

CORYELL CENTRAL APRAISAL DISTRICT
202 E Robertson Avenue, Copperas Cove, TX 76522
INVITATION FOR PROPOSALS
Coryell Central Appraisal District Building Remodel

PROPOSALS MUST BE RECEIVED ON OR BEFORE: 10:00 A.M. on May 14, 2021

PROJECT DESCRIPTION: The Project is to renovate an existing building located at 202 E. Robertson Avenue, Copperas Cove, in accordance to plans.

CONTRACT REQUIREMENTS: The selected Contractor will be required to enter in a contract with the Appraisal District, consisting of an AIA A104-2017 modified by the Appraisal District. The Contractor and its subcontractors will be required to pay the prevailing wage rate based on the Davis-Bacon wage rates applicable to the area. 100% payment and performance bonds will be required. 5% retainage will be required. Insurance will be required in accordance with the Proposal Form.

PROJECT ARCHITECT: Neal Architectural Group
1023 Canyon Creek Drive, Suite 125
Temple, Texas 76502
P: 254-778-1466

PROJECT DRAWING/SPECIFICATIONS: Project drawings are attached labeled: Drawings – Coryell Central Appraisal District Office Renovation.

PRE-PROPOSAL MEETING: A mandatory pre-proposal meeting will be held at 9:00 a.m. on April 29, 2021, at the building site at 202 E. Robertson Avenue, Copperas Cove, Texas. A sign-in sheet will be provided at the meeting.

TIMELINE: This is a tentative timeline through contract award:

Pre-proposal Meeting: April 29, 2021 @ 9:00 a.m.

Deadline for questions and clarifications: May 7, 2021 @ 2:00 p.m.

Proposal submissions are due: May 14, 2021 @ 10:00 a.m.

PROPOSAL SUBMISSION

DEADLINE:

Completed proposals must be received in the Coryell Central Appraisal Districts Office on or before 10:00 A.M. on May 14, 2021. Proposals will be publicly opened immediately thereafter in the Conference Room in the Coryell CAD office located at 705 East Main Street, Gatesville, Texas 76528.

METHOD:

Sealed proposals may be hand-delivered or mailed to Coryell Central Appraisal District, 705 East Main Street, Gatesville, Texas 76528.

HOURS OF OPERATION:

Monday through Friday, 8:00 A.M. to 12:00 P.M. and 1:00 P.M. to 5:00 P.M. (unless it is a recognized holiday).

FAX/EMAIL:

Facsimile and electronic mail submissions are not acceptable.

ADDENDA:

The Appraisal District may make changes or clarifications to this proposal through one or more addendums. The Appraisal District will make every effort to send addendums to all who have received a proposal packet from the Appraisal District. Copies of issued addendums may be obtained from the Architect. It is the obligation of each proposer to determine that it has received all addendums prior to submission of proposals. Each proposer will be bound by the provisions in issued Addendums, and proposals will be construed based on such Addendums, whether or not the proposer has received all of the Addendums.

SUBMITTING PROPOSALS:

Proposals received by the due date and time will be opened and the names of the proposer and the proposal amounts will be read aloud directly following the proposal deadline in the conference room at Coryell Central Appraisal District.

PROPOSAL REQUIREMENTS**SUBMITTAL:**

One (1) electronic copy (via CD or thumb drive), one (1) unbound original proposal and two (2) bound copies should be submitted and consist of the **COMPLETED AND SIGNED PROPOSAL FORM** and any other required documentation. **All copies should have the same attachments as the original.**

SEALED:

All proposals must be submitted sealed in an envelope addressed to the Coryell Central Appraisal District with the proposer's name and phone number clearly marked on the outside. If an overnight delivery service is used, the proposers name and phone number must be clearly marked on the outside of the delivery service envelope.

LEGIBILITY:

Proposals must be legible and of a quality that can be reproduced.

REFERENCES:

Coryell Central Appraisal District requests that the proposer provide with this proposal, a list of at least three (3) references where like services have been supplied by their firm, with pictures of the work, if possible. Include name of firm, address, current telephone number, and name of representative with knowledge of the projects.

STATEMENT OF QUALIFICATIONS:

FIRM INFORMATION

Proposer are requested to submit a complete response to each of the below listed items. Responses should be complete and brief.

1. Legal name of the company: Address of Office that would be providing service:

a. Number of Years in Business: _____

b. Type of Operation:

i. Individual: _____

ii. Partnership: _____

iii. Corporation: _____

iv. Other: _____

c. Number of Employees: _____

d. Annual Sales Volume: _____

2. State whether you will provide a copy of your company's financial statements for the past two (2) years, if requested by the Appraisal District.

3. Provide a financial rating of your company and any documentation, including a Dunn and Bradstreet analysis, which indicates the financial stability of your company.

4. Is your company currently for sale or involved in any transaction to expand or to become acquired by another business entity? If yes, please explain the impact both in organizational and directional terms.

5. Provide details of any past or pending litigation or claims filed against your company arising out of or in connection with your company's performance under a contract for construction management and/or construction services. Describe how such suit or claims were resolved.

6. Is your company currently in default on any loan agreement or financing agreement with any bank, financial institution, or other entity? If yes, specify date(s), details, circumstances, and prospects for resolution.

7. Does any relationship exist between your company, and the Architect/Engineer for this project or any of the Appraisal District's officers or employees whether by relative, business associate, capital funding agreement or any other such kinship? If yes, please explain.

8. Provide your company's safety Experience Modifier Rate (EMR).

9. Has your company, or any subcontractors under your control on a project, had a death on a project site. If yes, provide additional information.

PROOF OF COMPETENCY OF CONTRACTOR:

Any contractor may be required to furnish evidence satisfactory to the Appraisal District that he/she and his/her proposed subcontractors have sufficient means and experience in the types of work called for to assure completion of the Contract in a satisfactory manner. Include with the proposal form a letter from the Contractor's bonding company stating the Contractor's bonding capacity for this project.