

Date: Monday, September 30, 2019  
Due On: Tuesday, October 29, 2019 at 2 p.m.

**REQUEST FOR COMPETITIVE SEALED PROPOSALS (CSP)  
FOR THE RENOVATION OF THE WALLER COUNTY  
LIBRARY IN HEMPSTEAD, TEXAS**

**PROPOSAL NO. #190930-RFQ**

Pursuant to the provisions listed below, sealed proposals subject to the conditions and requirements made a part hereof will be received at the Waller County Auditor's Office, 836 Austin Street Suite 221, Hempstead, TX 77445 until 2:00 p.m. on Tuesday, October 29, 2019. All proposals received after that time will be returned unopened. Proposals will be opened at 9:00 a.m. on Wednesday, October 30, 2019, during the Waller County Commissioners Court meeting at 836 Austin Street, Hempstead, TX 77445. Only the names of companies submitting qualifications will be read aloud.

The offeror's signature is required for acceptance of proposal and confirms offeror has read and understands all requirements concerning this Request for Sealed Competitive Proposals. Each proposal must be **SEALED** & the envelope **CLEARLY** marked:

**General Contractor Name (Phase 1 & 3 CSP)**  
or  
**Leveling Company Name (Phase 2 CSP)**

**Proposal No.:** 190930-RFQ/Construction and Leveling Services  
**Proposal Due:** October 29, 2019 at 2:00 p.m.  
**Proposal Opening:** October 30, 2019 at 9:00 a.m.

FACSIMILE AND EMAIL TRANSMISSIONS will NOT be accepted.

Submit Proposals to: Waller County Auditor's Office  
836 Austin Street, Room # 221  
Hempstead, TX 77445

Direct questions to **Danny Rothe**, Waller County Construction Manager, [d.rothe@wallercounty.us](mailto:d.rothe@wallercounty.us).

Details for this RFQ can be found at  
<http://www.co.waller.tx.us/page/Construction%20Manager>  
County Homepage: <http://www.co.waller.tx.us/page/homepage>

**\*\*\*DURING THE RFQ PROCESS DO NOT DISCUSS THIS RFQ OR YOUR PROPOSAL WITH ANY COUNTY EMPLOYEES OR OFFICIALS OTHER THAN THE COUNTY CONSTRUCTION MANAGER.\*\*\***

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## INTRODUCTION

Waller County is accepting Competitive Sealed Proposals and Bids for the renovation of the main County Library in Hempstead, Texas.

The project will consist of three (3) Phases.

1. Demolition of an Existing Wing. (by General Contractor)
2. Leveling of Main Structure. (by Leveling Company)
3. New Construction and Renovation of Library (by General Contractor)

It is preferred that the time between Phases be day(s) and not week(s), and certainly not month(s). Careful scheduling coordination of the three phases will be required between the County, General Contractor, and Leveling Company.

It is preferred to keep the Library open for business as much as possible during all three phases. Scheduling, coordination, and communications will play a vital role in keeping the Library open. However, the County acknowledges that keeping the Library open every day may not be reasonable. If possible, the County would prefer to only close the library on individual days, or over Friday-Monday 4 day weekends, with adequate notice to staff and patrons.

It is the desire of the County to issue the contracts and give notice to proceed on the project in late November, and no later than first week in December. It is important that this Library Renovation Project be started before the end of 2019.

## PROJECT DESCRIPTION

The Waller County Library is an existing building located at 2331 11<sup>th</sup> Street, Hempstead, TX 77445.

The Library construction is primarily a CMU block building (some cells filled with grout/rebar and other cells filled with perlite insulation pellets), with exterior brick façade, on a concrete slab. The roof structure is wood trusses with a shingle roof.

