 78114
830.393.7303

Proposals are due Friday 20 June 2014. Proposals will be received at 1103 4th Street, Suite 2 until **1:00PM**. All proposals shall be opened as soon after the proposal deadline as reasonably practicable. Proposals shall be submitted in an envelope marked on the outside with the offeror's name, address, and proposal number (**T+G Project #1221, Wilson County Criminal Justice Center**).

Proposals must be submitted in sufficient time to be received and time-stamped at Wilson County Commissioners Court on or before the published bid date and time shown on the RFP. Wilson County will not be responsible for delivering mail from the post office. Proposals received after the published time and date cannot be considered.

Three working days prior to proposal due date, **17 June 2014**, the offeror will submit a Scope of Work that will precisely indicate what the offeror will be including in their proposal to Wilson County.

WARNING: Upon obtaining plans and project manual, the offeror **MUST** provide the following information: name of company, name of contact person(s), business address, business telephone numbers, business fax number, and email addresses. This information is necessary to inform offeror of any changes or addendum to plans and project manual. Please forward this information to Thorn and Graves Architects, 105 Montclair, San Antonio, TX 78209, rjeffries@thorngraves.com, ATTN: Randy Jeffries. If changes and/or addendum are not recognized in the RFP, the proposal will not be considered. A form is attached to this Request for Proposal that must be completed and submitted along with the Proposal.

"The Best Value" to the County of Wilson will be the primary criteria used by Wilson County Commissioners Court to make the selection of a proposal.

COVER SHEET
REQUEST FOR PROPOSAL

The following information must be returned along with any other information that you feel would be of benefit to your bid. This information must be placed in a plainly marked envelope with the Project numbers and description. Failure to sign required proposal documents or to acknowledge addenda to this proposal is cause for disqualification.

T+G Project #1221
Wilson County Criminal Justice Center
Floresville, Texas

NAME OF COMPANY _____

- _____ Proposal
- _____ Scope of Work (submitted 3 days prior to proposal)
- _____ Appendix A, Felony Conviction Notice
- _____ Appendix B, RFP Document & Addendum
- _____ No bid at this time. Please keep my
Company on your bid list.

**RFP Document and Addendum
Wilson County Criminal Justice Center
Floresville, Texas
T+G Project No.: 1221**

1. Having carefully examined the RFP Notice, General Conditions, Supplementary General Conditions, Special Conditions, Plans and Project Manual, the undersigned Bidder hereby proposes and agrees to furnish goods/service in strict compliance with the project manual at the prices quoted. The Bidder affirms that, to the best of his/her knowledge, the proposal has been arrived at independently and is submitted without collusion with anyone to obtain information or gain any favoritism that would in any way limit competition or give them an unfair advantage over other bidders in the award of the RFP.
2. It is understood that the owner reserves the right to accept or reject any or all RFPs and alternates, and waive any informalities. It is further agreed that this RFP shall be completed within the time frame set forth and at no additional cost to the district or unforeseen circumstances.
3. If you have received an addendum to the RFP, please acknowledge receipt by initialing the number of the addendum below. Proposers are advised to call to verify outstanding addenda prior to submitting their proposal. Failure to acknowledge addenda is cause for disqualification.

1. _____ 2. _____ 3. _____ 4. _____ 5. _____

4. Company Name: _____
Please Print or Type

5. Name & Title of Person Authorized to sign RFP:

6. _____
Name – Please Print or Type
Title – Please Print or Type

Authorized Signature: _____

Date of Signature: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____

Fax Number: _____

Email Address: _____

*****THIS PAGE MUST BE SIGNED AND RETURNED WITH YOUR RFP*****

TAB II

Contracts for Facilities: Competitive Sealed Proposals for General Contractor Services



Wilson County
Criminal Justice Center
1103 4th Street, Floresville, Texas
TG #1221
12 May 2014

PROJECT AND SCOPE OF WORK

The following project narratives are to assist you in responding to the Contracts for Facilities: Competitive Sealed Proposals General Contractor Services Questionnaire.

1. Construction Project: *The Wilson County Criminal Justice Center major interior finish-out and new construction.* The County estimated budget for this project is approximately: \$ _____

The proposed project is located at 1103 4th Street, Floresville, Texas. Major interior finish-out and new construction of ~25,851 square feet for the County Criminal Justice Center: containing a Courtroom, Sally Port, temporary Holding Cells, Judge Chambers, Clerk Services, District Attorney, Adult Probation and required support offices for each function (Refer to Floor Plan) to include new MEP systems and required MEP system upgrades, with a new sprinkler system installation for code compliance.

The following describes the anticipated services expected during design and construction:

- Manage the GMP Documentation
- Establish Budget for Project While Working in Conjunction with Project Team
- Prepare Sub-contractor Bid or Proposal Packages
- Conduct Pre-Bid Meetings
- Receive Bids
- Conduct Award of Contracts/Purchase Orders
- Provide and coordinate all MEP requirements
- Provide Coordination and Management of Sub-contractors
- Provide for conformance with the Texas Accessibility Standards required by the Texas Architectural Barriers Act (Article 9102, Texas Civil Statutes)
- Provide for new system(s) integration with existing system(s)
- Maintain and provide Leadership in Energy and Environmental Design (LEED) documentation as outlined by the US Green Building Council for Certification
- Summarize Monthly Reports
- Provide Change Order and Contingency Funds Control
- Establish a Quality Management Program
- Provide for Job Safety Functions
- Provide Accounting Functions
- Provide Jobsite Security Functions
- Provide Post Construction Services
- Provide Value Engineering Options During and Concurrent with the Completion of Each Design Phase (e.g., Schematic Design, Design Development, etc.)
- Complete all work as soon as possible after contract initiation
- Attend Pre-Construction Meeting with County Personnel and their designated representatives

Additional Conditions

1. Attention is called to the fact that the Owner is exempt from the payment of the State Sales Tax normally levied against material costs. The contract sum, as identified by the Base, shall not include any allowance for the payment of State Sales Tax on materials required to complete the work. The successful bidder, upon award of the contract, will be furnished with a permit number, which will enable him to purchase the required materials without payment of such taxes.
2. All definitions set forth in the General Conditions of the Contract for Construction, AIA Document A201, and the Supplementary General Conditions included in the Specifications are applicable to the Instructions to Bidders.
3. Bidding Documents include the Advertisement or Invitation to Bid, Instructions to Bidders, the Bid Form, and the proposed contract documents, including any addenda issued prior to receipt of bids.
4. Addenda are written or graphic instruments issued prior to the execution of the contract, which modify or interpret the bidding documents, including drawings and specifications, by additions, deletions, clarifications or corrections. Addenda will become part of the contract documents when the construction contract is executed. **ADDENDA WILL BE ELECTRONICALLY MADE AVAILABLE OR PROVIDED TO AN AUTHORIZED BIDDER.**
5. Substitution will be considered. Each such request shall include a complete description of the proposed substitute, the name of the material or equipment for which it is to be substituted, drawings, cuts, performance and test data and any other data or information necessary for a complete evaluation.
6. If the Architect approves any proposed substitution, such approval will be set forth in an Addendum.
7. The bidder acknowledges the right of the Owner and Construction Manager to reject any or all bids and to waive any informality or irregularity in any bid received. In addition, the bidder recognizes the right of the Owner to reject a bid if the bidder failed to furnish any required bid security or to submit the data required by the bidding documents, or if the bid is in any way incomplete or irregular.
8. Each bidder agrees to waive any claim it has or may have against the Owner, the Architect/Engineer, and the respective employees, arising out of or in connection with the administration evaluation or recommendation of any kind.

INSTRUCTIONS TO BIDDERS

- The Bidder will submit their Proposal on separately bound forms. Proposals must be valid for 45 days (minimum) after bid opening and contain a full itemized estimated budget proposal for the scope of work to be completed.
- Proposals should be carefully filled out, signed and sealed. The envelope containing the Proposal should be identified by the name and address of the Bidder and the name of the project, and delivered in time set by Owner.
- The Contractor before submitting a bid shall investigate and familiarize themselves with existing conditions on-site and be prepared to complete work as indicated and specified.
- The Owner reserves the right to reject any and/or all bids or to accept any bid or alternate considered advantageous.
- Proposals carrying riders or qualifications which modify the bid in any manner that would affect the Proposal in comparison with other competitive bids will be rejected as irregular.
- Attention is called to the fact that the Bidder in signing the Proposal definitely states that they have the financial ability, experience and facilities to carry the work through its several stages to completion and unless they can show such evidence to the Owner's approval will not be eligible to receive the award of contract.
- List of Sub-contractors: All General Contractors shall submit with their Bid Proposal a list of the sub-contractors whose sub-bids the General Contractor used in compilation of their Proposal. Failure to submit such a list would disqualify such a General Contractor.
- It is mandatory for a representative of a bidding General Contractor to be present at the pre-bid site meeting. Any General Contractor not in attendance will be disqualified from bidding.

*GENERAL CONTRACTOR
SELECTION SCHEDULE*

| | |
|--|--------------------|
| Approval of the Contracts for Facilities: Competitive Sealed Proposals for a General Contractor by the Guadalupe County Commissioners' Court | 12 May 2014 |
| 1 st Advertisement – Local Paper | 18 May 2014 |
| Plan Room | 19 May 2014 |
| 2 nd Advertisement – Local Paper | 25 May 2014 |
| Pre-bid Onsite Conference @ 2:00 PM | 28 May 2014 |
| Competitive Sealed Proposals due | 20 Jun 2014 |
| Notify County re: Agenda Item for next Commissioners' Court Session (NLT Wed 12PM for CC following Tue) – Present | TBD |
| Competitive Sealed Proposals | |
| Commissioners' Court: Present Competitive Sealed Proposals | TBD |
| - Public Reading of Bids Submitted | |
| Official Notification of Selection | TBD |

**CONTRACTS FOR FACILITIES:
COMPETITIVE SEALED PROPOSALS FOR
GENERAL CONTRACTOR SERVICES SELECTION**

Pursuant to the provisions of Title 10. General Government, Subtitle F. State and Local Contracts and Fund Management, Chapter 2269.153 Contracts for Facilities: Competitive Sealed Proposals, it is the intention of Wilson County to select a General Contractor for *The Wilson County Criminal Justice Center major interior finish-out and new construction.*

All Competitive Sealed Proposals are to include the information requested in this questionnaire in the sequence and format prescribed. In addition to and separate from the requested information, submitting organizations may provide supplementary materials further describing their capabilities and experience (under separate cover).

Selected short listed proposers may be requested to submit additional information.

Six **(6)** copies are to be submitted & addressed in the **lower left hand corner of the envelope** to:

Office of the County Judge
Wilson County Courthouse Annex III
1103 4th Street, Suite 2
Floresville, Texas 78114
830.393.7303

No later than: **1:00PM on 20 Jun 2014.**

Immediately thereafter, the County will review the information.

Queries about the Project should be addressed to:

T H O R N G R A V E S
105 Montclair
San Antonio, Texas 78209
Office: 210-222-0194
Fax: 210-222-0195

*CONTRACTS FOR FACILITIES:
COMPETITIVE SEALED PROPOSALS
GENERAL CONTRACTOR QUESTIONNAIRE*

Please provide the following information in the sequence and format prescribed by this questionnaire. Supplemental materials providing additional information may be included under separate cover attached, but the information requested below is to be provided in this format.

1. Firm/Contractor Information:

Name of firm:

Address of principal office:

Phone:

Fax:

Form of Business Organization (Corporation, Partnership, Individual, and Joint Venture, other?):

Year Founded:

Primary Individual to Contact: Superintendent / Project Manager (Please provide resume)

2. Organization

2.1 How many years has your organization been in business in its current capacity?

2.2 How many years has your organization been in business under its present name? Under what other or former names has your organization operated?

2.3 If your organization is a corporation, please provide date of incorporation, State of incorporation and list all officers of the corporation.

2.4 If your organization is a partnership, answer the following: Date of organization, type of partnership (if applicable), names of managing partner(s).

2.5 If your organization is individually owned, answer the following: Date of organization, name of owner.

2.6 If the form of your organization is other than those listed above, describe it and name the principals.

3. Licensing

3.1 List jurisdictions and trade categories in which your organization is legally qualified to do business and indicate registration or license numbers, if applicable.

3.2 List jurisdictions in which your organization's partnership or trade name is filed.

4. Experience

- 4.1 List the categories of work that your organization normally performs with its own forces. Would you propose to do any work with your own forces or to bid all work to subcontractors?
- 4.2 List any subcontractors in which your organization has some ownership and list the categories of work those subcontractors normally perform.
- 4.3 Claims and suits (If the answer to any of the questions below is yes, please attach details).
- 4.3.1 Has your organization ever failed to complete any work awarded to it?
- 4.3.2 Are there any judgments, claims, arbitration proceedings or suits filed or outstanding against your organization or its officers for the last 5 years?
- 4.3.3 Has your organization filed any lawsuits or requested arbitration with regards to construction contracts within the last five years?
- 4.4 Within the last five years, has any officer or principal of your organization ever been an officer or principal of another organization when it failed to complete a construction contract? (If the answer is yes, please attach details.)
- 4.5 Current work:
List the major construction projects your organization has in progress (noting method of selection, i.e.: Design-Build, CM at Risk, Bid, Proposal or other), giving the name and location of project, owner, architect, contract amount, percent complete and scheduled completion date.
- 4.6 Work over last 5 years:
List major projects similar in size and scope constructed by your firm. For each project, provide the name, nature of the project/function of the building, size (SF), location, cost, completion date, owner, architect, and method of selection, i.e.: Design-Build, CM at risk, bid, proposal or other.
- 4.7 Public/Governmental Project Experience:
List major projects in the public and/or governmental sector of at least \$500,000 or more constructed by your firm within the last five years.
- 4.8 Renovation/Refurbishment Experience:
List major projects that were solely or partly considered as a renovation and/or refurbishment of an existing public sector and/or governmental agency building (60% or more of an existing structure).

5. Financial Information Submission - OPTIONAL:

- 5.1 Attach a financial statement, preferably audited, including your organization's latest balance sheet and income statement showing the following items:
- Current assets (e.g., cash, joint venture accounts, accounts receivable, notes receivable, accrued income, deposits, materials inventory, and prepaid expenses).

- Non-current assets (e.g., net fixed assets, other assets).
 - Current liabilities (e.g., accounts payable, notes payable (current), accrued expenses, provision for income taxes, advances, accrued salaries and accrued payroll taxes).
 - Non-current liabilities (e.g., notes payable).
 - Capital accounts and retained earnings (e.g., capital, capital stock, authorized and outstanding shares par value, earned surplus and retained earnings).
- 5.2 Name and address of firm preparing attached financial statement and date thereof.
- 5.3 Is the attached financial statement for the identical organization named under item 1 above? If not, explain the relationship and financial responsibility of the organization whose financial statement is provided (e.g., parent - subsidiary).
- 5.4 Will the organization whose financial statement is attached act as guarantor of the contract for construction?
- 5.5 Provide name, address, and phone for bank reference.

6. Insurance.

- 6.1 Provide Certificates of Insurance for both liability and Worker's Compensation showing the County as an additional insured party.

7. Experience with concepts for working as a part of a construction team.

- 7.1 Describe your organization's concepts for working in a team relationship with the Owner and Architect during the construction of major projects. Describe your organization's methods for controlling costs, and for scheduling during the construction phase.
- 7.2 Cost Estimates:
Attach a sample of a final cost estimate prepared during the Bidding Phase of a project. (The identity of the project may be concealed. The intent is to see the nature and format of the cost information provided).
- 7.3 Fees:
Construction Phase Services Fee
Describe your organization's ideology as it pertains to the construction phase fee, i.e., fixed fee, percentage fee, and particular items to be included and/or excluded from the fee.
- 7.4 Savings:
Describe your organization's concept for the disposition of savings realized during construction. Is the full amount or a percentage thereof returned to the Owner?
- 7.5 Contingencies:
Describe your organization's concept for cost contingencies during design? During construction? What is your organization's concept for the disposition of contingency funds after the completion of the project? Give a history of project cost based on bid cost versus final cost noting reasons

and amounts of change orders. What percentage contractor contingency do you carry with 100% construction documents?

7.6

Cost Information:

Your firm would be required to make all cost information during design and construction available to owner and architect. Describe how this information would be furnished and how the owner and architect would be assured that it is complete and accurate.

8. Safety

Provide information as pertains to your firm's accident frequency rate and modifier for the last five years. List any OSHA citations in the last five years. List any deaths that have occurred on your projects in the last five years.

9. Schedules

Provide samples of schedules that will be used to control various project phases. Give a history of your ability to deliver projects on time for the past 5 years. Describe methods employed to keep projects on schedule and methods of corrective action to overcome schedule deficiencies.

10. Bid

The more detailed the better. In addition to the baseline bid and listed add alternates, you, the GC, are encouraged to offer monetary savings through alternate/substitution items to be considered. Identify these "options" as separate line items to be considered by the Owner/Architect.

Note: this section contains the greatest weight of the overall score.

11. References

For the projects listed above (re: item 4.6), identify a representative of the owner and a representative of the architect (provide name, phone/fax numbers) whom we could contact as references regarding your organization's services. Ideally, some of the references should be for municipal projects of comparable scope.

TAB III

CRITERIA FOR SELECTION

Pursuant to the provisions of Title 10. General Government, Subtitle F. State and Local Contracts and Fund Management, Chapter 2269.153 Contracts for Facilities: Competitive Sealed Proposals, it is the intention of Wilson County to select a General Contractor for *The Wilson County Criminal Justice Center*. Wilson County may consider the following in determining to whom to award the contract for construction services.

- a) the reputation of the vendor and of the vendor's goods or services;
- b) the relevant experience of the vendor;
- c) the quality of the vendor's services;
- d) past performance of the vendor;
- e) the extent to which the services meet the County's needs;
- f) the vendor's past relationship with the County;
- g) vendors safety record;
- h) proposed personnel for the project;
- i) vendors methodology for the project;
- j) the impact on the ability of the County to comply with laws and rules relating to historically under-utilized businesses;
- k) the total long-term cost to the County to acquire the vendor's goods or services; and
- l) any other relevant factor that a private business entity would consider in selecting a vendor.

NOTIFICATION OF CRIMINAL HISTORY OF CONTRACTOR

- a) A person or business entity that enters into a contract with the County must give advance notice to the County if the person or an owner or operator of the business entity has been convicted of a felony. The notice must include a general description of the conduct resulting in the conviction of a felony.
- b) The County may terminate a contract with a person or business entity if the County determines that the person or business entity failed to give notice as required by Subsection (a) or misrepresented the conduct resulting in the conviction. The County must compensate the person or business for work or materials provided or accomplished.
- c) This section does not apply to a publicly held corporation.

TAB IV

BONDING

Sec. 2267.258. PERFORMANCE OR PAYMENT BOND. (a) If a fixed contract amount or guaranteed maximum price has not been determined at the time the contract is awarded, the penal sums of the performance and payment bonds delivered to the governmental entity must each be in an amount equal to the construction budget, as specified in the request for proposals or qualifications.

(b) The construction manager-at-risk shall deliver the bonds not later than the 10th day after the date the construction manager-at-risk executes the contract unless the construction manager-at-risk furnishes a bid bond or other financial security acceptable to the governmental entity to ensure that the construction manager will furnish the required performance and payment bonds when a guaranteed maximum price is established.

Added by Acts 2011, 82nd Leg., R.S., Ch. 1129, Sec. 2.08, eff. September 1, 2011.

TAB V

CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For vendor or other person doing business with local governmental entity

This questionnaire reflects changes made to the law by H.B. 1491, 80th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code by a person who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the person meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th 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.

A person commits an offense if the person knowingly violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.

OFFICE USE ONLY

Date Received

1 Name of person who has a business relationship with local governmental entity.

2 Check this box if you are filing an update to a previously filed questionnaire.

(The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)

3 Name of local government officer with whom filer has employment or business relationship.

Name of Officer

This section (item 3 including subparts A, B, C & D) must be completed for each officer with whom the filer has an employment or other business relationship as defined by Section 176.001(1-a), Local Government Code. 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, other than investment income, from the filer of the questionnaire?

Yes No

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

Yes No

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

Yes No

D. Describe each employment or business relationship with the local government officer named in this section.

4

Signature of person doing business with the governmental entity

Date

TAB VI

EVALUATION FORM

PROJECT: Criminal Justice Center

T+G PROJECT NO.: 1221

OWNER: Wilson County

| WEIGHTED EVALUATION CRITERIA | | Score |
|-------------------------------------|----------------------|--------------|
| 1. Contractor information: | Y/N | |
| 2. Organization | points maximum 10 | |
| 3. Licensing | points maximum 5 | |
| 4. Experience (Overall) | points maximum 10 | |
| 5. Financial information | points maximum 5 | |
| 6. Insurance | Y/N | |
| 7. Experience with similar projects | points maximum 10 | |

| | | |
|--|----------------------|--|
| 8. Safety | points maximum 10 | |
| 9. Schedules, On-time projects | points maximum 10 | |
| 10. Bid | points maximum 40 | |
| 11. References | Y/N | |
| 12. Omitted material requested by RFQ, Subtract 15 points per occurrence | -15 per occurrence | |
| TOTAL | | |

COMMENTS: