

THE CITY OF POTEET, TEXAS

REQUEST FOR PROPOSAL FOR CONTRACTING SERVICES FOR THE MAINTENANCE BUILDING

Request for Qualifications

The City of Poteet, Texas is soliciting competitive sealed proposals at Poteet City Hall, 491 Avenue H, Poteet, Texas 78065. The City of Poteet normal business days are Monday through Friday between the hours of 8:00 a.m. to 5:00 p.m. and are closed on recognized holidays.

RFP proposals will be received until December 12, 2024 at 3:00 p.m. Central Standard Time, Shortly thereafter all submitted proposals will be publicly opened and read aloud in the City Hall chambers. Any proposal received after the closing time will not be accepted and will be returned to the submitter unopened. The timely receipt of the proposal by the City Secretary's Office prior to the proposal opening date and time is the responsibility of the submitter. Proposals will not be accepted by electronic transmission, telephone or facsimile machine. All proposals must bear original signatures and figures. The proposal shall be for:

RFQ #2024-1101

POTEET CONTRACTING SERVICES FOR THE MAINTENANCE BUILDING

I. Background

The City of Poteet invites qualified contractors to submit proposals for providing demolition, construction, and finishing services for a maintenance building project located at 577 Ave E W Poteet Texas 78065. This project involves the demolition of an existing structure and the construction of a new facility, as outlined in the Scope of Work below.

1.1. Scope of Services

The selected contractor will be responsible for the following tasks:

1. Demolition:

- Demolish the existing maintenance building and clear all debris from the site.

2. Structural Installation:

- Install 14 each 5'x5' posts, set 3 feet deep, ensuring a 10-foot clearance.
- Install 8 each 12"x4"x30' I-beams from post to post.
- Install roofpurlins (8"x30') spaced 4 feet apart across the roofstructure.
- Install wall purlins (4"x30') spaced 4 feet apart across the wall structure.

3. Foundation and Plumbing:

- Complete all underground plumbing for a break room, including connections for two toilets, three sinks, and one shower.
- Pour a 20'x30' foundation using 3000 PSI concrete for the break room and bathroom.

4. Framing and Exterior Work:

- Frame exterior walls (2"x6"), interior walls (2"x4"), and ceiling joists (2"x8"), ensuring all are spaced 16 inches on center.
- Install 1/2" ZIP plywood on all exterior wood frame walls and tape all joints with ZIP tape.

5. Rough-In and Roof Installation:

- Complete electrical and plumbing rough-ins.
- Install 10 light fixtures across the truck bay area.
- Install R-panels on the roof and all exterior walls.
- Install all metal trims, including corners, rake trim, and roof cap.

6. Interior Finishing:

- Install insulation in all walls and ceiling joists.
- Complete drywall installation (1/2" on walls and 5/8" on ceiling), tape, float, and apply an orange peel texture.
- Install one exterior door (3-0x6-8) and four interior doors (3-0x6-8).
- Construct and install cabinets for a coffee area.
- Paint all walls and ceilings and stain all kitchen cabinets.

7. Fixtures and Systems:

- Install all electrical and plumbing fixtures, including a 40-gallon water heater and shower stall.
- Install an American-made mini-split system for the break room.

8. Testing and Flooring:

- Test all electrical outlets, light fixtures, and plumbing systems.
- Stain the floor throughout the break room and bathrooms.

9. Security:

- Build a cage with 4'x4'x20' panels and construct a 20-foot rolling gate with a lock.

IV. Evaluation Criteria

Submissions will be evaluated based on the following criteria:

1. Experience and Qualifications:

- a. Proven experience in providing contracting services to municipal or public sector clients.
 - b. Qualifications and expertise of the team assigned to this project.
2. Approach and Methodology:
- a. Clarity and feasibility of the proposed approach.
 - b. Ability to meet the City's needs and objectives.
3. References:
- a. Quality and relevance of references provided.
4. Cost:
- a. Cost-effectiveness and transparency of the proposed fee structure.

V. Contract Requirements

- Indemnification - The contractor, upon selection, shall agree to indemnify and hold the City of Poteet, its officers, and its employees, free and harmless from damages uninsurable arising from death, personal injury, property damage, or other, to the extent caused by any negligent act, error or omission of contractor, its employees, agents, invitees, or any subcontractor of contractor relating to or in any way connected with the accomplishment of the work or performance of services concerning this project, other than the negligence of City of Poteet, its officers, employees or agents. Contractor shall agree to protect and to defend at his own expense, including reasonable attorneys fees, the City of Poteet, its officers and employees, from legal action to the extent that the above are caused by any negligent act, error or omission.
- Insurance - Before commencing services, the contractor will be required to obtain insurance policies from companies licensed to transact insurance business in Texas in the forms of coverage and minimum amounts specified below. The contractor shall maintain the specified insurance coverage throughout the term of any agreement stemming from this RFP, and shall provide a certificate of insurance to the City of Poteet to that effect; said certificate shall contain an endorsement stating that the City of Poteet is named as Additional Insured with regard to services provided to the City of Poteet. Insurance coverage shall include:
 - o Comprehensive general liability insurance in an amount of no less than \$1,000,000 per occurrence and \$2,000,000 in the aggregate; Professional liability insurance (also known as errors and omissions insurance) in an amount of no less than \$1,000,000 per occurrence and in the aggregate; Automobile liability insurance in

an amount of no less than \$1,000,000 per occurrence and in the aggregate; and Workers' Compensation insurance in an amount and form complying with applicable Texas law.

- Compliance - The Contractor shall comply with all Federal, State, and local requirements and is responsible for obtaining all applicable permits, licenses and reviews relating to the project.

VI. Submission Deadline and Instructions

Responses to this RFP must be submitted no later than December 12, 2024 at 3:00P.M. Late submissions will not be considered.

Please submit two (2) hard copies and an electronic copy in PDF format to: City Secretary Abigayle R. Frautschi at afrautschi@poteettexas.gov and take to Poteet City Hall.

VII. Additional Information

If you have any questions or require additional information regarding this RFP, please contact City Secretary Abigayle R. Frautschi at afrautschi@poteettexas.gov or at 830-742-3574.

The City of Poteet reserves the right to refuse or reject any or all responses to this RFP, waive any or all formalities or technicalities and to accept the RFP response deemed most advantageous to the City. The City may hold the RFP responses for a period of 30 days without taking action.

Proposals must be submitted in an envelope sealed with tape and prominently marked on the lower left hand corner of the envelope with corresponding RFP number and title.

Please read the requirements/specifications thoroughly and be sure that the proposal offered complies with all them. Any variation from the solicitation requirements/specifications must be clearly indicated by letter, on a point by point basis, attached to and made a part of your proposal. If no exceptions are noted, and you are the successful respondent, it will be required that the services be provided as specified.