



WORKFORCE SOLUTIONS of the Coastal Bend

Employment • Training • Child Care • Youth • Business Services • Veterans

Pre-Proposal Conference **RFP for General Contractor Services**

January 21, 2022

RFP TIMELINE

- January 18 Release of RFP
- January 21 Pre-Proposal Conference
- January 21-26 Submission of Questions Period
Deadline 1/26/22 @ 5 pm
- January 28 Answers Posted on WFSCB Website @ 5 pm
- **February 2** **Proposals Due @ 4 pm**
- February 14 Notice of Award / Non-Selection (*estimated*)
- February 25 Contract Start Date (*estimated*)

BACKGROUND

Coastal Bend Workforce Development Board dba Workforce Solutions of the Coastal Bend (WFSCB) operates as a 501(c)(3) Non-Profit organization

- Majority of funding is from the Department of Labor via the State of Texas
- FY22 Budget \$41.4 million dollars
- Serve 11 Counties in the Coastal Bend Region
- Provide policy and program guidance and evaluation of workforce development programs and services effecting area employers, residents and job seekers

PURPOSE OF RFP

- To solicit competitive proposals from a General Contractor to remodel space located in the Mission Plaza Shopping Center on Ayers Road.
- Total size of space is 24,973 square feet, which previously functioned as a trampoline park and will be remodeled in multiple Phases over multiple fiscal years.
- This RFP is for Phase I, a remodel of 8,202 square feet of office space. Phase II will be a remodel of approximately 9,450 square feet.
- Solicitation may result in a General Contractor services contract with a qualified and experienced firm.
- WFSCB may decide, after reviewing qualifications submitted, not to enter into any agreement.

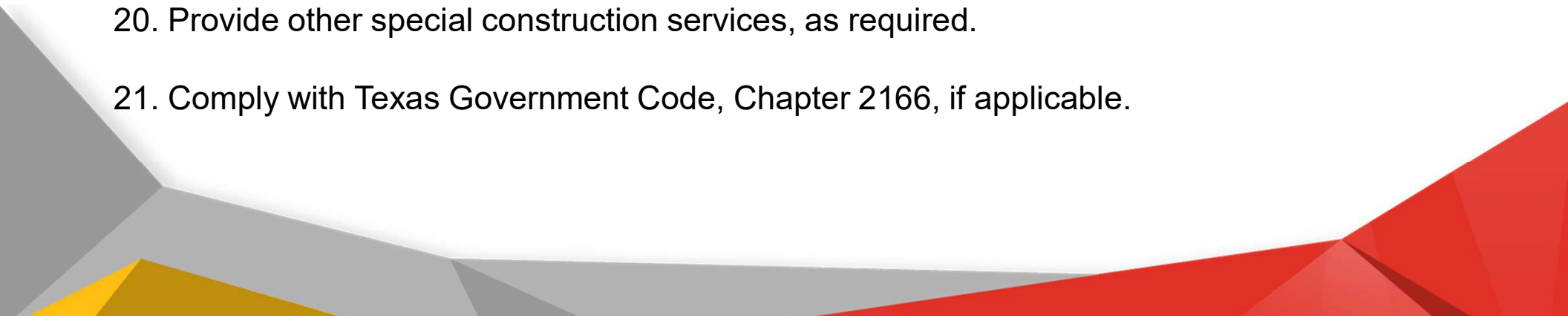
SCOPE OF WORK

1. Visit site to ascertain the general character of the site and building.
2. Provide general construction related administration services.
3. Have or obtain the means and personnel necessary to effectively implement project.
4. Establish project milestones with timeline.
5. Review and monitor construction progress against budget.
6. Work with regulatory agencies to comply with all applicable laws and rules.
7. Obtain all necessary permits.

