



PURCHASING DEPARTMENT

SEALED COMPETITIVE PROPOSAL

FOR

GENERAL CONTRACTOR SERVICES

DUE JULY 27, 2015

BY 2:00 p.m.

SCP 15-022

INTRODUCTION

SCP 15-022 GENERAL CONTRACTOR SERVICES

No oral explanation in regard to the meaning of the specifications will be made and no oral instruction will be given. Request from interested vendors for additional information or interpretation of the information included in the specifications should be directed in writing to:

Eva Ramirez, Purchasing Buyer

Fax: 817-427-6151

Email: purchasing@nrhtx.com

The deadline for receipt of written questions shall be 12:00 (Noon), Fort Worth time, WEDNESDAY, JULY 23, 2015.

A written response will be distributed to all registered vendors.

The City wishes to receive competitive pricing on all goods or services purchased. Therefore, City policy is to reschedule the bid opening if a minimum of three (3) bids are not received.

The City of North Richland Hills reserves the right to reject in part or in whole all proposals submitted, and to waive any technicalities for the best interest of the City of North Richland Hills.

SCOPE OF WORK

- A. The City of North Richland Hills is requesting bids for annual contract for General Contractor Services. All bids must be submitted on the Bid Proposal Form(s) included in this bid. The successful bidder(s) will be awarded a twelve (12) month contract effective from date of award. **Prices must be firm for the entire contract.** The contract may be renewed for up to four (4) additional one-year periods at the same terms, conditions and percentage discounts by mutual agreement of both parties. Renewal may be effective by notice in writing. The City will not enter into any contract where the cost is provisional upon such clauses as “escalator” or “cost-plus” clauses.
- B. The successful bidder(s) will provide General Contractor services during regular business and non-business hours.
- C. The City reserves the right to use other service contractor(s) when the provided quote appears to be excessive, the response time is not met, or the quality of work is seen as unacceptable.
- D. **Permit:** Should a particular project require the contractor to pull a permit, the contractor shall apply for and secure such permit prior to the start of the work on the project requiring the permit. The fee for the permit is waived by the City. In no case will the contractor submit an invoice for the work completed when a permit was required for that particular project and said permit was not first obtained by the contractor.
- E. **Registered Contractor:** The contractor shall maintain annual registration with the City as a licensed contractor. The contractor is responsible for the fee to register as a contractor.
- F. **Owner’s Right to Spot Check Invoice(s) and Back-Up Documentation:** The City reserves the right to request a copy of contractor’s invoice(s) and any back-up documentation from time to time for informal audit purposes.
- G. Contractor **shall not charge** a separate “trip charge”, “fuel surcharge” or delivery charge on any project performed under this Annual Contract.
- H. The bidder **shall be sufficiently staffed** to respond to **all** calls within reasonable time after the receipt of a call from the City representative. The City and its representative reserve the right to determine what would be considered a reasonable time dependent upon the circumstances of the particular job. Upon determination that such time is

unacceptable, the City reserves the right to choose a vendor who can respond to the emergency or job in a more timely manner,

- I. **Basis of Award:** the award will be based on multiple contractors. Contractors will be contacted on an as needed basis based on rates, availability and proximity to job site. The City reserves the right to reject any and/or all bids and to waive any and / or all formalities in awarding this agreement.
- J. Contractor shall remedy at the contractor's expense any non-conforming or defective work or products and any damage to real or personal property owned by the City when that damage is the result of a defect of work or products provided. If contractor fails to remedy any failure, defect or damage within a reasonable time after receipt of notice, The City shall have the right to replace, repair or otherwise remedy the failure, defect or damage at the expense of the contractor.
- K. Contractor shall provide at least five (5) references of past customers they have done business with in the past three (3) years.

EVALUATION CRITERIA

The criteria used to evaluate the RFQ responses will include, but not be limited to, the following (items listed below are not listed in order of importance):

- A. Rate(s) and percentage (%) markup on materials.
- B. Contractor's past performance record with North Richland Hills
- C. City staff evaluation of contractor's ability to perform as outlined within this bid
- D. City's experience with previously provided services
- E. Results of City staff review of each contractor's credentials
- F. Contractor's staff, size, and experience

Contractor agrees to extend pricing under this contract to other governmental entities located within counties in close proximity to North Richland Hills.

