



**WORKFORCE SOLUTIONS**

C O A S T A L B E N D

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

**Pre-Proposal Conference  
RFP for General Contractor Services  
Mission Plaza Phase II**

**RFP No. 22-03**

August 1, 2022

# RFP TIMELINE

- Jul 25 Release of RFP & Start of Question Period
- Aug 1 Pre-Proposal Conference
- Aug 2 & 3 Site Visits @ 11:00 am
- Aug 8 End of Question Period @ 5 pm
- Aug 12 Answers Posted on WFSCB Website @ 5 pm
- **Aug 17 Proposals Due @ 4 pm**
- Aug 29 Notice of Award / Non-Selection *(projected)*
- Oct 1 Contract Start Date *(projected)*

# 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 General Contractors for the remodel of space located in the Mission Plaza Shopping Center on Ayers Road.
- Phase I of this project is currently in progress and this RFP is for Phase II, a remodel of 9,450 square feet of office space.
- Solicitation may result in a 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.

# PROPOSAL SUBMISSION REQUIREMENTS

- Cover Sheet
- Checklist / Table of Contents
- General Information
- Professional Competence & Experience
  - Executive Summary
  - List of Clients
  - Completed Work
  - Current Work
  - References
  - Claims, Suits & Failure to Perform



# PROPOSAL SUBMISSION REQUIREMENTS

*continued*

- Change Order Fee Percentage
- Certifications & Assurances
  - 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
- Proposed Construction Contract Amount/Bid *to be submitted separately from proposal*

# PROPOSAL SUBMISSION REQUIREMENTS

*continued*

- Proposals may be submitted in paper or electronically, however, if submitting in paper an electronic version is also required.
- Electronic versions may be emailed or uploaded via SharePoint.
- Communication promoting qualifications to WFSCB staff, Board of Directors or CEO Council is strictly prohibited until contract is awarded.

# PROPOSAL EVALUATION CRITERIA

• Professional Competence & Experience	40 Points
Executive Summary 10	
Completed Work 11	
Current Work 10	
References 9	
• Change Order Fee Percentage	5 Points
• HUB Certification	5 Points
• Proposed Construction Contract Amount	50 Points
<b>TOTAL MAXIMUM</b>	<b>100 Points</b>

# 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

The lowest offer will be divided by each offer amount to determine a 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	$50 \times .76 = 38$ points
Company B	$50 \times 1 = 50$ points
Company C	$50 \times .84 = 42$ points

The same scoring methodology will be applied to bid alternates.

# 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 25<sup>th</sup> 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

Email: [esther.velazquez@workforcesolutionscb.com](mailto: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 August 8, 2022 @ 5 pm.  
No questions will be accepted after the deadline.
- **Proposals are due August 17, 2022 @ 4 pm.**