SCOPE OF WORK

8. Ensure construction will be in accordance with all local, state and federal building codes.
9. Adhere to Davis Bacon requirements associated with projects receiving state and federal funds.
10. Execute design plans to the written specifications.
11. Participate in regularly scheduled, periodic project meetings with architect.
12. Be available for impromptu project meetings, when necessary, with architect.
13. Prepare inspection reports and/or assessments.
14. Conduct post construction/operations review with project architect and/or WFSCB staff.

SCOPE OF WORK

15. Conduct warranty inspections.
 16. Advise on safety precautions and programs.
 17. Prepare change orders, as required.
 18. Correct and cure deficiencies identified by project architect.
 19. Provide information that would affect cost to WFSCB.
 20. Provide other special construction services, as required.
 21. Comply with Texas Government Code, Chapter 2166, if applicable.
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PROPOSAL SUBMISSION REQUIREMENTS

PROPOSAL PACKAGE / PDF	
Solicitation Response Documents	Title
I.	Proposal Cover Sheet
II.	Checklist / Table of Contents
III.	General Information
IV.	Executive Summary
V.	List of Clients
VI.	Completed Work
VII.	Current Work
VIII.	References
IX.	Claims, Suits and Failure to Perform

PROPOSAL SUBMISSION REQUIREMENTS

PROPOSAL PACKAGE / PDF	
Solicitation Response Documents	Title
X.	Change Order Fee Percentage
XI.	Historically Under-Utilized Business (HUB)
XII.	Certifications and Assurances, Attachments A-F
Attachment A	Certifications Regarding Lobbying, Debarment
Attachment B	Texas Corporate Franchise Tax Certification
Attachment C	State Assessment Certification
Attachment D	Disclosure of Interest
Attachment E	Undocumented Worker Certification
Attachment F	Orientation to Complaint Procedures

PROPOSAL SUBMISSION REQUIREMENTS

To be submitted separately

BID PACKAGE / PDF	
Solicitation Response Documents	Title
XIII.	Proposed Construction Contract Amount

PROPOSAL EVALUATION CRITERIA

• Professional Competence & Experience	40 Points
Executive Summary 10	
Completed Work 10	
Current Work 10	
References 10	
• Change Order Fee Percentage	5 Points
• HUB Certification	5 Points
• Proposed Construction Contract Amount	50 Points
TOTAL MAXIMUM	100 Points

COST / PRICE SCORING METHODOLOGY

Points for base cost/price will be awarded using the following methodology:

Assume the following cost proposals are received (examples only):

Company A	\$50,000
Company B	\$38,000
Company C	\$45,000

All offers will be divided by the low offer to determine percentage:

Company A	$\$38,000 \div \$50,000 = .76$
Company B	$\$38,000 \div \$38,000 = 1.00$
Company C	$\$38,000 \div \$45,000 = .84$

Available points (50) will then be multiplied by each percentage to determine number of points awarded to each offeror.

Company A	$50 \times .76 = 38$
Company B	$50 \times 1 = 50$
Company C	$50 \times .84 = 42$

The same scoring methodology will be applied to alternate cost/pricing.

OTHER REQUIREMENTS & PROVISIONS

- Initial contract will be awarded for a period of 12 months ending one year after contract start date. Contract may be renewed for 3 additional one-year periods.
- Contractor is required to maintain insurance coverage throughout the contract term.
- Pay applications should be submitted to the project architect for review and approval by the 25th day of each month, for the current month's work. WFSCB will issue payment within 3 weeks of receipt of complete and accurate information from the project architect.

POINT OF CONTACT

- Questions can be submitted in writing to Esther Velazquez, Contracts and Procurement Specialist via

Email: esther.velazquez@workforcesolutionscb.com

Fax: 361.885.3057

Mail: Workforce Solutions of the Coastal Bend
400 Mann Street, Suite 800
Corpus Christi, TX 78401

- Deadline for questions is January 26, 2022 @ 5 pm. No questions will be accepted after the deadline.
- Proposals are due February 2, 2022 @ 4 pm.