



AFD LOCKER ROOM PROJECT PHASE 6 FIRE STATION # 11
Proposal Requirements, Forms and Conditions
REQUEST FOR PROPOSAL

Southwest Corporation is the Design-Builder for the AFD Locker Room Project Phase 6. Southwest Corporation is accepting competitive proposals for the expansion and general renovation of Fire Station # 11 - the primary goal of the renovation is to provide gender equitable and accessible facilities, separate sleeping quarters and adjacent separate bath/shower rooms. The fire station will require abatement, interior demolition, new electrical, mechanical, and plumbing as well as all new interior finishes, doors and windows. The project will be constructed within the City of Austin's Rolling Owner Controlled Insurance Program (ROCIP) and has a project goal to achieve LEED Silver Certification.

Project is located at: 1605 Kinney Avenue Austin, Texas, 78704

Proposal invitation will be sent via Procore with all plans and specifications attached. All amendments and answers to Request for Information will also be posted as attachments in Procore.

All Proposals are due prior to October 15, 2020 @ 2:00 p.m. All proposals submitted after 2:00 p.m. per Southwest Corporation time clock will be deemed late, and non-responsive.

Proposal can be submitted through Procore, emailed to Halloran@southwestcorporation.com, faxed to 512.836.1557 or hand delivery to 9809 Beck Circle, Austin, TX 78758.

Southwest Corporation encourages all City of Austin MBE & WBE contractors/vendors to submit proposals for this project. If you are not a certified City of Austin MBE/WBE vendor, please make every effort to include and identify 2nd and 3rd tier opportunities for City of Austin MBE/WBE vendors as part of your proposal.

Any use of sub-tier contractors must be disclosed with proposal.

All Proposals not received prior to the date and time set forth above will NOT be accepted for consideration.

All Contractors/vendors must be registered to do business with OWNER, City of Austin, prior to execution of a contract. Registration can be done through the Owner's on-line Vendor Registration system.

Log into https://www.austintexas.gov/financeonline/account_services/account/login.cfm and follow the directions. Please email your City of Austin Vendor Number along with your Bid Proposal.

This procurement will be subject to the City of Austin’s Minority-Owned and Women-Owned Business Enterprise Procurement Program found at Chapter 2-9-A of the City Code, as amended. The Program provides Minority-Owned and Women-Owned Business Enterprises (MBEs/WBEs) or Disadvantaged Business Enterprises (DBEs) full opportunity to participate in all City contracts.

MINIMUM INSURANCE REQUIREMENTS

The minimum insurance required of Subcontractor is:

- a) **COMMERCIAL GENERAL LIABILITY:** A minimum of \$1,000,000.00 each occurrence and \$2,000,000.00 general aggregate.
- b) **WORKER’S COMPENSATION:** Standard Worker’s Compensation insurance, regardless of whether required by state law, must be carried. An alternative plan to Worker’s Compensation insurance will not be acceptable.
- c) **COMMERCIAL AUTOMOBILE LIABILITY:** Auto liability covering all owned, non-owned, and hired automobiles used in connection with the Work with the following limits:
 - i) Bodily Injury-each person: \$500,000 and,
 - ii) Bodily Injury-each occurrence..... \$1,000,000 and,
 - iii) Property Damage-each occurrence..... \$500,000 OR
 - iv) Each accident or combined single limit..... \$1,000,000

This Project will be under the Rolling Owner Controlled Insurance Program (ROCIP), the Respondent must complete and submit with Proposal the Insurance Cost Form, Contractor Affidavit of Receipt and Provision of ROCIP Information must be accurately completed to indicated insurance removed from Base Proposal and Alternates. Contractor shall remove from the Proposal the cost of insurance for all tiers working on site.

Minimum wage rates have been established and are specified in City of Austin Wage Rates and Payroll Reporting Section 00830BC. Wages based on DOL Prevailing Wage Rate General Decision: TX20200271 02/14/2020 TX271 and City of Austin Ordinance #20160324-015. Weekly Certified Payroll reports are required on this project. **All on-site workers MUST have an OSHA 10 Certifications to work on-site. All on-site workers are required to attend a ROICP one-hour training class before they will be allowed on site.**

Contract Time is of the essence and all Work shall be substantially completed within 220 **Calendar Days** after date specified in the Notice to Proceed.

A Pre-Proposal Conference will be held by Virtual meeting on October 1, 2020 @ 2:00 p.m. (Austin Time). Please contact our offices for login information.

Deadline for Questions: October 8, 2020 @ 2:00 p.m.

Respondents are strongly encouraged to attend a non-mandatory Pre-Proposal Conference to ensure their understanding of the Owner’s proposal and contracting requirements, particularly MBE/WBE Procurement Program requirements, ROCIP requirements, LEED Certification and Certified Payroll Wage Requirements.

Sales Tax Exemption – The Owner is a tax-exempt organization as defined by Chapter 11 of the Property Tax Code of Texas. Proposal prices shall not include sales tax on materials, supplies, or equipment that are incorporated into the real property interest of the Owner or are otherwise completely used and consumed in the performance of the Contract.

Before submitting a Proposal, the Respondent shall carefully examine the Proposal Documents, site(s) of the proposed Work, soils, and other conditions that may affect the performance of the Work to satisfy the Respondent as to character, quality and quantities of Work to be performed and materials to be furnished. By submitting a Proposal, the Respondent will be deemed to have certified that the respondent has complied with these requirements. If, during preparation of the Proposal, the respondent discovers any suspected discrepancies or errors, the respondent must immediately notify Mike Halloran, the Authorized Contact Person in writing of the suspected discrepancy or error.

All Proposals must include:

1. Detailed description of materials and labor to be performed
2. One copy of the Insurance Cost Form completed and signed.
3. One copy of Statement of Safety Experience
4. Statement of References
5. Statement of Respondents Experience (any proposal that exceeds \$50,000)
6. Statement of Available workforce (any proposal that exceeds \$50,000)

The following MAY be cause to reject a Proposal:

1. Proposals received from a Respondent whose principals are currently debarred or suspended by Federal, State or City governmental agencies.
2. Poor performance in execution of work under a previous City of Austin project.
3. Default on previous contractors or failure to execute Contract after award.
4. Evidence of failure to pay Subcontractors, Suppliers, or employees in accordance with Contract requirements.
5. Proposals containing omissions, additions, incomplete Proposals, ambiguity or lack of clarity in the Proposal.
6. Safety record – Statement of Respondent's Safety Experience.
7. Failure of Respondent to demonstrate the minimum experience required in Attachment C of three projects of comparable size, scope and complexity.
8. Evidence of poor performance on previous Projects – references from Attachment B with statements of non-compliance, insufficient manpower, subpar quality and non-completion of work.

Southwest Corporation will process Proposals expeditiously. Award of subcontracts will be to the responsible Respondents meeting all requirements of the Proposal. In any case of ambiguity for lack of clarity in the Proposal, Southwest Corporation will contact respondent for additional information to clarify proposal information but reserves the right to determine the most advantageous Proposal or to reject the Proposal.