At some point, a wing was added to the North side of the original building. This wing is a basic light gage metal building on a concrete slab. This wing does not appear to have been tied to the existing structure at the slab, walls, or roofing. Over time, this wing has “moved” due to the conditions noted below, and has separated from the main building 2-4”. There does not appear to be any rebar dowels connecting the slabs, and daylight can be seen along the roof structure. Several years ago this wing was condemned and is no longer being used. It is the Structural Engineer’s recommendation that this wing be demolished in its entirety

Built in the 1970’s, the foundation of the Library as moved enough over the years to cause cracking in CMU, and door and window frames to become out of square. The “walking” movement has become a factor over time due to shrinking and swelling of the soils around the building due to wet and dry, and hot and cold conditions. Tree roots under the building may also be playing a factor. We have also located original drawings that seem to indicate that concrete piers under the foundation may have been deleted during construction? A Structural Engineer has reviewed the building and believes it is repairable.

New Construction will consist of a new wing that includes a computer center, multi-purpose meeting room, and new parking lot entrance. The existing restrooms will be upgraded to handicapped accessible with all new fixtures. Two new unisex restrooms will also be added for the staff and the meeting room. New flooring, painting, ceilings, LED light fixtures, and roofing are part of the remodel.

Work in the parking lot is minimal, but will include new handicapped parking spaces and handicapped ramps in the sidewalks. The covered metal parking structure is to be relocated to the South end of the parking lot. All new parking lot paint striping.

There will be an Allowance for Landscaping and Irrigation.

## SCOPE OF SERVICES

Scheduling of 3 Phase Project Importance

**It is preferred that the time in between Phases be day(s) – not week(s)**

### PHASE 1: (Bid by General Contractor only)

- Time: 1-3 Weeks (Library kept Operational)
- Demolition and complete removal of north section of existing building
  - See Drawings
- Including Temporary Wall to protect contents of existing Library
  - Library to remain operational
  - Adequate security
  - Adequate weather, bug, and rodent proofing
  - Temporary fire exit if needed

### PHASE 2: (Bid by Licensed Building Leveling Company only – Contract direct with Waller County, Not General Contractor)

- Time: 1-2 Weeks (Library kept Operational – exterior work should not incur much impact on leveling operations. However, if interior work is part of leveling, then library can be closed on a Friday to a Monday for interior leveling operations)
- Leveling of existing building
- Leveling Repair Scope and Responsibility:
  - Post Leveling Cosmetic Repairs: Repaired Cracks (closed) in CMU/Brick (sealant and paint), sealant around door and window frames, painting, additional perlite, and general cosmetic repairs post leveling are to be **bid and performed by General Contractor.**
  - Pre and Post Leveling Structural Repairs: Any damages to build that are a necessity for leveling such as but not limited to: drilling holes in walls or slab, concrete removal, soil removal and excavation, or epoxy repairs are part of **bid and performed by Leveling Company.** Including industry standard patches (with a like material), re-compaction of soil under building, rough grade of exterior (acceptable for landscaping), and leaving leveled building in a condition that is suitable for General Contractor to perform only the cosmetic repairs noted above.
  - During Leveling, unforeseen events can occur, such as damage to underground electrical, water or sewer lines. These events will need to be addressed in an often timely manner. Waller County asks that the Leveling Company take all necessary

precautions; however, due to the unforeseen nature of such events, Waller County will carry a reasonable contingency.

- County to contract directly with licensed leveling company
  - Include type of leveling recommendation, cost, engineering, schedule, and Warranty information the in CSP documentation and Bid.

### PHASE 3: (**Bid by General Contractor only**)

- Time: General Contractor to provide a recommendation for total construction duration as part of CSP. A detailed construction schedule is not required, but a basic schedule is requested to show and breakdown the duration. Including all three phases.
- Recommendations for how to schedule and keep the Library open and operational as much as possible, should be part of the CSP.
- Leveling Repair Scope and Responsibility:
  - Post Leveling Cosmetic Repairs: Repaired Cracks (closed) in CMU/Brick (sealant and paint), sealant around door and window frames, painting, additional perlite, and general cosmetic repairs post leveling are to be **bid and performed by General Contractor.**
  - Pre and Post Leveling Structural Repairs: Any damages to build that are a necessity for leveling such as but not limited to: drilling holes in walls or slab, concrete removal, soil removal and excavation, or epoxy repairs are part of **bid and performed by Leveling Company.** Including industry standard patches (with a like material), re-compaction of soil under building, rough grade of exterior (acceptable for landscaping), and leaving leveled building in a condition that is suitable for General Contractor to perform only the cosmetic repairs noted above.
  - During Leveling, unforeseen events can occur, such as damage to underground electrical, water or sewer lines. These events will need to be addressed in an often timely manner. Waller County asks that the Leveling Company take all necessary precautions; however, due to the unforeseen nature of such events, Waller County will carry a reasonable contingency.
- Construction and Renovation Scopes:
  - See Drawings
  - Site Work:
    - Relocate metal covered parking structure.
    - Rework of concrete sidewalks for Handicapped Accessibility ramps.
    - Repaint parking lot paint striping.
  - Building Work:

