



INVITATION FOR BIDS/PROCUREMENT REQUIREMENTS

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PROJECT: WFS Southeast

I. PROJECT

Workforce Solution (WFS) Southeast Tenant Improvements

Project Site: **WFS Southeast Office / Almeda Square Center, 12148-B Gulf Fwy, Houston, TX 77034**

II. ABOUT WORKFORCE SOLUTIONS

The Gulf Coast Workforce Board and its operating affiliate Workforce Solutions (WFS) are the public workforce system in the 13-county Houston-Galveston region of Texas. The Gulf Coast Workforce Board and its staff and Workforce Solutions contractors and their staff maintain the highest standards of integrity in conducting the business. As part of this system, Baker Ripley-WFS provides services at multiple WFS Center locations all around Houston: Aspire, Astrodome, Baytown, East End, Lake Jackson, Northeast, Northline, Northshore, Southeast, Rosenberg, Southwest, Texas City, and Clear Lake.

We help employers meet their human resource needs and individuals build careers, so both can compete in the global economy and provides individuals, students, parents, teachers and counselors with up-to-date and useful information on the good jobs of the future - focusing on the high-skill, high-growth jobs that provide opportunities for growth and good wages. Here are the main WFS Services:

- Community resources and Child Care
- Career Guidance, Exploration and Planning (Resume Assistance, Job Referrals, Computer Tutorials, Job Search Workshops)
- Education and Training Support
- Financial Aid Services
- Vocational Rehabilitation

PROJECT OWNER

Baker Ripley

Workforce Solution Division
4450 Harrisburg Blvd Suite 200
Houston, TX 77011

Matt Starr

Sr. Director of Facilities Planning
+1 713.669.5369 Office
+1 512.517.5420 Mobile
mstarr@bakerripley.org

DESIGN PROFESSIONAL

NM21 Design Studio LLC

217 Gostick Street
Houston, Texas 77011

Nathan Moore

Studio Director
+1 936.648.1468 Mobile/Office
nathanmoore21@gmail.com

III. BID SUBMISSION and OPENING

Sealed Bids will be received by Sr. Director of Facilities Planning, at Director's office, 4450 Harrisburg, Blvd, Suite 200, until 2:00pm local time on September 17, 2019 at which time the Bids will be publicly opened and read. The Bid opening announcement includes:

- Bidder
- Bid amount
- Requested Project Schedule adherence



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- Alternative Price Offers- Value Engineering
- Verification for Bid Completeness
 - Exhibit 'B' _ BID Form
 - Exhibit 'D' _ Certification Regarding Lobbying
 - Bidder Qualification Requirements (see Section XII.)
 - Phasing Plan

All Bids must be made on the required BID form. *(Refer Exhibit 'B' for BID Form)* All blank spaces for BID prices must be filled in, in ink or typewritten, and the BID form must be fully completed and executed when submitted. Only one copy of the BID form is required.

IV. DESCRIPTION OF WORK

The scope of work consists of interior renovations to approximately 10,000sf of an existing 13,000sf office space **located at the WFS Southeast Office / Almeda Square Center, 12148-B Gulf Fwy, Houston, TX 77034.**

The project consists of the interior construction of 12 new offices, plus associated public area improvements.

Scope includes:

- A. Demolition
- B. Metal stud framing and sheetrock, insulation, acoustic ceiling, carpet, vinyl flooring, painting, doors and hardware, window and door frames, aluminum and glass windows, rough carpentry, and millwork;
- C. HVAC Systems;
- D. Electrical Systems & Fixtures;
- E. Fire Alarm and Sprinkler Systems, Fire Extinguisher Cabinets and Extinguishers;
- F. Project Management.

