



Town of Annetta
Request for Proposals
18 Feet by 50 Feet Shop with Lean To

Section One

General Information

The Town of Annetta ("Town") proposes to finish the interior of a 50 feet by 50 feet rigid frame shop, with a 15 feet by 50 feet lean-to, including, but not limited wood framing, insulation, and drywall; cabinets and countertops; painting; rubber floor base and concrete sealer; plumbing; HVAC; and electrical (the "Project"), and is requesting competitive sealed proposals from vendors who are interested and qualified to provide the work.

Description of Project

The Project is generally described as the interior finishing of a 50 feet by 50 feet rigid frame shop for storage.

Scope of Work

The scope of the work shall comply with the project specifications attached hereto as Exhibit A.

The Project will be built in compliance with all applicable local, state, and federal regulations.

BONDS

If awarded the bid, vendor will be required to furnish a performance bond in the amount of the contract and a payment bond for the protection of all claimants supplying labor and materials.

The Town will require at least a 5-year workmanship warranty and a maintenance bond insuring full and prompt maintenance, repair and/or replacement of the rigid frame shop for a period of two (2) years from the date of acceptance by the Town. Please specify any other warranties you are providing.

Proposal Submittal Information

- 1) Proposals must be actually received by the Town by **10:00 a.m. on November 6, 2023**.
- 2) Proposals may be submitted only by U.S. Mail, overnight courier, or hand-delivery and must be received by the submittal deadline. Proposals submitted electronically, including by email or facsimile, will not be accepted.
- 3) Interested parties should submit one (1) original, and three (3) copies of the Proposal, which should be returned in a sealed envelope bearing the name and address of the respondent, to the Town by the time and date specified above.
- 4) Proposals shall be in a sealed envelope clearly labeled "Proposal for Town of Annetta Shop Interior Finish" and addressed as follows:

Town of Annetta, Texas
Interior Finish of 50 Feet by 50 Feet Shop

Town of Annetta
RFP: Shop Interior Finish
450 Thunder Head Lane
Annetta, Texas 76008
(817) 441-5770

- 5) Vendors are cautioned to submit a complete response to all requirements.
- 6) Submit questions, concerns, and requests for interpretation of the RFP, in writing or e-mail only, to:

Jamee Long, City Secretary/Administrator

450 Thunder Head Lane/P.O. Box 1150

Annetta, Texas 76008

citysecretary@annetatx.gov

Confidentiality

All Proposals submitted shall remain confidential. After award, Proposals will be made available for public inspection. The Town shall not be responsible for the confidentiality of any trade secrets or other information contained or disclosed in the Proposal unless clearly identified as such.

Disqualification

Disqualification may occur for any of the following reasons:

- The vendor is involved in any litigation against the Town of Annetta.
- The vendor is in arrears on any existing contract or has defaulted on previous contract(s) with the Town.
- The vendor is debarred, suspended, or otherwise excluded from or ineligible for participation in State or Federal assistance programs.

Proposal Section Process

All submittals will be evaluated by a selection committee and those vendors selected for the short list may be invited to attend an interview, at the vendor's own expense.

The selection committee will consist of representatives from various departments in the Town.

Vendors are advised that the Town reserves the right to evaluate the Proposals without input from the vendors. Therefore, Proposals should be complete as initially submitted. However, if you are selected for an interview, you will be expected to present not only your Proposal, but also your approach.

Town staff shall make a recommendation to City Council of the selection of the lowest responsible bidder or to the bidder who provides the goods or services at the best value for the Town to enter into contract negotiations with the Town.

The selected vendor shall enter negotiations with the Town for the services to be performed.

If satisfactory negotiations cannot be concluded, the Town reserves the right to negotiate with the next highest-ranking vendor.

Should negotiations be unsuccessful, the Town may enter into negotiations with the next, highest ranked vendor until an agreement for services and fees is reached. This process may continue until an agreement is reached.

The RFP does not commit the Town to pay for any direct and/or indirect costs incurred in the preparation and presentation of the Proposal. All finalist(s) shall pay their own costs incurred in preparing for, traveling to, and attending the interviews. The Town reserves the right to accept or reject all or part of the Proposals.

The Town of Annetta reserves the right to accept and/or reject any and all Proposals for any reason whatsoever.

Although the Town desires to contract with a single vendor for all work/services to be provided, the Town reserves the right to split the work/services and deal with multiple vendors if it is deemed to be in the Town's best interest. All Proposals become the property of the Town of Annetta.

Basis for Award of Contract

Proposals will be opened publicly at 10:00 o'clock a.m., on November 6, 2023. The Town will evaluate Proposals using the best value method.

The contract may be awarded to the lowest responsible vendor or to the vendor who provides the goods or services at the best value for the Town. In determining the best value for the Town, the Town may consider the following:

- 1) The purchase price;
- 2) The reputation of the vendor and the vendor’s goods or services;
- 3) The quality of the vendor’s goods or services;
- 4) The extent to which the goods or services meet the Town’s needs;
- 5) The vendor’s past relationship with the Town;
- 6) The impact on the ability of the Town to comply with laws and rules relating to contracting with historically under-utilized businesses and nonprofit organizations employing persons with disabilities; and
- 7) The total long-term cost to the Town to acquire vendor’s goods or services.

When services and fees are agreed upon, the selected vendor shall be offered a contract subject to Town Council approval.

Proposed Schedule for Project

Request for Competitive Sealed Proposals issued	October 20, 2023
Proposals due	10:00 a.m., November 6, 2023
Negotiation with Ranked Proposers	Date range
Town Approval of Contract	November 16, 2023
Performance, Payment, and Maintenance Bonds delivered to Town	November 17, 2023

Construction Process:

Start Construction	On or about December 15, 2023
Complete Construction	May 15, 2024*

* The final agreement for the Project shall provide that barring inclement weather or Town-related delays, the agreement shall entitle the Town to liquidated damages in accordance with TxDOT schedule of delay damages.

Section Two

Implementation

Project Management

The vendor, and its representatives, shall have a proven program of professional project management to ensure successful installation and optimization.

Describe your experience in installing the building.

Outline your Implementation Plan. Summarize the organization and roles of the proposed project team. Summarize your quality assurance plan.

Time for Completion

Vendor shall provide a schedule for installing and completing the various components of work that vendor will be performing for each phase.

Warranty and Customer Support

Specify the warranty period on all materials and work during and after the warranty period.

Experience and References

Vendor shall state the number of years its business has been established and operating. If the business has changed names, or if the principals operating the business operate in similar businesses under different names, or have operated any other businesses or changed the legal status or form of the business within the last five (5) years, all names of the predecessor business names, affiliated, entities, and previous business entities operated by the principals, if different then present, must be provided.

State the number of employees of the business.

Vendor shall provide a detailed description of its experience in providing and installing the proposed building.

Vendor shall provide a reference list of locations where similar buildings have been finished in the past three (3) years, including a person to contact and phone number.

Insurance

The Town of Annetta will require proof of Workers Compensation Insurance meeting minimum statutory requirements.

Selected vendor shall provide the Town of Annetta with a Certificate of Insurance evidencing general liability coverage of no less than \$2,000,000.

Proposal Format

For the purposes of an effective and efficient evaluation of Proposals by the selection committee, Proposals shall be submitted in the format set forth in the following section, with each element required and/or form furnished as specified to facilitate evaluation of the Proposals.

Town of Annetta will not participate in any cost the vendor may incur in the preparation and submission of a Proposal. The Town will not be liable in any manner regarding this RFP and the vendor's response to it.

Failure to adhere to the following format may be cause for rejection of a Proposal.

Proposal Format Instructions

Each Proposal should be organized in a fashion as outlined below with sections labeled (not numbered):

- Table of Contents
- Executive Summary
- Technology Overview
- Project Overview
- Specifications
- Pricing of Project Components
- Warranty
- Experience and Reference List
- Submission Forms

Executive Summary: This section allows the vendor to summarize the RFP. Detailed data included elsewhere need not be repeated.

Project Overview: Summarize the Project scope from the vendor's standpoint based upon the RFP. Describe in general how the Project would be implemented.

Town of Annetta, Texas
Interior Finish of 50 Feet by 50 Feet Shop

Specifications: Provide a detailed listing and description of the proposed specifications and description of compliance with the specifications stated herein or any deviations or exceptions thereto.

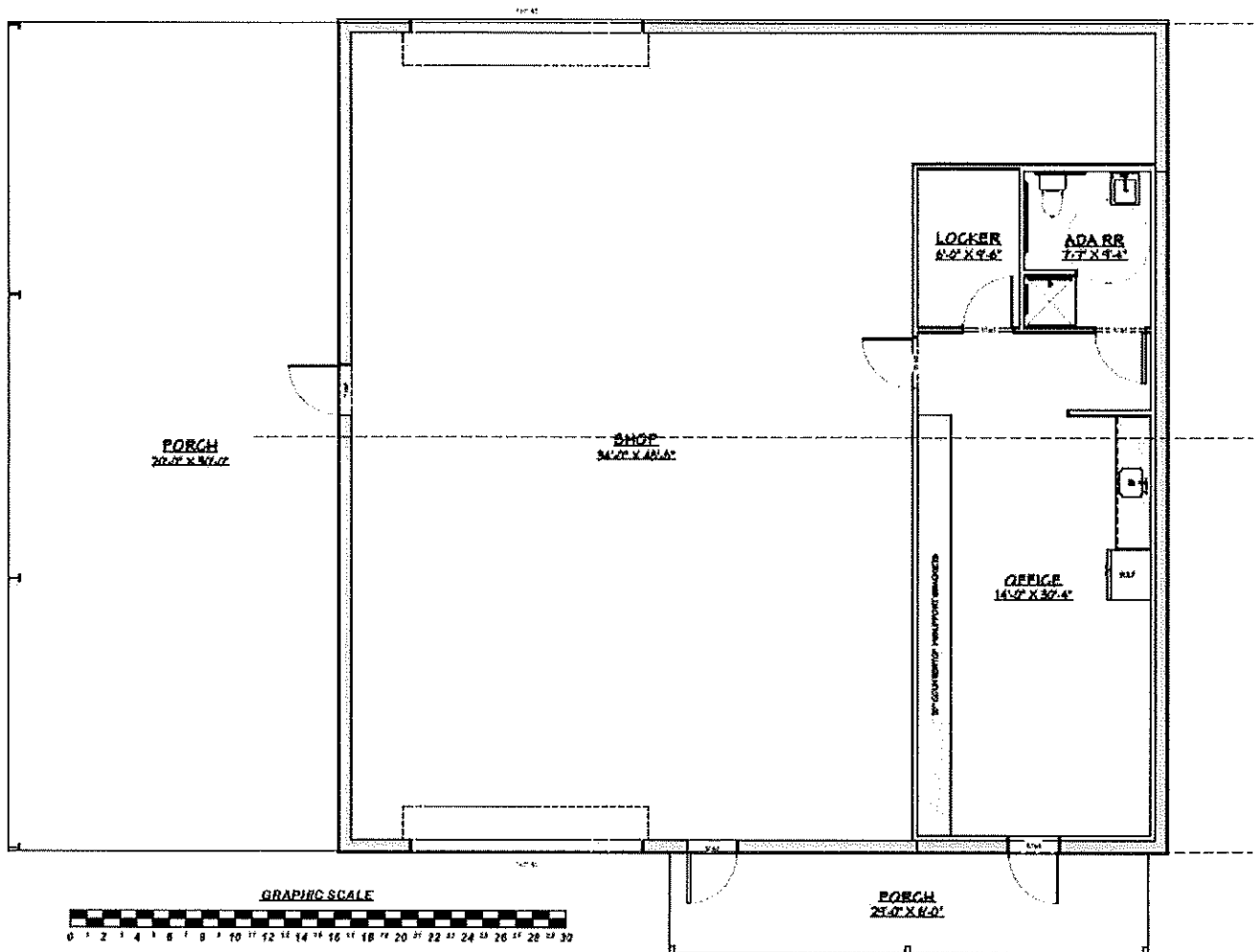
Pricing: Provide a detailed price list for all components needed to complete the interior finish of the buliding.

Warranty: Provide a detailed explanation of the warranty on the building.

Experience and Reference List: Provide a list of similar buildings you or your company have installed over the past 3 years.

Town of Annetta, Texas
Interior Finish of 50 Feet by 50 Feet Shop

Exhibit A



FLOOR PLAN

Town of Annetta Maintenance Shop Finish Out Scope

- Framing** - 2x4 @ 16" O.C. wood framed walls with 1/2" OSB sheathing shop side, Deck 2x12 wood framing @ 16" O.C. with 3/4" plywood decking
- Insulation** - 2" closed cell spray foam insulation @ roof deck & exterior walls, Batt insulation in all framed walls, R-30 batt insulation above ceiling
- Int. Doors** - 3'-0 x 6'-8 HM Frames, Pre-finished solid core wood doors, Commercial grade ADA compliant hardware w/closers
- Drywall** - 5/8" fire rated at walls & ceilings, Water resistant sheetrock at all wet walls, Tape/bed/texture (light orange peel finish)
- Cabinets** - Pre-finished solid wood cabinets with hardware
- Countertops** - Pre-formed form laminate countertops with back splash
- Flooring** - Sealed Concrete w/rubber base
- Paint** - Solid color, 1 coat primer, 1 coat finish paint, Interior walls and ceilings only
- Specialties** - ADA Compliant grab bars at toilet, ADA Compliant toilet paper holder, Mirror @ RR sink, Two 25lbs fire extinguishers
- Plumbing** - Floor mount tank type water closet, Wall hung lavatory sink w/faucet and guard, 20 gal. 110 volt electric water heater, 36" x 36" fiberglass shower stall w/shower valve & hand held sprayer, Kitchen sink w/faucet & pull out sprayer, mixing valves, floor drain in bathroom, All fixtures to be ADA compliant
- Mechanical** - One mini-split heat pump w/3 ceiling or wall mounted cassettes
- Electrical** - Fixture/switch/outlet layout per sheet A3, All fixtures to be commercial grade LED, Service and panel to be located on east wall