QUALIFICATIONS

- A. The contractor shall submit, **with bid**, a **SAMPLE** 'Certificate of Insurance' demonstrating minimal requirement coverage as identified in these bid documents.
- B. The contractor shall submit, **with bid**, written proof the contractor is in compliance with The Davis-Bacon and Related Acts. Davis-Bacon Act and Related Act contractors and subcontractors must pay their laborers and mechanics employed under the contract no less than the locally prevailing wages and fringe benefits for corresponding work on similar projects in the area.
- C. The contractor shall submit, **with bid**, written proof of having a minimum of ten (10) years as a local contractor.
- D. Bidder shall submit, **with bid**, a detailed list of all employees; including a list of trade contractors (sub-contractors), who will be performing the work employed or contracted by bidder, broken out by specific trade disciplines/expertise credentials, etc. The list should include any person that may be utilized by bidder or anyone who may work on any project for the City.
- E. The City will use the most cost effective contractor, regardless of the primary, secondary, or alternate ranking.
- F. A minimum of one (1) qualified tradesman for each discipline shall be present on the job site during any repair or installation.
- G. The successful/awarded contractor will be required to keep the City staff updated of all employee's or trades contractor (sub-contractor) who may from time to time work on any project for the City.

- H. All contractor personnel who work on City property must submit to and pass a North Richland Hills Police Department background check. That status must be maintained by all contractor personnel entering any property of North Richland Hills.

SAMPLE GENERAL CONTRACTOR QUOTE

Referencing the sample project below, provide a quote for the project utilizing your preferred method and submit the quote with your Bid Form.

CONSTRUCTION:

- A. Construct walls, enclose steel column in Pre-Council and install all door frame/ glass assemblies and doors as specified in the drawings. Reference Sheet A1.2
- B. Tape, bed and texture all new walls to match existing wall finish and repair as necessary all effected walls and ceilings. Paint all new walls and all walls in Pre-Council.
- C. Ceiling grid and tiles are to be installed according to the drawings and according the manufacturer's procedures.

INTERIOR FINISH MATERIALS:

Interior finish materials shall be as follows and as listed on the drawings:

- 1. Ceiling Tile:
 - a. Manufacturer: Armstrong Fissured
 - b. Style: Minaboard # 705A.
- 2. Doors:
 - a. Wooden – Pre-finished
 - b. Metal – Full view glass
- 3. Door Frames: Manufacturer: Timely

COLOR SCHEDULE:

- 1. Colors shall be as follows:
 - a. Interior Walls: Kelley Moore, 1638-100W51
 - b. Interior Door Frames: Kelley Moore, 1700-68 Black Galaxy Gloss Industrial Enamel.

DUCT INSTALLATION:

- 1. All supply ductwork shall be constructed of insulated sheet metal, constructed and installed per industry standards. All split-tees and take-offs shall include adjustable splitter dampers.
- 2. Install flex duct to each new supply grille.
- 3. Install additional return ductwork and attach to existing return duct. Install return air grilles according to the drawings.
- 4. Support all ductwork from building structure with strap-hangers spaced no further than 6' apart.
- 5. All materials to match existing within the building.

ELECTRICAL SPECIFICATIONS:

- 1. Remove existing lighting fixtures as referenced on Sheet A1.1.
- 2. Install electrical equipment and wiring per the attached drawings for each of the areas.
 - a. Reference Sheet MEP1.2
- 3. Contractor is to provide and install all conduit runs. All conduit is to be EMT. All metal, block or brick shall be drilled for conduit installation. All openings around conduits at penetrations shall be properly sealed.
- 4. Provide materials and labor to install all components required for the systems to properly operate.
- 5. New panel circuit cards are to be printed.
- 6. All equipment and materials shall comply with the NEC, governing industry standards and City codes.

7. Upon completion of project remove all existing non-used wiring, conduit and project debris.

Panels are located in Mechanical/Electrical Room 160.

- a. 1A Panel Left
 - b. 1A Panel Right
 - c. Generator Sub Panel
8. Contractor is to provide conduit and rough-in boxes with pull strings for all data/phone locations as identified on the prints.

ELECTRICAL MATERIALS:

Provide all materials as follows and as specified on the drawings:

1. Light Fixtures:
 - a. Fluorescent Fixtures
 - b. Can Lights
2. Receptacles and Cover Plates:
 - a. Generator Power – Red
 - b. Standard Building Power – White
 - c. Cover Plate- White
3. Lighting Controls: Standard

FLOORING SCHEDULE AND MATERIALS:

1. Remove and discard all designated carpet and vinyl wall base. Contractor shall demo and related flooring and wallbase prior to other construction trades beginning work.
2. All flooring will be installed once all other trades have completed their portion as related to this project.
3. Prepare floor according to manufacturer's recommendations. Install flooring, transition strips and wall base per Drawings and according to manufacturers' recommendations and procedures.
4. Transition strips shall be installed at all intersections of product change.
5. A 15" parameter border will be installed in the Pre-Council room. All other rooms shall be single pattern installation.
6. Flooring materials shall be as follows:
 - a. Carpet:
 1. Manufacturer: Mohawk
 2. Style: Trax TRX
 3. Color: 6589 Bluestone
 4. Adhesive: Mapei 185
 - b. Pre-Council Border Carpet:
 1. Manufacturer: Cambridge
 2. Style: Route 66 Exit 36
 3. Color: 46636 Deep Blue Sea
 4. Adhesive: Mapei 185
 - c. Wall Base:
 1. Manufacturer: Armstrong
 2. Style/Color: 4" x 4' / Black
 3. Adhesive: Mapei – 575
 - d. Transition Strip:
 1. Manufacturer: Armstrong
 2. Style/Color: Black

SAMPLE BID FORM

WORKROOM / SHELLSPACE RENOVATION

The undersigned, having carefully read and examined the Instructions to Bidders, General Conditions, Supplemental Conditions, Reference Documents, Specifications and/or the Drawings and having visited the site and familiarized self with all local conditions affecting the work, hereby agrees to provide all labor, materials, equipment, and services necessary to construct and complete the Project in conformity with the Contract Documents and in compliance with all applicable regulations.

The undersigned agrees to complete the above referenced Project for the base Bid amount of:

PROJECT:

Amount to supply all **materials** of the base Bid amount \$ _____

Amount to supply all **labor and supervision** of base Bid amount \$ _____

TOTAL BASE BID:

_____ Dollars \$ _____

ALTERNATE No. 1: REFERENCE SHEET A1.2

Amount to supply all **materials** of the Alternate amount \$ _____

Amount to supply all **labor and supervision** of Alternate amount \$ _____

TOTAL ALTERNATE:

_____ Dollars \$ _____

COMPANY SUBMITTING BID: _____

The attached bid form must be submitted with all other documents to be evaluated by North Richland Hills. The form has three (3) means of providing the contractor's bid to the City. Select the best method representing your company's method of bidding project. Leave the other methods BLANK.

***THE ORIGINAL AND THREE (3) COPIES OF THIS PAGE MUST BE RETURNED WITH
YOUR BID***

Having read and understood the instructions to Bidders and/or Specifications, we submit the following:

Dollar amount shall represent all trade disciplines to include but not limited to; carpentry, painting, drywall, tape and bed, millwork/cabinets, flooring – laminates, tile, hardwood and carpet. If there is a different dollar amount for any trade listed or not listed please provide in the appropriate space under to miscellaneous.

METHOD I

Labor & Overhead / Per Trade

\$_____ per square foot / Framing / Rough-In Carpentry
\$_____ per square foot / Finish-Out Carpentry including Drywall
\$_____ per linier foot / Base Board, Chair Rail, Crown Molding
\$_____ per square foot / Millwork/Cabinetry
\$_____ per linier foot / Counter Top
\$_____ per square foot / Tape, Bed & Texture
\$_____ per square foot / 9' height maximum Painting
\$_____ per square foot / 9' height minimum Painting
\$_____ per linier foot / Molding & Trim Painting
\$_____ per square foot / Doors, Millwork/Cabinetry
\$_____ per square foot / Laminate Flooring
\$_____ per square foot / Wood Flooring
\$_____ per square foot / Ceramic Tile, Stone, Slate
\$_____ per square yard / Carpet

METHOD II

Labor & Overhead / Per Square Footage

\$_____ per square foot up to 400 square feet
\$_____ per square foot / 401 to 800 square feet
\$_____ per square foot / 801 and over

METHOD III

Carpentry Labor & Overhead / Per Hourly Rate

\$_____ per hour (Normal Business Hours /Monday–Friday 8AM–5PM)
\$_____ per hour (After Hours & Weekends)
\$_____ per hour (National / Legal Holidays)

Millwork/Cabinetry Labor & Overhead / Per Hourly Rate

\$_____ per hour (Normal Business Hours /Monday–Friday 8AM–5PM)
\$_____ per hour (After Hours & Weekends)
\$_____ per hour (National / Legal Holidays)

Painting Labor & Overhead / Per Hourly Rate

\$_____ per hour (Normal Business Hours /Monday–Friday 8AM–5PM)

\$_____ per hour (After Hours & Weekends)
\$_____ per hour (National / Legal Holidays)

Flooring Labor & Overhead / Per Hourly Rate

\$_____ per hour (Normal Business Hours /Monday–Friday 8AM–5PM)
\$_____ per hour (After Hours & Weekends)
\$_____ per hour (National / Legal Holidays)

Plumbing Labor & Overhead / Per Hourly Rate

\$_____ per hour (Normal Business Hours /Monday–Friday 8AM–5PM)
\$_____ per hour (After Hours & Weekends)
\$_____ per hour (National / Legal Holidays)

Electrical Labor & Overhead / Per Hourly Rate

\$_____ per hour (Normal Business Hours /Monday–Friday 8AM–5PM)
\$_____ per hour (After Hours & Weekends)
\$_____ per hour (National / Legal Holidays)

Miscellaneous

Materials Charge:

%_____ Materials Mark-up

MANDATORY PRE-PROPOSAL CONFERENCE

All vendors are required to attend the scheduled Pre-Proposal Conference in order to get a clear understanding of the requirements of this SCP:

DATE: TUESDAY, JULY 21, 2015
TIME: 9:00 A. M.
LOCATION: CITY HALL NORTH RICHLAND HILLS
7301 N. E 820
NORTH RICHLAND HILLS, TX 76180

RSVP: Vendors planning to attend the pre-proposal conference should RSVP, in writing, no later than 12:00 p.m., Noon, Friday, July 17, 2015.

Send RSVP to Purchasing Department at (817) 427-6151 or purchasing@nrhtx.com

RSVP:

Company Name: _____

Contact Name _____

Planning to attend Pre-Bid Meeting: ____ YES ____ NO

If yes, number of representatives from your company: _____

Tel. No.: _____ Fax No.: _____

E-Mail Address: _____

Questions from vendors will be addressed at the mandatory pre-proposal conference. Be advised that any firm not attending the mandatory meeting will not have an opportunity to be considered as a potential provider.

FOR DISADVANTAGED BUSINESS ENTERPRISES ONLY

Disadvantaged Business Enterprises (DBE) are encouraged to participate in the City of North Richland Hills bid process. Representatives from DBE Companies should identify themselves as such and submit a copy of their Certification.

The City of North Richland Hills recognizes the certifications of both the State of Texas Building and Procurement Commission HUB Program and the North Central Texas Regional Certification Agency. All companies seeking information concerning DBE certification are urged to contact:

**Texas Building and Procurement Commission
Statewide HUB Program**

1711 San Jacinto Blvd., Austin TX 78701-1416

P O Box 13186, Austin, TX 78711-3186

(512) 463-5872

<http://www.window.state.tx.us/procurement/prog/hub/hub-certification/>

North Central Texas

Regional Certification Agency

624 Six Flags Drive, Suite 216

Arlington, Texas 76011

(817) 640-0606

<http://www.nctrca.org/certification.html>

If your company is already certified, attach a copy of your certification to this form and return as part of your packet.

Company Names: _____

Representative: _____

Address: _____

City, State, Zip: _____

Telephone No. _____ **Fax No.** _____

Email address: _____

INDICATE ALL THAT APPLY:

_____ **Minority-Owned Business Enterprise**

_____ **Women-Owned Business Enterprise**

_____ **Disadvantaged Business Enterprise**