- Addition of a 40’-8” x 56’-3” Wing to North side of existing building. Wing will consist of a new office, business center, meeting room, and restroom.
- Expansion to Men’s and Women’s restrooms to Handicapped Accessible.
- Expansion of Staff restroom to Handicapped Accessible. Including Staff kitchen area.
- Relocation and upgrades to the Front Desk.
- Repainting of all existing interior walls, will not be an Alternate. Repainting will be included in bid.
- The three (3) existing A/C units are new and the intent is to keep and re-use. A new fourth (1) A/C unit will be added for the new wing.
- See Alternates: On Drawings and Final Bid Form.

**IMPORTANT DATES**

Monday, September 30	CSP issued to the public
Thursday, Oct. 10 @ 9 am	Pre-Bid Conference at Hempstead Library, 2331 11 <sup>th</sup> Street
Friday, October 11 @ 2pm	Written questions due to Danny Rothe by email
Tuesday, October 15 @ 2pm	Addendum #1 - Answers to questions posted online at <a href="http://www.co.waller.tx.us/page/Construction%20Manager">http://www.co.waller.tx.us/page/Construction%20Manager</a>
Tuesday, October 29 @ 2 pm	CSPs due to Auditor’s Office – Room 221 – WC Courthouse
Wednesday, October 30	CSPs opened in Commissioners Court
October 30 – November 5*	Review of CSP’s
Wednesday, November 6*	Recommended selection submitted to Commissioners Court

\*Dates may change depending on availability and scheduling

Additional Notes:

- DO NOT turn in CSP’s to Construction Manager’s Office, Room 124.
- Auditor’s Office, Room 221 can be hard to find. Room 221 is located on the lower split level 2<sup>nd</sup> floor of the Courthouse. South side facing Austin Street / B-290.
- Sheriff’s Deputies will assist with locating Room 221. Please ask.

**CSP BID FORM**

**Bid Form:**

- A “Draft” Bid Form is being issued with the request for CSP. It’s highly likely that questions/answers may arise during the Pre-Bid Conference that may alter the Bid Form.
- A “Final” Bid Form will be issued with Addendum #1 on October 15<sup>th</sup>, and will be available on the County Website.

## RFP SUBMISSION PACKET

### DOCUMENTS:

- Drawings are available online at the County website. Please contact the Waller County Construction Manager, Danny Rothe, 836 Austin Street, Suite 124, Hempstead, Texas 77445; Ph: (979) 826 – 7737; Fax: (979) 826 – 2112. d.rothe@wallercounty.us

### DEFINITIONS:

- All definitions set forth in the General Conditions of the Contract for Construction, AIA Documents A201 may be used, but are not required.
- Proposal documents include the Invitation for Proposals, Instructions to Vendors, and the proposed Contract Documents including any Addenda issued prior to receipt of proposals.
- Addenda are written or graphic instruments issued prior to the execution of the Contract which modify or interpret the proposal documents, including Drawings and Specifications, by additions, deletions, clarifications, or corrections. Addenda will become part of the Contract Documents when the Construction Contract is executed.

### EXAMINATION OF DOCUMENTS AND SITE

- Each Contractor/Vendor, by making their Proposal, represents that they have read and understands the Proposal Documents.
- Each Contractor/Vendor, by making their Proposal, represents that they have visited the site, performed investigations and verifications as they deem necessary, and familiarized themselves with all local conditions under which the Work is to be performed. The Vendor will be responsible for any and all errors in their proposal resulting from their failure to do so. The Owner will facilitate a pre-proposal site visit at the below date and time:
  - **The pre-proposal site visit will be facilitated by the Owner prior to bid as this is a renovation project. The pre-bid/pre-proposal site visit will follow the pre-submittal bid conference.**
  - **Date: Thursday, October 10, 2019.**
  - **Time: 9:00 am**
  - **Location: On-site visit at the Library. 2331 11<sup>th</sup> Street, Hempstead, TX 77445**
  - **This pre-bid conference and site visit is not mandatory, but highly recommended. Additional site visits will be discouraged.**



- Each Contractor/Vendor by making their Proposal represents that the Proposal is based upon the materials, systems, and equipment required by the Proposal Documents without exception.

#### QUESTIONS:

- Contractor/Vendors shall submit all questions about the Proposal Documents to the Waller County Construction Manager, Danny Rothe, at [d.rothe@wallercounty.us](mailto:d.rothe@wallercounty.us) by Friday, October 11, 2018 at 2:00 pm. Replies will be issued to all Vendors as an addendum to the Proposal Documents and shall become a part of the Contract. The addendum will be issued online at <http://www.co.waller.tx.us/page/Construction%20Manager> on Tuesday, October 15, 2019 at 2:00 pm.

#### SUBSTITUTIONS / MATERIALS / EQUIPMENT:

- Each Contractor/Vendor represents that his Proposal is based upon the materials and equipment described in the Proposal Documents or an approved substitution that is equal to or better than specified.
- All materials and equipment being used on this project must be submitted to Owner for approval prior to purchase and installation of any materials and equipment into the project. The Owner reserves the right to reject any materials or equipment that was not pre-approved by the Owner.
  - A Submittal Log (list of materials and equipment) will be requested at Pre-Construction conference.

#### PREPARATIONS OF PROPOSALS:

- Proposals shall be submitted on Trade Contractors or Leveling Company letterhead and clearly identify the following information: Bid Scope, or combination thereof, name of contact preparing Proposal, and acknowledgment of issued addendum.
  - Proposed scope of work included.

#### EXECUTION OF CONTRACT:

- The Owner reserves the right to accept any proposal, to reject any and all proposals, or to negotiate contract terms with the various Vendors, when such is deemed by the Owner to be in their best interest.
- Each Contractor/Vendor shall submit with the proposal, a completed, and up-to-date, Subcontractor's Qualifications Statement, unless such forms have been presented to the Owner within 60 days prior to the proposal.

- Notwithstanding any delay in the preparation and execution of the formal contract agreement, each Contractor/Vendor shall be prepared, upon written notice of proposal acceptance, to commence work on or before a date stipulated in an official written order from the County.
- The accepted Contractor/Vendor shall assist and cooperate with the Owner in preparing the formal contract agreement, and within 10 days following its presentation shall execute same and return it to the Owner.
- Form for the contract agreement will be as stipulated in the Owner's Manual Trade Contractors and Suppliers and included in the specifications.

#### SALES TAX EXEMPTION:

- Waller County is exempt from state and local sales and uses taxes under Section 151.309 of the Texas Tax Code. This project will be deemed a separate project for Texas tax purposes, and as such, Waller County hereby issues its Texas Exemption for the purchase of any items qualifying for exemption under this project. Vendor is to issue its Texas Resale Certificate to vendors and subcontractors for such items qualifying for this exemption, and further, Vendor should state these items at cost.

#### SECURITY AND SAFETY ON THE PROJECT:

- It is important to note that the Waller County Library is frequently used by the elderly, disabled, and children. The General Contractor and Leveling Company are responsible to provide the warnings signs, barricades, and protective measure necessary to keep the site safe for all workers, staff, and patrons.

#### HANDICAPPED ACCISSIBILITY AND TAS REQUIREMENTS:

- The plans for the Waller County Library have been reviewed by a State TAS Specialist. The report is available on the County Website. The plans were corrected to comply with the TAS comments. The same TAS Specialist will Inspect the project at completion. It is the goal of Waller County to have a fully compliant handicapped accessible Hempstead Library upon completion of the project. Keeping that in mind, the sooner any unforeseen handicapped accessible issues that develop at the site are addressed by the Owner and Contractor the better and more cost effect the solution will be.

