Cornerstone Community Action Agency
114 Needham Street
Coleman, TX. 76834
(325) 625-4167 (phone) (325) 625-3335 (fax)

REQUEST FOR PROPOSALS (RFP)
Mineral Wells Renovation
Issue Date: December 1st, 2022
Due Date: December 16th, 2022, 5:00 PM CST, Cornerstone Community Action Agency, 548 Santa Fe Dr, Weatherford, TX 76086
Award Date: December 22nd, 2022

I. Introduction

Cornerstone Community Action Agency (CCAA) is soliciting proposals from qualified professional vendors for renovation of our new Mineral Wells Center. The qualified vendor will enable CCAA to significantly improve the quality of the interior and exterior space at the Child and Family Development Center in Mineral Wells, TX. This will allow CCAA to provide quality early childhood education and family services to the families of Mineral Wells, TX.

II. Background Information

CCAA has recently acquired ownership of the facility at 703 Garrett Morris Parkway in Mineral Wells, TX. There are two buildings on the premises that have sat vacant since 2016. The renovation project will have a wide scope and will cover both interior remodel/updates and exterior updates. CCAA is looking for a General Contractor who will oversee all aspects of the renovation from accepting the bid to the issuance of the Certificate of Occupancy. The contractor shall be responsible for securing all permits for construction and will not be released until we have passed all necessary state and local inspections and children start to go to school at this location. CCAA wishes to complete this project before August 1, 2024 but is flexible knowing that the project is contingent on additional one-time funding from the Office of Head Start. Since the project is contingent on one-time funding from OHS, CCAA does not have a concrete start date for this project. Since CCAA will be using federal funds for this project, Davis-Bacon rules will apply.

III. Services Required

The following narrative outlines the services to be provided to the CCAA in Mineral Wells, TX. Services are to be provided at any time. Please refer to the bid set of documents provided for further information:

The estimate and scope of work will need to include but may not be limited to:

- Obtaining all necessary permits from the City of Mineral Wells
- Update to the existing fire panel, smoke detection, fire extinguishers, and fire sprinkler systems.
- Repair of Exterior and Interior Windows including one-way windows
- New flooring throughout facilities with removal of carpet/tiles
- New interior and exterior paint throughout facilities
- Replacement of sinks, faucets, toilets, and kitchen equipment (stainless steel tables, commercial dual range, dual refrigerator, dual freezer, single refrigerator, single freezer, food warmer, vent hood with suppression, triple sink, dishwasher)
- Repair of walls (sheetrock and studs) and wall base
- Overhaul of entire electrical system for premises including connection of temporary electric pole with Oncor and permanent meter setup
- Overhaul of entire HVAC system
- Inspection/Repair of Plumbing including the sewage pump
- Electronic locking doors with keycard or PIN code access
- Attachment of infant areas to the walls (materials provided by CCAA)
- Replacement of interior and exterior doors as needed
- Replacement of light fixtures, light switches, and receptacles as needed
- Data line wall installations
- Replacement/Installation/Repair of t-grid for sub ceiling and ceiling tiles
- Lawn Maintenance of entire property from Garrett Morris Pkwy to back of property
- Removal of Fences
- Installation of New Fences
- Removal of Mulch and installation of Pour-In-Place Fall-zone Material
- Removal of Playground Equipment
- Installation of New Playground Equipment
- Inspection/Repair/Replacement of Roof
- Installation of New Digital Signage
- Installation of Classroom and Exterior Cameras (CCAA will provide cameras)
- Restriping Parking Lot
- Installation of half-doors for Head Start and Early Head Start classrooms
- Removal and Replacement of Cabinets and/or Shelving
- Installation of 2 outdoor 10x10 sheds for each of the playgrounds
- Start of Dumpster services
- Installation of privacy fence for dumpster
- Repair/Removal/Installation of new countertops
- Removal and Installation of Shade Structures

IV. Submittal Requirements

The following information shall be required in the RFP submittal:

