

# ***GUADALUPE COUNTY***



## **AGRI-LIFE EXTENSION SERVICE OFFICE BUILDING RENOVATION & REMODEL**

**210 E. LIVE OAK ST., SEGUIN, TEXAS 78155**

**No.: 14-5313-A1**

**11 March 2014**

**REV 1 26 March 2014**

**THORNGRAVES**  
ARCHITECTS PLANNERS INTERIORS

# **Guadalupe County**

**Agri-Life Extension Service  
Office Building Renovation & Remodel  
210 E. Live Oak St., Seguin, Texas 78155  
No.: 14-5313-A1  
11 March 2014**

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# TAB I

**Legal Notice  
Request for Competitive Sealed Proposals  
for General Contractor Services  
Guadalupe County  
Agri-Life Extension Service  
Office Building Renovation & Remodel  
210 E. Live Oak, Seguin, Texas 78155  
Bid Number: 14-5313-A1  
11 March 2014**

Guadalupe County ("County") will accept Competitive Sealed Proposals for General Contractor services until **09:00 a.m. on 18 April 2014**. The General Contractor will provide construction services at a contracted fee and provide consultation to the County during and after the design of the facility.

The project to be completed: "The Guadalupe County Agri-Life Extension Service Office Building Renovation & Remodel" located at 210 E. Live Oak St., Seguin, Texas.

The construction bidding documents may be obtained electronically by contacting the Architect of Record:

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

A copy of the construction bidding documents are available for review at the following County office:

Kyle Kutscher, County Commissioner, Pct. #2  
Guadalupe County Justice Center  
211 West Court Street  
Seguin, Texas 78155  
830.303.8857x2

Guadalupe County reserves the right to waive any informality and to reject any or all Proposals.

# TAB II

# **Contracts for Facilities: Competitive Sealed Proposals for General Contractor Services**



## **Guadalupe County**

**Agri-Life Extension Service  
Office Building Renovation & Remodel  
210 E. Live Oak St., Seguin, Texas 78155  
No.: 14-5313-A1  
11 March 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 Guadalupe County Agri-Life Extension Service Office Building Renovation & Remodel*. The County estimated budget for this project is approximately: \$\_\_\_\_\_

The proposed project is located at 210 East Live Oak Street, Seguin, Texas 78155. Renovation & Remodel of ~10,400 square feet for the County Agri-Life Extension Service Offices (Refer to Floor Plan) to include new MEP system and required MEP system upgrades, sprinkler system installation for code compliance and a new elevator for accessibility as an add alternate.

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

## 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	<b>11 Mar 2014</b>
1 <sup>st</sup> Advertisement – Seguin Gazette	16 Mar 2014
Plan Room	17 Mar 2014
2 <sup>nd</sup> Advertisement – Seguin Gazette	23 Mar 2014
Pre-bid Onsite Conference @ 2:00 PM	<b>26 Mar 2014</b>
Competitive Sealed Proposals due	<b>18 Apr 2014</b>
Notify County re: Agenda Item for next Commissioners' Court Session (NLT Wed 12PM for CC following Tue) – Present	16 Apr 2014
Competitive Sealed Proposals	
Commissioners' Court: Present Competitive Sealed Proposals	<b>22 Apr 2014</b>
- Public Reading of Bids Submitted	
Official Notification of Selection	<b>TBD</b>

**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 Guadalupe County to select a General Contractor for *The Guadalupe County Agri-Life Extension Service Office Building Renovation & Remodel*.

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:

Kyle Kutscher, County Commissioner, Pct. #2  
Guadalupe County Justice Center  
211 West Court Street  
Seguin, Texas 78155  
Bid Number: 14-5313-A1  
Ag Building

No later than: **09:00 AM on 18 April 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 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. Payment**

The County will authorize progress payments, only after County officials have personally inspected and signed the request for payment (invoice) from said CM at Risk. Upon completion of project, the Commissioners Court may withhold a semi-final payment if there are any unsettled claims connected with this project.

## **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 Guadalupe County to select a General Contractor for *The Guadalupe County Agri-Life Extension Service Office Building Renovation & Remodel*, Guadalupe 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:

Guadalupe County  
Agri-Life Extension Service Office Building Renovation & Remodel

OWNER:

Guadalupe County

T+G PROJECT NO.:

1227

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: