



**Request for Competitive Sealed Proposals  
20CSP046  
MEP Improvements at Ortega Elementary School**

Date	Event
October 15, 2019 October 22, 2019	Advertise/Issue Dates
November 5, 2019	Pre-Proposal Conference at <b>3:30PM</b> at Ortega Elementary School, 1135 Garland Ave, Austin Texas 78721, Conference Room
November 14, 2019	Questions and Answers Due by <b>5:00 PM</b>
November 20, 2019	Questions and Answers and final addendum posted on our website
December 5, 2019	<b>CSP opening / due date at 2:00 pm CST</b>
January 27, 2020	AISD Board Meeting for review/approval

<p><b>Deliver Sealed Proposals to:</b></p> <p><b>Austin ISD</b>  <b>Contract and Procurement</b>  <b>4000 S IH35 Frontage Road, 4<sup>th</sup> Floor</b>  <b>Austin, Texas 78704</b></p> <p><b>PLEASE PLAN TIME TO PARK</b></p>	<p><b>Contact Person:</b></p> <p>Jennifer Nix  Contract and Procurement  <a href="mailto:jennifer.nix@austinisd.org">jennifer.nix@austinisd.org</a></p> <p><b>HUB Coordinator Contact</b>  Felipe Romero  <a href="mailto:Felipe.romero@austinisd.org">Felipe.romero@austinisd.org</a></p>
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- Questions must be submitted via e-mail to the contact person listed above. **In the e-mail subject line, type: *Questions 20CSP046 MEP Improvements at Ortega Elementary School***
- Q & A and Addenda will be posted on our website: [www.austinisd.org/cp/bids](http://www.austinisd.org/cp/bids)
- Proposals are due no later than 2:00 pm on the date indicated. Your proposals must be delivered by mail or hand delivery in a sealed envelope or carton. Proposals received after the specified time shall not be considered.
- **Please submit the following:**
  - One (1) hard copy marked “original” – include signed “required” forms
  - One (1) digital copy on a flash drive – include signed “required” forms
- FAX, e-mail or other electronic proposals **will not be accepted.**
- Proposals must be plainly marked with **name and address of the Offeror and the CSP number and Title above.**

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**SUBMISSION CHECKLIST AND GUIDELINES**

Check when Completed	Task to be Completed by Respondent
	Request For Competitive Sealed Proposal Form (information typed in and <b>signed</b> )
	Table A – 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
	Table C – All Non-School projects completed in the past 8 years
	Table D – Personnel
	Proposal Guaranty
	Required HUB Documentation
	Print, sign and date AISD Addendum Cover Sheets
	<b>Hard Copy Submission</b> AISD requires one (1) marked “original”
	<b>Electronic Copy:</b> AISD requires submission of one (1) electronic PDF copy via USB

Order for Submission	Document
1	Cover Sheet
2	Table of Contents
3	Proposal Form
4	Table A – All Projects in Progress
5	Table B – All School (K-12 and higher education) projects completed in the past 8 years, beginning with projects for AISD
6	Table C – All Non-School projects completed in the past 8 years
7	Table D – Personnel
8	Proposal/Bid Bond (can be found at the Austin ISD website under “CSP Front End Documents”- <a href="https://www.austinisd.org/cp/forms">https://www.austinisd.org/cp/forms</a> )
9	Required HUB Documentation
10	Printed and signed AISD Addendum Cover Sheets

**AISD Project No. 20-0021-ORTGA**

**PROJECT MANUAL TABLE OF CONTENTS**

**1. Project Title:** MEP Improvements at Ortega Elementary School

**2. Description of work:**

Upgrade of select HVAC systems  
Upgrade of select plumbing fixtures  
Upgrade of select electrical panels

**3. Architect/Engineer:**

Saleem Khan, P.E., CxA  
TEESI Engineering  
1301 S. Capital of Texas Highway, B-325  
Austin, Texas 78746  
Phone: (512) 328-2533

Mitch Bible, P.E.  
TEESI Engineering  
1301 S. Capital of Texas Highway, B-325  
Austin, Texas 78746  
Phone: (512) 328-2533

**4. Consultants:**

Architect:

Smith Holt, LEED® AP, AIA, & NCARB  
Smith Holt Architecture & Project Management  
6301 Manchaca Road, Suite J  
Austin, Texas 78745  
Phone: (512) 420-0026

Roofing Consultant:

Robert Hernandez  
Jim Whitten Roof Consultants, LLC  
P.O. Box 200925  
Austin, Texas 78720  
Phone: (512) 250-0999

Structural Engineer

Richard Luevano, Jr., P.E.  
Steinman Luevano Structures, LLP  
5901 Old Fredericksburg Road, Suite B-101

Austin, Texas 78749  
Phone (512) 891-6766

5. **Drawings:** The drawings are as follows and are dated September 2019 unless a different date is shown below.

**a. Drawing List:**

C0.0 COVER SHEET  
A-1 SCHOOL PLAN  
A-2 BUILDING A  
A-3 BUILDING B  
A-4 ENLARGED PLANS AND DETAILS  
R1.0 ROOFING SPECIFICATIONS  
R2.0 ROOFING DETAILS  
R3.0 ROOFING DETAILS  
M0.0 MECHANICAL SCOPE OVERVIEW  
M1.1 MECHANICAL GENERAL NOTES AND LEGENDS  
M2.1 MECHANICAL SCHEDULES  
M3.1 MECHANICAL DEMOLITION PLAN  
M5.1 MECHANICAL INSTALLATION PLANS  
M5.2 MECHANICAL INSTALLATION PLANS  
M5.3 MECHANICAL INSTALLATION PLANS  
M8.1 BUILDING AUTOMATION SYSTEM  
M9.1 MECHANICAL DETAILS  
E0.0 ELECTRICAL SCOPE OVERVIEW  
E1.1 ELECTRICAL GENERAL NOTES, LEGENDS, AND SCHEDULES  
E2.1 ELECTRICAL SCHEDULES  
E2.2 ELECTRICAL SCHEDULES  
E2.3 ELECTRICAL SCHEDULES  
E3.1 ELECTRICAL DEMOLITION PLAN  
E4.1 ELECTRICAL INSTALLATION PLANS  
E4.2 ELECTRICAL INSTALLATION PLANS  
E4.3 ELECTRICAL INSTALLATION PLANS  
P0.0 PLUMBING SCOPE OVERVIEW  
P1.1 PLUMBING GENERAL NOTES, LEGENDS, AND SCHEDULES  
P3.1 PLUMBING DEMOLITION PLAN  
P4.1 PLUMBING INSTALLATION PLANS  
P4.2 PLUMBING INSTALLATION PLANS  
P9.1 PLUMBING DETAILS

**b. The addenda, if any, are as follows: N/A**

6. **Specifications:** The specifications are as follows:

**DIVISION 01 - GENERAL REQUIREMENTS**

011000 SUMMARY  
012513 SUBSTITUTION  
013113 COORDINATION  
013119 PROJECT MEETINGS  
013300 SUBMITTALS

013546 INDOOR AIR QUALITY  
014200 REFERENCES  
014500 QUALITY CONTROL  
017329 CUTTING PATCHING  
017419 CONSTRUCTION WASTE MANAGEMENT  
017700 CONTRACT CLOSEOUT  
017836 WARRANTIES  
018113 SUSTAINABLE CONSTRUCTION REQUIREMENTS  
018113 APPENDICES A & B  
019100 BUILDING SYSTEMS COMMISSIONING

**DIVISION 02 – EXISTING CONDITIONS**

024100 DEMOLITION

*NOTE: REFER ALSO TO HAZARDOUS MATERIALS ABATEMENT SPECIFICATIONS ISSUED UNDER SEPARATE COVER*

**DIVISION 04 – MASONRY**

044200 UNIT MASONRY

**DIVISION 06 – WOOD, PLASTICS, AND COMPOSITES**

061000 ROUGH CARPENTRY

**DIVISION 07 – THERMAL AND MOISTURE PROTECTION**

072100 THERMAL INSULATION  
072500 WEATHER BARRIERS  
076200 SHEET METAL FLASHING AND TRIM  
079200 JOINT SEALANTS

**DIVISION 08 – OPENINGS**

081113 HOLLOW METAL DOORS AND FRAMES  
081416 FLUSH WOOD DOORS  
087100 DOOR HARDWARE  
088001 METAL GLAZING PANELS

**DIVISION 09 – FINISHES**

092116 GYPSUM BOARD ASSEMBLIES  
096500 RESILIENT FLOORING  
099123 INTERIOR PAINTING

**DIVISION 22 – PLUMBING**

220000 GENERAL REQUIREMENT FOR PLUMBING  
220517 SLEEVES AND SLEEVE SEALS FOR PLUMBING PIPING  
220518 ESCUTCHEONS FOR PLUMBING PIPING  
220523 GENERAL-DUTY VALVES FOR PLUMBING PIPING  
220529 HANGERS AND SUPPORTS FOR PLUMBING PIPING AND EQUIPMENT  
220553 IDENTIFICATION FOR PLUMBING PIPING AND EQUIPMENT

- 220719 PLUMBING PIPING INSULATION
- 221112 DOMESTIC WATER DISTRIBUTION PIPING
- 221119 DOMESTIC WATER PIPING SPECIALTIES
- 221316 SANITARY WASTE AND VENT PIPING

**DIVISION 23 – MECHANICAL**

- 230000 GENERAL REQUIREMENTS FOR MECHANICAL WORK
- 230517 SLEEVES AND SLEEVE SEALS FOR HVAC PIPING
- 230518 ESCUTCHEONS FOR HVAC PIPING
- 230529 HANGERS AND SUPPORTS FOR HVAC PIPING AND EQUIPMENT
- 230548 VIBRATION CONTROLS FOR HVAC PIPING AND EQUIPMENT
- 230553 IDENTIFICATION FOR HVAC PIPING AND EQUIPMENT
- 230593 TESTING, ADJUSTING & BALANCING
- 230713 DUCT INSULATION
- 230719 HVAC PIPING INSULATION
- 230926a DDC CONTROLS FOR LOCAL BUILDING AUTOMATION SYSTEMS TRIDIUM-  
BACNET WEB BASED
- 230926c COMMISSIONING OF BUILDING AUTOMATION SYSTEM (BACNET)
- 232300 REFRIGERANT PIPING
- 233113 AIR DUCTS
- 233300 DUCT ACCESSORIES
- 238119 ROOTOP HVAC UNITS
- 238126 SPLIT-SYSTEM AIR-CONDITIONING UNITS

**DIVISION 26 – ELECTRICAL**

- 260000 GENERAL REQUIREMENTS FOR ELECTRICAL WORK
- 260519 LOW-VOLTAGE ELECTRICAL POWER CONDUCTORS AND CABLES
- 260523 CONTROL-VOLTAGE ELECTRICAL POWER CABLES
- 260526 GROUNDING AND BONDING FOR ELECTRICAL SYSTEMS
- 260529 HANGERS AND SUPPORTS FOR ELECTRICAL SYSTEMS
- 260533 RACEWAYS AND BOXES FOR ELECTRICAL SYSTEMS
- 260544 SLEEVES AND SLEEVE SEALS FOR ELECTRICAL RACEWAYS AND CABLING
- 260553 IDENTIFICATION FOR ELECTRICAL SYSTEMS
- 262416 PANELBOARDS
- 262726 WIRING DEVICES
- 262816 ENCLOSED SWITCHES AND CIRCUIT BREAKERS

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

Austin Independent School District (“AISD”) requests proposals for a Contractor to perform the construction of the Work described below in connection with AISD’s Renovations at Project (the “Project”). AISD is interested in receiving proposals from General Contractors with experience in successfully completing projects that are similar in scope, size and complexity to the Work and meeting any specialized requirements set forth below.

**1. PROJECT**

1.1. **Scope of Work.** The selected Offeror must furnish all labor, materials and equipment required for the construction of the following improvements (the “Work”):

- 1) Upgrade of select HVAC systems
- 2) Upgrade of select plumbing fixtures
- 3) Upgrade of select electrical panels

To be constructed at the following location (“Project Site”):

Ortega Elementary School, 1135 Garland Avenue, Austin, TX 78721

1.2. **Estimated Project Budget: \$880,000.00**

1.3. **Minimum Qualifications.** Because of the nature of the Work, the selected Offeror must meet the following qualifications and/or must have any licenses or certifications specified below (collectively, the "Minimum Qualifications"):

Minimum 5 years of demonstrated experience with projects of similar size and complexity.

1.4. **Texas Education Code §22.0834 (Criminal History Record Information Review of Certain Contract Employees).** For purposes of the Project, those workers who will be performing Work on the Project Site will be “covered employees” as defined in Section 3.15 of the General Conditions. Thus, Texas Education Code §22.0834 is applicable to such covered employees, and the selected Offeror must comply with the provisions of Section 3.15 of the General Conditions with regard to such covered employees. The General Conditions can be found at the Austin ISD website under “CSP Front End Documents”- (<https://www.austinisd.org/cp/forms>)

**2. DRAWINGS, SPECIFICATIONS, CONTRACT DOCUMENTS AND ADDENDA**

2.1 The “Contract Documents” for this Request For Competitive Sealed Proposals include, without limitation, AISD’s Agreement for Construction Contract (“Agreement for Construction”), AISD’s General Conditions of the Contract for Construction (“General Conditions”), and AISD’s Notice of Prevailing Wage Rates (“Notice of Prevailing Wage Rates”), collectively referred to in this Request For Competitive Sealed Proposals as the “Contract.”

2.2 Copies of Drawings, Specifications, Contract Documents, and Addenda (if any) and other documents related to this Request For Competitive Sealed Proposals, are available at Miller Blueprint at the location indicated in Section 3.3 below for a deposit of \$100 per set. If deposit is paid by check, check must be made payable to Austin Independent School District. The deposit will be refunded upon return of all documents in good condition to Miller Blueprint at the location indicated in Section 3.3 below within 14 calendar days after the opening of



Proposals. Drawings, Specifications, Contract Documents, and Addenda (if any) can also be downloaded Miller IDS Planroom at [www.planroom.millerids.com](http://www.planroom.millerids.com).

- 2.3 Printed copies of Drawings, Specifications, Contract Documents, and Addenda (if any) can be requested and picked up at the following location in accordance with Section 2.2 above:

**Miller IDS Planroom**  
**1000 East 7th Street**  
**Austin, Texas 78702**  
**Phone: (512) 381-5292**  
**Email: [planroom@millerids.com](mailto:planroom@millerids.com)**

## **2. FORMAT FOR PROPOSALS**

- 2.1. Each proposal (“Proposal”) submitted by an offeror (“Offeror”) must contain the documents listed on the submission checklist on page 2
- 2.2. Additional forms required within 24 hours of Bid Proposal Deadline to **[proconteam@austinisd.org](mailto:proconteam@austinisd.org)** :
- The completed HUB documents pertaining to this project:
- 2.3. The Proposal information must be typed on the Proposal Form.
- 2.4. The Offeror information in Section D of the Proposal Form must be typed on Section D of the Proposal Form or on letter-size ("8½ x 11") paper if additional sheets are used. If preprinted materials, flyers or other information about the Offeror is used, it should be referenced in the submittal and included as labeled attachments.
- 2.5. The Proposal Form and other forms included in the Proposal should be stapled or bound together in a binder, so that that the pages can be easily opened and laid flat for copying.

## **3. METHOD OF SELECTING CONTRACTOR**

- 3.1. The bidder/proposer MUST submit required HUB documents. If the bidder/proposer does not meet or exceed all goals, then Good Faith Effort documentation is REQUIRED. A firm MUST be compliant with Austin ISD HUB Program regulations to be considered for contract selection.
- 3.2. Not later than the 45th day after the date on which Proposals are opened, AISD will evaluate and rank each Proposal submitted in relation to the Selection Criteria set out below. AISD will select the Offeror that, in the opinion of AISD, submits the Proposal that offers the best value for AISD based on the Selection Criteria and the weighted value for each Selection Criteria and on AISD’s ranking evaluation. The Offeror that offers the best value may or may not be the Offeror that submits the lowest proposal for the cost of construction.
- 3.3. The AISD Construction Management Department will make a recommendation to the Board of Trustees as to the selection ranking of the Offerors. The Board of Trustees will select the Offeror that submits the Proposal that offers the best value for AISD and will authorize the negotiation and execution of the contract. If AISD is unable to negotiate a satisfactory contract with the selected Offeror, AISD shall, formally and in writing, end negotiations with that Offeror and proceed to the next Offeror in the order of the selection ranking until a contract is

reached or all proposals are rejected. AISD reserves the right to reject any and all proposals. **Consistent with state law and district policy, this RFP does not commit the district to award a contract. The district reserves the right to accept or reject any or all proposals and/or award in whole or in part any proposal if the district determines it is in the best interest of the district to do so.**

**4. SELECTION CRITERIA**

4.1. Offerors will be evaluated based on the following selection criteria and weighted value for each criterion (collectively, "Selection Criteria"):

<b>Selection Criteria</b>	<b>Weighted Value</b>
<b>Construction Cost as Proposed</b>	<b>45%</b>
<b>Relevant Experience and Past Performance</b>	<b>30%</b>
<b>Proposed Personnel/Resources</b>	<b>10%</b>
<b>Financial Condition</b>	<b>8%</b>
<b>Safety Record</b>	<b>7%</b>

**5. QUESTIONS REGARDING THIS REQUEST FOR COMPETITIVE SEALED PROPOSALS**

5.1. Only those responses to inquiries which are made by formal written Addenda shall be binding. Oral and other interpretations or clarifications will be without legal effect, and shall not be binding on AISD. The Offeror must acknowledge receipt of all Addenda in its Proposal. However, each Offeror will be bound by the terms of all Addenda, and its Proposal will be construed to include the information contained in the Addenda, whether or not Offeror has received them or acknowledged receipt.

**6. PROPOSAL GUARANTY**

- 6.1. Each Proposal must be accompanied by a Proposal Guaranty in the amount of five percent (5%) of the largest possible total Proposal (i.e. the sum of the Base Proposal and all additive Alternates).
- 6.2. The Proposal Guaranty shall be in the form of a Proposal/Bid Bond found on the Austin ISD website under "CSP Front End Documents"- (<https://www.austinisd.org/cp/forms>) and shall be issued by a corporate surety authorized to do business in the State of Texas that is listed on the U.S. Treasury list of approved sureties.
- 6.3. The Proposal Guaranty will be held until the selected Offeror has signed the Contract and provided the required insurance and payment and performance bonds and Safety Program Manual and Safety Plan as provided in these instructions.
- 6.4. Should the selected Offeror fail or refuse to sign the Contract and/or provide the required insurance and payment and performance bonds and Safety Program Manual and Safety Plan as provided in these instructions, then the Offeror's Proposal Guaranty will be forfeited to AISD as liquidated damages and not as a penalty.

## **7. SUBSTITUTION OF MATERIALS**

- 7.1. Offerors may request a substitution of materials or equipment specified in the Contract Documents. However, any such request must be submitted in writing to the Contact Person five days before the Proposal Deadline. If AISD approves the substitution, it will respond by Addendum. A failure to respond will constitute a denial of the request. Sufficient information should accompany the request to enable AISD to promptly render a decision on a proposed substitution of materials or equipment.

## **8. BOND AND INSURANCE REQUIREMENTS**

- 8.1. Insurance meeting the requirements set out in the General Conditions must be furnished by the selected Offeror within 5 days after the Contract is signed by the Offeror.
- 8.2. If the Contract amount is over \$25,000, the selected Offeror must provide payment bond, and if the Contract amount is over \$100,000, the selected Offeror must provide a performance bond each in the amount of 100% of the Contract Price within 5 days after the Contract is signed by the Offeror. Bonds must be provided by a Treasury-listed corporate Surety authorized to do business in the State of Texas.
- 8.3. The Offeror's attention is directed to Subsection 10.4 of the General Conditions which expressly sets out the Worker's Compensation Insurance requirements for the Project. The Contractor and each subcontractor must maintain Worker's Compensation Insurance coverage as required in Subsection 10.4 and the Contractor is required to provide a certificate of coverage for each subcontractor prior to that subcontractor beginning Work on the Project Site, showing that coverage is being provided for all of its employees for the duration of the Work. Subsection 10.4 is incorporated herein for all purposes.

## **9. SAFETY PROGRAM MANUAL AND PROJECT SAFETY PLAN REQUIREMENTS**

- 9.1. The selected Offeror must submit its Safety Program Manual in accordance with the requirements set out in the General Conditions not later than 5 days after the Offeror signs the Contract.
- 9.2. 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.

## **10. PREVAILING WAGE RATES**

- 10.1. 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.

## **11. EXAMINATION OF SITE AND CONTRACT DOCUMENTS**

- 11.1. 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.

## **12. PUBLIC INFORMATION**

- 12.1. 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 awarded.
- 12.2. Offerors are hereby notified that AISD strictly adheres to all statutes, court decisions, and opinions of the Texas Attorney General with respect to disclosure of public information.

## **13. DEADLINE FOR SIGNING CONTRACT AND AISD'S RIGHTS IF DELAY**

- 13.1. The timely completion of this Project is essential. AISD has the right to consider negotiations with the selected Offeror for the Contract incomplete until and unless the Contract is signed and the bonds, insurance, Safety Program Manual and Safety Plan are submitted in accordance with the following deadlines. In order to avoid unnecessary delays in the Project, **the selected Offeror must:**
  1. Sign the Contract no later than 10 days after the selected Offeror has been notified that it is the successful Offeror, and
  2. Provide its Safety Program Manual and the Safety Plan for the Project and provide all required bonds within 5 days after the selected Offeror signs the Contract.
  3. Provide Certificate of Insurance before Work commences on the Project.
- 13.2. If the selected Offeror fails to meet one or more of these deadlines, then in addition to any and all other rights and remedies to which AISD is entitled, AISD shall have the right to:
  1. Terminate its negotiations with the selected Offeror and begin negotiations with the next ranked Offeror; or
  2. Proceed with the Contract with selected Offeror, but treat each day beyond the 10-day deadline in which the Contract is unsigned by the Offeror, and/or each day beyond the 5 day deadline in which one or more of the required documents has not been submitted, as a day of unexcused delay under the Contract.

## **14. WAIVER OF CLAIMS**

- 14.1. **EACH OFFEROR BY SUBMISSION OF A PROPOSAL TO THIS REQUEST FOR COMPETITIVE SEALED PROPOSALS WAIVES ANY CLAIMS 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, REPRESENTATIVES, AND THE MEMBERS OF AUSTIN INDEPENDENT SCHOOL DISTRICT'S GOVERNING BODY, 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, EACH 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 EACH OFFEROR WAIVES ANY CLAIM IT HAS OR MAY HAVE AGAINST THE ABOVE-NAMED PERSONS, DUE TO INFORMATION CONTAINED IN SUCH EVALUATIONS.**

**15. CONFLICT OF INTEREST QUESTIONNAIRE**

- 15.1. Offeror is advised to determine if it is required under Chapter 176 of the Texas Local Government Code to file a completed conflict of interest questionnaire with AISD. If Offeror is required by law to complete the questionnaire, the Conflict of Interest Questionnaire (Form CIQ) should be completed and submitted online at: <https://www.austinisd.org/cp/ciq-online>

**16. DISCLOSURE OF INTERESTED PARTIES**

- 16.1. In 2015, the Texas Legislature adopted House Bill 1295, which added section 2252.908 of the Texas Government Code. The law states that a governmental entity or state agency may not enter into certain contracts with a business entity unless the business entity submits a disclosure of interested parties to the governmental entity or state agency at the time the business entity submits the signed contract to the governmental entity or state agency. The disclosure requirement applies to a contract entered into on or after January 1, 2016.
- 16.2. After the AISD Board of Trustees selects the Offeror, the successful Offeror will be required to complete an electronic Form 1295 ("Form 1295") on the Texas Ethics Commission website ([https://www.ethics.state.tx.us/whatsnew/elf\\_info\\_form1295.htm](https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm)) and submit the completed and executed Form 1295, including the certification of filing, to AISD prior to entering into a contract with AISD in accordance with this statute. Additional information is available on the Texas Ethics Commission website at [www.ethics.state.tx.us](http://www.ethics.state.tx.us). Submission of a response to this Request For Competitive Sealed Proposals indicates Offeror's acceptance and intended compliance with these requirements.

**17. FEEDBACK TO SUBCONTRACTORS/SUPPLIERS**

- 17.1. If requested by a subcontractor or material supplier who submitted a bid or proposal to Offeror in connection with this procurement but who is not listed as a proposed subcontractor or supplier on Offeror's completed Disclosure Statement, Offeror shall provide feedback to such subcontractor or supplier as to how its bid/proposal compared with the other bids/proposals received by Offeror for the same services or materials (e.g., bid was highest bid received, bid fell in the middle of bids received, etc.).

**18. SOLICITATION OF "COMPONENT" BIDS AND PROPOSALS FROM SUBCONTRACTORS**

- 18.1. In order to promote and encourage the involvement of small, local firms and firms owned or operated by minorities or women, Offeror must 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.

**19. RESTRICTED CONTACT PERIOD**

- 19.1. The restricted contact period shall begin upon the date of issuance of a solicitation and shall end upon execution of the awarded contract by all parties.

In an effort to demonstrate its commitment to ethical procurement and contracting standards, and to improve accountability and public confidence, all District purchases of goods and services through competitive methods as provided in CH(LEGAL) and CV(LEGAL) shall be subject to a restricted contact period. Except as provided in this policy communication between a vendor and vendor's representative, and a Board member, the Superintendent, assistant superintendent, chief, officer, executive director, principal, department head, director, manager, project manager, or any other District representative who has influence on or is participating in the evaluation or selection process is prohibited.

Please review the full board policies available [here](#).

**20. RETENTION OF PROPOSAL DOCUMENTATION**

- 20.1. All proposal materials and supporting documentation that are submitted in response to this proposal becomes the permanent property of AISD.

**PROPOSAL FORM**

To: The Board of Trustees  
Austin Independent School District  
1111 West Sixth Street  
Austin, Texas 78703

Re: AISD CSP No.: 20CSP046

From: \_\_\_\_\_  
(Full legal name of firm, including DBA, if applicable)

Project Number: **20-0021-ORTGA**

Project Title: **MEP Improvements at Ortega Elementary School**

The undersigned offeror (“Offeror”) submits this Proposal for the performance of the Work of construction, alteration or repair (the “Work”) described as follows:

- 1. Upgrade of select HVAC systems**
- 2. Upgrade of select plumbing fixtures**
- 3. Upgrade of select electrical panels**

The undersigned Offeror has carefully examined and considered the Project Site and relevant conditions and circumstances for the Work, information and requirements set out in the Request For Competitive Sealed Proposals, the Drawings and Specifications, and the requirements of the proposed Contract Documents, including the Agreement for Construction, the General Conditions and the Notice of Prevailing Wage Rates, in making this Proposal. Capitalized terms used but not otherwise defined in this Proposal Form shall have the same meanings as designated in the Request For Competitive Sealed Proposals.

**A.1 Pricing Schedule** (Express in words and numbers.)

Base Proposal: \_\_\_\_\_  
\_\_\_\_\_

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

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

\_\_\_\_\_  
\_\_\_\_\_

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

**A.2 Substantial Completion Date**

All of the Work must be substantially completed no later than August 3, 2020 (8/3/2020).

**A.3 Liquidated Damages**

AISD shall have the right under the Contract to assess liquidated damages for each and every calendar day beyond the Substantial Completion Date set out in the Contract that the Work fails to be substantially complete in the following amount per day: **\$500.00**.



**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 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, REPRESENTATIVES, AND THE MEMBERS OF AISD'S GOVERNING BODY, 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 SUCH EVALUATIONS.**
- C.4 Offeror has received the following Addenda to the Request For Competitive Sealed Proposals, but agrees and understands that it will be responsible for performing the Work in accordance with all terms and conditions in all Addenda issued in connection with the Request For Competitive Sealed Proposals, and that its Proposal will be construed to include all requirements of all such Addenda, whether or not identified here:  
Addenda No.(s) and dates:  
  
\_\_\_\_\_  
\_\_\_\_\_  
Offeror must print, date and sign all addenda cover sheets and attached them to their bid package.
- C.5 Offeror (or its subcontractors/suppliers, as applicable) meets all of the Minimum Qualifications specified in Section 1.3 of the Request For Competitive Sealed Proposals.
- C.6 The subcontractors/suppliers listed on the completed Disclosure Statement meet all of the qualifications for the Project set forth in AISD's Project Manual/Specifications.
- C.7 If requested by a subcontractor or material supplier who submitted a bid/proposal to Offeror in connection with the Work but who is not listed as a proposed subcontractor or supplier on Offeror's completed Disclosure Statement, Offeror will provide feedback to such subcontractor 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 General Information**

D.1.1 Name of Offeror: \_\_\_\_\_

D.1.2 Name of Project: \_\_\_\_\_  
\_\_\_\_\_

D.1.3 Address of office from which Offeror will conduct the Work:  
\_\_\_\_\_

D.1.4 Offeror's Contact Person for this Work:  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_

D.1.5 Offeror's Home Office Address:  
\_\_\_\_\_

D.1.6 Does any relationship exist between the Offeror, its officers, principals, or employees and any of AISD's officers, or Trustees?  YES  NO  
If yes, please explain. \_\_\_\_\_

D.1.7 Principal Business:  
 General Construction  Mechanical/Electrical/Plumbing  
 Roofing  Interior Finish-out  
 Other (Please specify) \_\_\_\_\_

D.1.8 Licensing/Certifications for Prime Contractors:  
List trade categories in which your organization is legally qualified to do business in Austin, Texas, and indicate registration or license numbers, as applicable.

If a Technology, Fire Alarm, Security or Roofing specialty contractor, please provide a list of each manufacturer with which your organization is authorized/certified to supply, service and install their products. Submit letters and certificates from the manufacturers, on manufacturers' letterheads, regarding the authorization to supply, service and install their products and, in addition, provide copies of certifications for the various personnel involved in the Project.

D.1.9 Minimum Qualifications:  
To the extent not otherwise described in Section 1.8 above, describe your organization's compliance with all Minimum Qualifications set forth in Section

1.3 of the Request For Competitive Sealed Proposals and include all necessary attachments evidencing same.

- D.1.10 Work to be Performed on this Project by Offeror's Own Forces:  
List the general categories of work that your organization intends to perform on this Project using its own forces.

**D.2 Organization**

D.2.1 How many years has your organization been in business as a contractor? \_\_\_\_\_

D.2.2 How many years has your organization been in business under its present business name? \_\_\_\_\_

D.2.3 Under what other or former names has your organization operated?  
Name: \_\_\_\_\_ Years: \_\_\_\_\_  
Name: \_\_\_\_\_ Years: \_\_\_\_\_

D.2.4 If your organization is a corporation, answer the following:  
Date of incorporation: \_\_\_\_\_  
State of incorporation: \_\_\_\_\_  
President's name: \_\_\_\_\_

D.2.5 If your organization is a limited liability company, answer the following:  
Date of organization: \_\_\_\_\_  
State of organization: \_\_\_\_\_  
President's, Manager's or Managing Member's name: \_\_\_\_\_

D.2.6 If your organization is a partnership, answer the following:  
Date of organization: \_\_\_\_\_  
Type of Partnership: \_\_\_\_\_  
Name(s) of general partner(s): \_\_\_\_\_

D.2.7 If your organization is individually owned, answer the following:  
Date of organization: \_\_\_\_\_  
Name of owner: \_\_\_\_\_

D.2.8 For all business entities other than publicly held corporations, provide the following:

Award to Nonresident Bidders

Is your business organized under the laws of the State of Texas?

YES       NO

What is the location of your principal place of business?

\_\_\_\_\_  
Proposals from nonresident contractors shall be evaluated according to Tex. Gov. Code § 2252.002.

- 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.4 Past Performance**

D.4.1 Claims and Suits. (If the answer to any of the questions below is yes, please attach details not to exceed one page for each of the following questions.)

Has your organization ever failed to complete any work awarded to it? (If yes, attach details.)

YES  NO

D.4.2 Are there any judgments, claims, arbitration proceedings or suits (past, pending or outstanding) against your organization or its officers arising out of or in connection with your company's performance under a contract for construction management and/or construction services? (If yes, attach details, including a description of how such suits or claims were resolved, if applicable.)

YES  NO

D.4.3 Has your organization filed any law suits or requested arbitration with regard to construction contracts within the last five years? (If yes, attach details.)

YES  NO

D.4.4 Has your organization been assessed liquidated damages on a project in the last eight (8) years? (If yes, attach details.)

YES  NO

D.4.5 Within the last five years, has any officer or principal of your organization ever been an officer or principal of **another** organization when it failed to complete a construction contract? (If yes, attach details.)

YES  NO

D.4.6 Trade References. Provide the following information for three trade references:

Company name: \_\_\_\_\_

Contact person: \_\_\_\_\_

Address : \_\_\_\_\_ Telephone: \_\_\_\_\_

Company name: \_\_\_\_\_

Contact person: \_\_\_\_\_

Address : \_\_\_\_\_ Telephone: \_\_\_\_\_

Company name: \_\_\_\_\_

Contact person: \_\_\_\_\_

Address : \_\_\_\_\_ Telephone: \_\_\_\_\_

**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 - Provide the following information for three Bank references:

Company name: \_\_\_\_\_  
Contact person: \_\_\_\_\_  
Address : \_\_\_\_\_ Telephone: \_\_\_\_\_

Company name: \_\_\_\_\_  
Contact person: \_\_\_\_\_  
Address : \_\_\_\_\_ Telephone: \_\_\_\_\_

Company name: \_\_\_\_\_  
Contact person: \_\_\_\_\_  
Address : \_\_\_\_\_ Telephone: \_\_\_\_\_

D.6.1

Surety:

D.6.1.1 Name of your organization's bonding company:  
\_\_\_\_\_

D.6.1.2 Name, address and phone number of agent:

Company name: \_\_\_\_\_  
Contact person: \_\_\_\_\_  
Address : \_\_\_\_\_ Telephone: \_\_\_\_\_

D.6.2

Financial Statement. All statements submitted will be used exclusively by AISD in the evaluation of the award of the contract on the underlying project. Statements will be kept confidential to the extent permitted by law.

**D.6.2.1 Attach an audited or reviewed financial statement, including an independent auditor's report, balance sheet, income statement, and the related notes to the financial statement. Financial statements that are more than one-year old are not acceptable.**

D.6.2.2 Name and address of firm preparing attached financial statement, and date thereof:

Company name: \_\_\_\_\_  
Contact person: \_\_\_\_\_  
Address : \_\_\_\_\_ Telephone: \_\_\_\_\_

D.6.3

If financial statements for an affiliate of the organization are also attached, will such organization act as guarantor of the contract for construction?

YES       NO

State whether your company is 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.)

- D.6.4 State whether your company is currently contemplating or has pending a petition in bankruptcy for debt relief, or whether a creditor has threatened to file an involuntary petition against Offeror.

## D.7 Safety Record

D.7.1 Please provide the following information in connection with your organization's safety record:

7.1.1 Your organization's OSHA (Occupational Safety and Health Administration) 300 Logs for the last three completed Calendar (3) years.

- OSHA log must be completed signed and dated. If no accidents, record "0" in appropriate column totals.

7.1.2 Loss run from your organization's insurance carrier or insurance agent covering your organization's workers' compensation insurance coverage. (Loss run is also referred to as "statement of claims" or SOC.) A loss analysis/loss summary may be submitted as long as it contains individual claims descriptions.

- Loss run must be provided by your organization's insurance carrier or insurance agent. Insurance carrier's company name or insurance agent (agency) must be clearly legible on documents provided.
- Names of claimants on loss run may be redacted/blackout.
- If there have been no losses, provide copy from your firm's insurance carrier stating no losses.
- Loss run/Loss Analysis/Loss Summary must be from the most recently completed policy year.
- This report must be produced and printed 60 calendar days or less before the bid due date.

7.1.3 Loss ratio from your organization's insurance carrier or insurance agent covering your organization's workers' compensation insurance coverage.

- Loss ratio must be provided by your organization's insurance carrier or insurance agent. Insurance carrier's company name or insurance agent (agency) must be clearly legible on documents provided.
- Time period corresponding to loss ratio must be provided for the most recent completed policy year.
- Typed or handwritten information concerning loss ratio prepared by your firm WILL NOT be accepted.
- Experience rating documents WILL NOT be accepted for this Paragraph 7.1.3.11
- If your Loss Run/Loss Analysis/Loss Summary for the most completed policy period indicates no losses, then a separate document showing 0 % loss ratio will not be required.

- This report must be produced and printed 60 calendar days or less before the bid due date.

7.1.4 Your organization's current experience modifier from your organization's workers' compensation insurance premiums provided by your organization's insurance carrier, insurance agent or rating agency.

- Experience modifier must be provided by your organization's insurance carrier, insurance agent or rating agency. Insurance carrier's company name or insurance agent (agency) must be clearly legible on documents provided.
- Experience modifier must clearly indicate time period/year covered.
- Hand-written experience modifiers WILL NOT be accepted.
- Experience rating documents indicating a calculated experience modifier will be accepted provided there is a final calculated experience modifier with applicable year indicated.
- This report must be produced and printed 60 calendar days or less before the bid due date.

Executed as of this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Offeror: \_\_\_\_\_  
(Full legal name of firm, including DBA, if applicable)

Address: \_\_\_\_\_

\_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

**Table A - All Projects in Progress**

	<b>Project Name</b>	<b>Owner</b>	<b>Owner's Contact Person and Phone Number</b>	<b>Architect</b>	<b>Architect's 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>Owner's Contact Person and Phone Number</b>	<b>Architect</b>	<b>Architect's 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											
Total Value of All School Projects Completed in the Past 8 Years:						\$ _____					

**Table C - All Non-School projects completed in the past 8 years**

	<b>Project Name</b>	<b>Owner</b>	<b>Owner's Contact Person and Phone Number</b>	<b>Architect</b>	<b>Architect's 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											
Total Value of All Non-School Projects Completed in the Past 8 Years: \$_____											



**Table D – Personnel**

Key Individuals	Number of years with this Company	Commitment for duration of the Project (Yes or No)	Number of school projects this team of key individuals has completed together:  _____  Number of non-school projects this team of key individuals has completed together:  _____
Project Manager (Name):			
Construction Superintendent (Name):			
Assistant Superintendent (Name):			
Field Engineer (Name):			
List below the names of all school and non-school projects that at least two of the key individuals listed above have worked on together:			
1.	2.		
3.	4.		
5.	6.		
7.	8.		
9.	10.		
11.	12.		
13.	14.		
15.	16.		
17.	18.		
19.	20.		
21.	22.		

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