EXCLUDED-OUT OF SCOPE OF WORK

The scope for the Bid does not include the following:

- Bid Bond
- Performance/Payment Bonds
- Building Permit
- Material Testing
- FF&E Package
- AV System
- Data Cabling and Terminations
- Security Alarm systems
- Access Control Systems

V. PROJECT PHASING (Required Bid Submission)

The project will be delivered in two phases while maintaining [reduced] operations. Bid proposals are to include the most efficient means and methods and cost effectiveness to deliver the project with minimizing disruption to ongoing operations. **The Bid submission must include a general descriptive to achieve the phasing plan noted in the Bid Documents and will (at least) address:**



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- Sequencing / space delivery
- Material storage/laydown
- Long-lead items
- GC office and operations
- Construction parking
- Dust, debris, and noise reduction
- Safety/Security
- Identify expected scope that requires after-hours work to avoid system disruption (such as MEP)
- Project Schedule adherence

VI. PROJECT FUND AND BUDGET

The project will be funded by a contract with Houston-Galveston Area Council (H-GAC) which requires utilization of prevailing wage rates. Labor rates will be based on the most current wage determination for Harris County. (*Refer Exhibit 'E' -TX 190253*).

VII. CONTRACTUAL AGREEMENT

The Owner and the awarded Bidder will negotiate a stipulated sum price and utilize AIA/A101-2017 Standard Form of Agreement between Owner and Contractor.

It is anticipated that the Notice to Proceed will be issued within ten (10) days of the execution of Agreement by the Funder. Should there be reasons why the Notice to Proceed cannot be issued within such period, the time may be extended by mutual agreement between the Owner and the final awarded Contractor.

The Project Owner may make such investigations as deemed necessary to determine the ability of the Bidder to perform the Work and the Bidder shall furnish to the Project Owner all such information and data for this purpose as the Project Owner may request. The Project Owner reserves the right to reject any Bid if the evidence submitted by, or investigation of the Bidder, fails to satisfy the Owner that such Bidder is properly qualified to carry out the obligations of the Agreement and to complete the Work contemplated there in.

All applicable laws, ordinances, and rules and regulations of all authorizes having jurisdiction over construction of the Project shall apply to contract throughout.

VIII. PROCUREMENT OF DOCUMENTS

Bid Documents –*refer to Exhibit 'A'*- will be available online at www.bakerriley.org/about/vendors
Bidders can also access the documents via e-mail request from Nadine Tavera at ntavera@bakerriley.org

IX. COST OF PROPOSALS

The Project Owner is not liable for any costs incurred by Bidders in the preparation, presentation, or negotiation of the Bid submission.

X. MANDATORY PRE-BID CONFERENCE



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There will be mandatory pre-Bid conference held at project site **located at the WFS Southeast Office / Alameda Square Center, 12148-B Gulf Fwy, Houston, TX 77034**, with an anticipated date/time of September 5, 2019 at 1:30pm (to be confirmed). **Bidders must attend and participate in the conference and walk-through tour. Bids will not be accepted from any prospective Bidder who does not attend the pre-Bid conference and walk-through tour.** Release Agreement for Construction Site Visit will be provided prior to Site Walk-Through.

XI. QUESTIONS AND REQUIREMENTS

The Bidders shall submit their questions by 5pm, September 6, 2019 via electronic mail (e-mail) sent to Sr. Director of Facilities Planning Matt Starr, mstarr@bakerripley.org. It is planned that all responses will be sent to all bidders by September 10, 2019.

XII. BIDDER'S QUALIFICATIONS – MANDATORY BID SUBMISSION DOCUMENTS

Bidders shall provide proof of qualifications to perform the Work as described in the instructions to Bidders Qualifications:

- a. Provide a brief narrative describing your company profile.
- b. List the categories of work that your company normally performs with its own forces. List any subcontractors in which your company has some ownership and list the categories of work those subcontractors normally perform.
- c. A qualified bidder is to provide information if its company or any personnel were involved in any litigation, arbitration or mediation, either as defendant or plaintiff with regard to construction services over the five years immediately preceding the date of this bid request. If so, provide the claims history, general description of the cause or nature, and status of each case or claim, and the identity of the client.
- d. A qualified bidder may not have had its company terminated from a project nor had a bond called in the last 5 years. If so, please provide the cause or nature of the termination.
- e. A qualified bidder must demonstrate its company's experience for the scale/scope of project. Provide specific examples of the three most similar projects that have been completed within the last 7 years or are currently in progress, including a description of project scope and the scope of preconstruction services. For each project provide:
 - Provide Owner's and Architect's contact information appropriate for use as a reference,
 - Provide the original budget, key milestone estimates, contract amount and final construction cost (including Change Orders) - providing reasons for notable variances,
 - Provide actual start date and finish date for construction services,
 - Names of key personnel – Project: Executive, Superintendent, Manager, Cost Estimator,
 - Provide color images.
- f. Provide a proposed duration-based project schedule noting major activities and milestones, including adherence with the Phasing Plan, for each trade activity. Describe your process for maintaining schedule adherence for key activities.
- g. Bidder shall comply with *Workforce Solutions Bidders Insurance Requirements – Exhibit 'C'*
- h. Bidder shall include the signed Certification Regarding Lobbying Requirements - *Exhibit 'D'* within the Bid Submission.
- i. The Bidder selected for negotiations and possible contact award shall supply the names and addresses of major (over 100K in labor and materials) material Suppliers and Subcontractors - if requested to do so by the Funder/Owner.



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- j. Each Bidder is responsible for inspection the site and for reading and being thoroughly familiar with the Contract Documents. The failure or omission of any Bidder to do any of the foregoing shall in no way relieve any Bidder from any obligation in respect to his Bid.
- k. All work must be of high quality work with consistent following the criteria and specifications of projects;
- l. Each bidder is responsible for effective coordination with the Owner's vendors including AV/IT, surveillance, and access control.
- m. Must adhere to the approved Project Schedule.

While no specific participation goals have been set, Small Business and Minority and Woman Owned Business are encouraged to bid.

XIII. RIGHT TO HOLD AND/OR REJECT BIDS

The Funder may waive any informalities or minor defects or reject any and all Bids. Any Bid received after the time and date specified, shall not be considered. The right is reserved by the Funder to cancel this Advertisement for Bids, to hold Bids for a period of 60 days after the Bid opening, to make an award of the Contract at any time during that 60 day period, and/or to advertise for new Bids, when such action is deemed by the project Funder in its best interests. The time may be extended my mutual agreement between the Funder and the Bidder.

XIV. PROJECT SCHEDULE

Publishing for Bid:	23 August 2019
Pre-Bid Conference/Mandatory Site Walk-Through	05 September 2019
Last Day for Bidders to submit their Questions	06 September 2019
Last Day Owners to issue clarifications	10 September 2019
Bids Due	17 September 2019 - delivery due by 2 pm
Bid Opening	17 September 2019 – immediately following delivery
Contract Award/Notice to Proceed	TBD
Construction	TBD (estimated at 12-14 weeks)
Final Close out and Cleaning	TBD

XV. EVALUATION OF BID AND SELECTION OF BIDDER

The proposed a) Cost of Work, b) the quality of the Bidder's work, c) the completeness and thoroughness of the proposal submission (including compliance with the Phasing Plan), and d) aggressive Project Schedule will all be considered in the evaluation. If needed, the Owner my invite the Bidders to present the various aspects of their submission package.

Final award is contingent upon negotiation of a mutually acceptable Agreement.

XVI. EXHIBIT LIST

- i. Exhibit 'A' _ Bid Documents
 - i. A000 (8/14/19)
 - ii. A100 (8/14/19)



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- iii. A200 (8/14/19)
- iv. A300 (8/14/19)
- v. A305 (8/14/19)
- vi. A311 ((8/14/19)
- vii. A312 (8/14/19)
- viii. A313 (8/14/19)
- ix. A314 (8/14/19)
- x. A1101 (8/14/19)
- xi. MEP1.01 (8/14/19)
- xii. MEP2.01 (8/14/19)
- xiii. MEP3.01 (8/14/19)
- xiv. M1.01 (8/14/19)
- xv. M2.01 (8/14/19)
- xvi. E1.01 (8/14/19)
- xvii. E2.01 (8/14/19)
- xviii. E3.01 (8/14/19)
- ii. Exhibit 'B' _ BID Form
- iii. Exhibit 'C' _ WFS Bidders Insurance Requirements
- iv. Exhibit 'D' _ Certification Regarding Lobbying
- v. Exhibit 'E' _ The most current wage determination for Harris County - TX190253 03/15/2019 TX253