## SELECTION CRITERIA

### GENERAL REQUIREMENTS:

- In order to facilitate the analysis of responses to this Project, Contractor/Vendors are required to prepare their proposals in accordance with the instructions outlined herein. Proposals should be prepared as simply as possible and provide a straightforward, concise description of the Vendor's capabilities to satisfy the requirements of the Proposal. Emphasis should be concentrated on accuracy, completeness, and clarity of content. All parts, pages, figures, and tables should be numbered and clearly labeled.
- Contractor/Vendors are required to follow the outline below when preparing their proposals:
  - Tab Title
  - Title Page
  - Letter of Transmittal
  - Table of Contents
  - Executive Summary
  - Cost
  - Understanding of the Scope of Work
  - Firm's Experience
  - Staff Experience
  - Proposed Schedule
  - Required Forms
    - Sample Bond
    - Sample Insurance
    - Vendor Forms
    - W-9 Form
    - Debt Form
- Any exceptions to the Proposal requirements shall be identified in the applicable section.
- Executive Summary – This part of the proposal should be limited to a brief narrative highlighting the Contractor/Vendor's proposal. This section should not include cost quotations.
  - Note that the executive summary should identify the primary contacts for the Contractor/Vendor.

- Respondents will be evaluated utilizing the factors, as weighted, below:

<ul style="list-style-type: none"> <li>• <b>PRICING</b> <ul style="list-style-type: none"> <li>○ Contractor/Vendor’s ability to provide overall cost to complete construction of project.</li> </ul> </li> </ul>	50%
<ul style="list-style-type: none"> <li>• <b>UNDERSTANDING OF SCOPE OF WORK</b> <ul style="list-style-type: none"> <li>○ Contractor/Vendor’s ability to meet the required elements listed. In addition, Contractor/Vendor’s ability to describe how the services requested in this instrument will be provided and how they will be supported. The description of the approach that the firm will take on the required collaboration, scheduling, and coordination for this project.</li> </ul> </li> </ul>	20%
<ul style="list-style-type: none"> <li>• <b>FIRM’S EXPERIENCE</b> <ul style="list-style-type: none"> <li>○ The Firm’s Experience with Projects of Similar Size and Complexity. Such experience must be in the form of providing general contracting services for municipal/county government facilities. Contractor/Vendors must list a minimum of three (3) similar projects completed within the last ten (10) years: Provide the name and location of each project, completion date, final cost, the client, and a contact person.</li> </ul> </li> </ul>	10%
<ul style="list-style-type: none"> <li>• <b>STAFF EXPERIENCE and/or MAJOR SUBCONTRACTORS</b> <ul style="list-style-type: none"> <li>○ Staff Experience with Projects of Similar Size and Complexity. Such experience must be in the form of providing project management and construction services. List a minimum of three (3) similar projects completed within the last five (5) years: Provide the name and location of each project, completion date, the client, and a contact person. In addition, provide resumes for the proposed project superintendent and project manager.</li> </ul> </li> </ul>	10%
<ul style="list-style-type: none"> <li>• <b>PROPOSED SCHEDULE</b> <ul style="list-style-type: none"> <li>○ Contractor/Vendor is to provide a proposed schedule for the project.</li> </ul> </li> </ul>	5%
<ul style="list-style-type: none"> <li>• <b>OVERALL COMPLETENESS OF PROPOSAL</b></li> </ul>	5%
<b>TOTAL:</b>	<b>100%</b>

**CERTIFICATION OF CSP**

The undersigned affirms they are duly authorized to execute a contract for their firm. The undersigned affirms that the information contained in this proposal is complete and accurate to the best of the undersigned's knowledge.

Signed By: \_\_\_\_\_ Title: \_\_\_\_\_

Typed/Printed Name: \_\_\_\_\_

Company Name \_\_\_\_\_ Date: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
Street/P. O. Box                                      City                                      State                                      Zip

Telephone #: \_\_\_\_\_ Cell #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Employer Identification Number/Social Security No: \_\_\_\_\_