

# Request for Competitive Sealed Proposals 20CSP079 HVAC and Civil Improvements at Cook Elementary School

Date	Event
October 29, 2019 November 5, 2019	Advertise/Issue Dates
November 7, 2019	Pre-Proposal Conference at <b>10AM</b> 1511 Cripple Creek Drive, Austin Texas 78758, Portable Classroom
November 15, 2019	Questions and Answers Due by <b>5:00 PM</b>
November 21, 2019	Questions and Answers posted on our website
December 3, 2019	<b>CSP opening / due date at 2:00 pm CST</b>
January 27, 2020	AISD Board Meeting for review/approval

**Deliver Sealed Proposals to:**

**Austin ISD  
Contract and Procurement  
4000 S IH35 Frontage Road, 4<sup>th</sup> Floor  
Austin, Texas 78704**

**PLEASE PLAN TIME TO PARK**

**Contact Person:**

Jennifer Nix  
Contract and Procurement  
[jennifer.nix@austinisd.org](mailto:jennifer.nix@austinisd.org)

**HUB Coordinator Contact**  
Gerald Green

Checklist and Submission Guidelines	2
Project Manual Table of Contents	3
Request for Competitive Sealed Proposals	6
Proposal Form	13
Table A – All Projects in Progress	28
Table B – All School (K-12 and higher education) projects completed in the past 8 years	29
Table C – All Non-School projects completed in the past 8 years	30
Table D – Personell	31

**SUBMISSION CHECKLIST AND GUIDELINES**

<b>Order for Submission</b>	<b>Document</b>
1	Cover Sheet
2	







**REQUEST FOR COMPETITIVE SEALED PROPOSALS  
INSTRUCTIONS TO OFFERORS  
(Chapter 2269, Subchapter D of the Texas Government Code)**

Austin Independent School District (“AISD”)









- 10.2. The selected Offeror must submit a Safety Plan for the Project meeting the requirements set out in the General Conditions not later than 5 days after the Offeror signs the Contract.

**11. PREVAILING WAGE RATES**

- 11.1. The Contractor and each Subcontractor who performs work under the Contract must pay, at a minimum, the applicable prevailing wage rates to a worker employed by it in the performance of the Work. The prevailing wage rates applicable to the Project, which shall be in effect for the duration of the Contract, are set forth in the Notice of Prevailing Wage Rates.

**12. EXAMINATION OF SITE AND CONTRACT DOCUMENTS**

- 12.1. Each Offeror is required to visit the Project Site and to fully acquaint itself with the conditions and limitations as they exist at the Project Site, including the effect that weather conditions may have on the Project Site. Each Offeror shall also fully acquaint itself with the existing and anticipated sources and supplies of labor and materials, and shall also thoroughly examine the Contract Documents. Failure of the Offeror to visit the Project Site and acquaint itself with the conditions of the Work and the Contract Documents shall in no way relieve the Offeror from any obligations with respect to its Proposal.

**13. PUBLIC INFORMATION**

- 13.1. AISD considers all information, documentation and other materials requested to be submitted in response to this solicitation to be of a non-confidential and/or non-proprietary nature and therefore shall be subject to public disclosure under the Texas Public Information Act (Tex. Gov't Code, Chapter 552.001, *et seq.*) after a contract is a O0.00000o(n) 11 Tf16tf1 0 02Qq0.00000912 0 612

1. Terminate its negotiations with the selected Offeror and begin negotiations with the next ranked Offeror; or
- 2.





\*If applicable, indicate the amount of HAZMAT Abatement included in the Base Proposal.

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( \$ \_\_\_\_\_ )

**A.2 Substantial Completion Date**

All of the Work must be substantially completed no later than **August 10, 2020**

**A.3 Liquidated Damages**

AISD shall have the right under the Contract to assess liquidated de,20(r G[(A)-4(I)15(S)-11(D)-4( sha)-7(l)5(

**B. Enclosed Documents**

The following are enclosed with this completed Proposal:

**B.1 Proposal Guaranty**

A Proposal Guaranty in the amount of 5% of the maximum total proposed Contract Amount (i.e. the sum of the Base Proposal and all additive Alternates) in the form of either a cashier's check payable to Austin Independent School District or a Proposal Bond on the required Proposal/Bid Bond Form.

**B.2 Technical Submittals**

Provide Technical Submittals for Fan Coil Units with Bid Proposal. Provide one hard copy and electronic version on a flashdrive. Place specifications Section number and name of Contractor responsible for procuring this equipment on the submittal. Section 238219 – Fan Coil Units

**B.3 Other Documents Due**

The following are enclosed with this Proposal and **due NO MORE than 24 hours after the Proposal** regarding the Work:

**The required HUB documents requested for the project**

**C. Offeror Representations and Certifications**

**C.1 By signing and submitting this Proposal, the undersigned Offeror and person signing on its behalf certifies and represents to the Austin Independent School District as follows:**

- C.1.1 Offeror has not offered, conferred or agreed to confer any pecuniary benefit, as defined by Tex. Penal Code, Chapter 36, or any other thing of value, as consideration for the receipt of information or any special treatment or advantage relating to this Proposal;
- C.1.2 Offeror has not offered, conferred or agreed to confer any pecuniary benefit or other thing of value as consideration for the recipient's decision, opinion, recommendation, vote or other exercise of discretion concerning this Proposal;
- C.1.3 Offeror has not violated any state, federal or local law, regulation or ordinance relating to bribery, improper influence, collusion or the like, and Offeror will not in the future offer, confer, or agree to confer any pecuniary benefit or other thing of value to any officer, Trustee, agent or employee of the Austin Independent School District in return for the person's having exercised official discretion, power or duty with respect to this Proposal;
- C.1.4 Offeror has not now and will not in the future offer, confer or agree to confer a pecuniary benefit or other thing of value to any officer, Trustee, agent or employee of the Austin Independent School District in connection with information regarding this Proposal, the submission of this Proposal, the award of this Proposal, or the performance, delivery or sale pursuant to this Proposal;



- C.1.5 Offeror has neither coerced nor attempted to influence the exercise of discretion by any officer, Trustee, agent or employee of the Austin Independent School District concerning this Proposal on the basis of any consideration not authorized by law; and
- C.1.6 Offeror has not received any information not available to other offerors so as to give the undersigned a preferential advantage with respect to this Proposal.
- C.2 All information contained in this Proposal, including the information provided in Section D below is, to the best of the undersigned's knowledge and belief, true, complete and accurate.
- C.3 **OFFEROR WAIVES ANY CLAIM IT HAS OR MAY HAVE AGAINST THE ARCHITECT, ITS CONSULTING ENGINEERS, OR ANY OTHER CONSULTANTS, AND THEIR RESPECTIVE EMPLOYEES, OFFICERS, MEMBERS, DIRECTORS AND PARTNERS, AND AISD, ITS EMPLOYEES, OFFICERS, AGENTS, CONNECTED WITH OR ARISING OUT OF THIS REQUEST FOR COMPETITIVE SEALED PROPOSALS, INCLUDING, THE ADMINISTRATION OF THE REQUEST FOR COMPETITIVE SEALED PROPOSALS, THE PROPOSAL EVALUATIONS, AND THE SELECTION OF THE OFFEROR. SUBMISSION OF A PROPOSAL INDICATES OFFEROR'S ACCEPTANCE OF THE EVALUATION TECHNIQUE AND OFFEROR'S RECOGNITION THAT SOME SUBJECTIVE JUDGMENTS MUST BE MADE BY AISD DURING THE SELECTION PROCESS. WITHOUT LIMITING THE GENERALITY OF THE FOREGOING, OFFEROR ACKNOWLEDGES THAT AISD SHALL DOCUMENT THE BASIS OF ITS SELECTION AND SHALL MAKE THE EVALUATIONS PUBLIC NOT LATER THAN THE 7TH DAY AFTER THE DATE THE CONTRACT IS AWARDED, AND OFFEROR WAIVES ANY CLAIM IT HAS OR MAY HAVE AGAINST THE ABOVE-NAMED PERSONS, DUE TO INFORMATION CONTAINED IN 4(-)885()-40RO**

or supplier as to how its bid/proposal compared with the other bids/proposals received by Offeror for the same services or materials in connection with the Work (e.g., bid was highest bid received, bid fell in the middle of bids received, etc.).

- C.8** To promote and encourage the involvement of small, local firms and firms owned or operated by minorities or women, Offeror will solicit and consider bids/proposals from subcontractors covering only certain components of the scope of the Work for which particular bids/proposals are solicited, in addition to soliciting and considering bids/proposals from subcontractors for complete scopes of the Work.

**D. Offeror Information**

All of the following information must be provided by Offeror. Use additional sheets if necessary. If additional sheets are used, clearly indicate the question number to which you are responding.

Responses must be typed or printed neatly. Illegible responses will not be considered. The Offeror is also sometimes hereinafter referred to below as the "organization" or the "company."

**D.1**



- D.2.9 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. \_\_\_\_\_

**D.3 Relevant Experience**

- D.3.1 **On the attached Table A**, list all projects your company has in progress and provide all additional information requested.
- D.3.2 **On the attached Table B**, list all school projects that your company has completed in the past eight (8) years, beginning with AISD schools, and provide all additional information requested. As used herein, “school” means K-12 and higher education.
- D.3.3 **On the attached Table C**, list all non-school projects your company has completed in the past eight (8) years and provide all additional information requested.
- D.3.4 Describe the way in which your company develops and maintains project schedules. How often do you update schedules? **Limit your response to one page.**



**D.5 Personnel**

D.5.1 **On the attached Table D**, list the names of the key individuals [Project Manager, Construction Superintendent, Assistant Superintendent (if applicable), and Field Engineer(s)] of your organization which are proposed to be assigned to this Project and provide the additional information requested on Table D. For each key individual listed on Table D, provide a resume (not to exceed 2 pages) which includes the key individual's construction experience and a description of his/her qualifications and experience relative to the Project.

**D.6 Financial**

Bank References -











**Table A - All Projects in Progress**

	<b>Project Name</b>	<b>Owner</b>	<b>Contact Person and Phone Number</b>	<b>Architect</b>	<b>Contact Person and Phone Number</b>	<b>Contract Amount</b>	<b>Percent Complete</b>	<b>Scheduled Completion Date</b>
1								
2								
3								
4								
5								
6								
Total Value of All Projects in Progress: \$ _____								

**Table B - All School (K-12 and higher education) projects completed in the past 8 years,  
 beginning with projects for AISD**

	<b>Project Name</b>	<b>Owner</b>	<b>Contact Person and Phone Number</b>	<b>Architect</b>	<b>Contact Person and Phone Number</b>	<b>Original Contract Amount</b>	<b>Total Change Order Amount</b>	<b>Final Contract Amount</b>	<b>Date of Completion</b>	<b>% of work completed with Own Forces</b>	<b>Liquidated Damages (Yes or No)</b>
1											
2											
3											
4											
5											
6											







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