1. **Letter of Transmittal** –The letter is not intended to be a summary of the proposal itself. The letter of transmittal must contain the following statements and information:

a. Company name, address, and telephone number(s) of the firm submitting the proposal.
b. Name, title, address, e-mail address, and telephone number of the person or persons to contact who are authorized to represent the firm and to whom correspondence should be directed.
c. Federal and state taxpayer identification numbers of the firm
d. Briefly state your understanding of the services to be performed and commitment to provide the services as specified.
e. The letter must be signed by a corporate officer or other individual who is legally authorized to bind the applicant to both its proposal and cost schedule.
f. Statement which indicates "proposal and cost schedule shall be valid and binding for ninety (90) days following proposal due date and will become part of the contract that is negotiated with CCAA."

2. **General Vendor Information** – Provide the following information:
   a. Length of time in business.
   b. Length of time in business of providing proposed services.
   c. Number of full-time personnel in: consulting, installation, training, sales, marketing, and administrative support.
   d. Location of office which would service this account (location of headquarters and any field offices that are not providing service to this project can also be listed).

3. **Description of Services** – Provide the following information:
   a. Describe how your firm is positioned to provide the services listed in this request for proposals and provide a history of experience on providing similar services
   b. Describe your approach and methodology to providing these services.
   c. Provide insight on how your team will phase our project, any processes that your team recommends to maintain CCAA employee safety and productivity during construction and your proposed schedule for each phase of our project.

4. **References** - Provide the following information:
   a. Name, title, address, and telephone number of three references for clients whom you have provided similar services.
   b. Describe the actual services provided and the length of tenure providing services to each client referenced.

5. **Staff Resources** – Provide the following information:
   a. Identify names of principals and key personnel who, if your company is selected, will actually provide the interior renovation services.
   b. Summarize the experience and expertise of these staff.
   c. Describe the role and responsibilities that each of these individuals will have.

6. **Default** - If your company has had a contract terminated for default during the past five years, all such incidents must be described. Termination for default is defined as notice

to stop performance due to the vendor's non-performance or poor performance; and the issue was either (a) not litigated or (b) litigated, and such litigation determined the vendor to be in default. If default occurred, list complete name, address and telephone number of the party. If NO such terminations for default have been experienced by the vendor in the past five years, declare that. The Commission will evaluate the facts and may, at its sole discretion, reject the vendor's proposal if the facts discovered indicate that completion of a contract resulting from this RFP may be jeopardized by selection of this vendor.

7. **Other Information** - Beyond the scope of this RFP, what services (related or otherwise) does your organization provide that may be of interest to CCAA?

8. **Summary** – Summarize your proposal and your firm's qualifications. Additionally, you may articulate why your firm is pursuing this work and how it is uniquely qualified to perform it. Include any other pertinent information that helps CCAA determine your overall qualifications. Your proposal summary is not to exceed two pages.

9. **Cost of Services** - Provide the following information:
    a. The proposal must contain a fee schedule that includes hourly rates for proposed services.
    b. Describe how your services are priced, and any specific pricing you are able to provide.
    c. Define any additional charges (e.g. travel expenses).
    d. Schedule to ensure renovation will be completed by 8/1/2024.
    e. Proposed breakdown of desired payment schedule including Dates, Percentages, and work that will be completed within each payment period.

10. **Insurance** – Contractor shall furnish a certified copy of General Liability Insurance, as well as workman's compensation for company and employees prior to beginning any work.

V. Evaluation Criteria and Process - A selection committee will conduct an evaluation of qualifications and will rate each submittal based upon the following criteria:

1. Experience
2. Understanding of services to be provided
3. Personnel expertise
4. Ability to provide requested services
5. Compatibility with end users
6. Project approach
7. Satisfaction of clients/end users
8. Cost
9. References

VI. Deadline for Submissions of Proposals - Copies of the proposal must be received by CCAA prior to 5:00 PM prevailing time on Friday, December 16th, 2022.
Proposals shall be delivered or mailed to:

Cornerstone Community Action Agency
Mineral Wells Renovation Project
548 Santa Fe Dr.
Weatherford, TX 76086

