



MEMORANDUM

TO: Interested Parties

FROM: Esther Velazquez, Contracts and Procurement Specialist

DATE: July 18, 2022

SUBJECT: RFP for General Contractor Services: Mission Plaza Phase II (RFP No. 22-03)

Workforce Solutions of the Coastal Bend (WFSCB) seeks a qualified and experienced General Contractor for the second phase of an office space buildout of 9,460 square feet located in the Mission Plaza shopping center at 4981 Ayers Road, Corpus Christi, Texas 78415.

The RFP will be available on Monday, July 25, 2022 at 2:00 pm Central Time and can be accessed on our website at: www.workforcesolutionscb.org or by contacting Esther Velazquez at 361.885.3013 or esther.velazquez@workforcesolutionscb.org.

Interested parties are encouraged to attend a pre-proposal meeting at WFSCB's Administrative Offices located at 400 Mann Street, Suite 800, Corpus Christi, Texas 78401, Main Conference Room on **Monday, August 1 at 10:00 am Central Time**. The purpose of the meeting is to review the project requirements and answer any questions related to the RFP. While this meeting is not mandatory, attendance is strongly recommended. Parties unable to attend in person may participate virtually from a computer, tablet, or smart phone via Zoom:

Join Zoom Meeting:

<https://us02web.zoom.us/j/85651084811?pwd=RXtPPWaMHi2tpCx2izfrFRD20Tib9f.1>

US Toll-Free Call In: 888 475 4499

Meeting ID: 856 5108 4811

Passcode: 986734

Proposals are due on Wednesday, August 17, 2022 at 4:00 pm Central Time. Responses should be submitted via email to esther.velazquez@workforcesolutionscb.org or may be hand delivered or mailed to: Workforce Solutions of the Coastal Bend, 400 Mann Street, Suite 800, Corpus Christi, Texas 78401.

Workforce Solutions of the Coastal Bend is an Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request to individuals with disabilities. Relay Texas: 1.800.735.2989 (TDD) and 1.800.735.2988 or 7.1.1 (Voice). Historically Underutilized Businesses (HUBs) are encouraged to apply.