Any questions or to request an appointment for a walkthrough at the project site for this proposal are to be submitted no later than Tuesday, December 13th, 2022 to:

Wayne Kauffman
Director of Infrastructure
Cornerstone Community Action Agency
Mineral Wells Renovation Project
548 Santa Fe Dr.
Weatherford, TX 76086
Tel: (817) 771-7198
E-Mail: waynek@ctoinc.org

VII. Miscellaneous

1. Cornerstone Community Action Agency reserves the right to reject any and all proposals for failure to meet the requirements contained herein, to waive any technicalities, and to select the proposal which, in CCAA's sole judgment, best meets the requirements of the project.
2. The Request for Proposal creates no obligation on the part of CCAA to award a contract or to compensate the proposer for any costs incurred during proposal presentation, response, submission, presentation, or oral interviews (if held). CCAA reserves the right to award a contract based upon proposals received without further discussion or negotiation. Proposers should not rely upon the opportunity to alter their qualifications during discussions.
3. CCAA further reserves the right to make such investigation as it deems necessary to determine the ability of proposers to furnish the required services, and proposers shall furnish all such information for this purpose as CCAA may request.
4. Proposers must specifically identify any portions of their submittals deemed to contain confidential or proprietary information, or trade secrets. Those portions must be readily separable from the balance of the proposal. Such designations will not necessarily be conclusive, and proposers may be required to justify why CCAA should not, upon written request, disclose such materials.

5. Evaluation and Award – This is a Request for Proposals and not a bid process. Therefore, CCAA has the discretion to evaluate the qualitative as well as the financial aspects of each proposal and make its selection based on what it considers to be in its best interest as a whole. The award and selection of the Vendor is solely within the discretion of CCAA. After the contract award has been announced, no unsuccessful Vendor should submit additional information for CCAA's consideration or have any subsequent contact with CCAA employees or officials, other than to receive a debrief from an authorized individual.
6. Transportation Charges – Unless proposal clearly states otherwise, prices quoted will be considered to include all charges for transportation, packaging, crates, containers, ect., necessary to complete delivery on an F.O.B. Destination basis.
7. Job Familiarization – Vendor is urged to make itself fully aware of all job and facility requirements. Vendor shall be responsible to question any discrepancies, errors, and/or omissions in the specification and totally familiarize itself with the full intent of this invitation for proposal. Failure to do so will not relieve Vendor of the responsibility to perform to the full scope and quality of work expected by CCAA.

BID FORM

Cornerstone Community Action Agency
Mineral Wells Renovation Project
548 Santa Fe Dr.
Weatherford, TX 76086

1. Submit bids in compliance REQUEST FOR PROPOSALS.
   Fill in blanks. The Owner reserves the right to reject incomplete bid forms.

2. This Bidding document is not part of the Contract Documents, unless specifically referenced in the Owner/Contractor Agreement.

3. Name and Address of Bidder:

4. TOTAL BID: The Bidder proposes to perform all of the Work required by the Contract Documents for the amount of:

   $____

5. Time: The Bidder proposes to the following dates (Fill in):

   A. Proposed Starting Date after receipt of permits:_____

   B. Proposed calendar days required for substantial completion: _

6. By submitting this Bid Form, the Bidder certifies that he has visited the project site, is aware of existing conditions which affect the work, and has reviewed the Contract Documents, including the following Addenda: (List Addenda received)

   _____

9. Bid Qualifications: Submit bid qualifications and reasons for qualifications with this Bid Form. Include impact of bid qualifications on time, cost or quality. Bid qualifications may include: A list of proposed subcontractors, cash flow requirements, assumptions for access to the work, assumptions for staging the work, assumptions for protecting existing and abutting work, and proposed modifications to General and Supplementary Conditions.

10. Signed (Enter date, Bidder's signature and legal business address.)

Date: _____

Name:_____

Business Address: _____

Contact information: _____

Signature: _____

List of Bid Qualifications by Bidder (if any) - Use additional sheets if required: