



CITY OF ROCKWALL

**385 SOUTH GOLIAD
ROCKWALL, TX 75087
972-771-7700**

REQUEST FOR PROPOSAL DESIGN-BUILD SERVICES FOR SERVICE CENTER EQUIPMENT COVERS

SUBMITTALS due 3:00 PM CST, May 6, 2022

To

**Lea Ann Ewing, Purchasing Agent
City of Rockwall, 385 S. Goliad St., Rockwall TX 75087**

**CITY OF ROCKWALL
REQUEST FOR PROPOSAL
DESIGN-BUILD SERVICES
Public Notice**

The City of Rockwall invites the submittal of responses to this RFP from qualified firms interested in providing design-build services in connection with Equipment Covers located at the Public Works Service Center. Responses are solicited for this service in accordance with the terms, conditions and instructions set forth in the RFP guidelines.

The City will receive responses to this RFP at the office of Lea Ann Ewing, Purchasing Agent, 385 S. Goliad, Rockwall, Texas 75087 until **3:00 pm, May 6, 2022**. The Request for Proposal document may be obtained on the City's website at www.rockwall.com/finance/asp. Bid, Performance, Payment bonds, liability and statutory worker's compensation insurances are required for this project. Pre bid meeting begins at **10 am on April 28, 2022** at the City's Service Center, 1600 Airport Road.

Receipt of responses does not bind the City to any contract for said services, nor does it guarantee that a contract for the Project will be awarded. For additional information, contact Lea Ann Ewing at lewing@rockwall.com and John Cranson, Streets and Drainage Superintendent at jcranson@rockwall.com.

Publish Dates: April 22, 2022 and April 29, 2022

REQUEST FOR PROPOSAL (RFP) DESIGN-BUILD SERVICES

I. PURPOSE OF RFP

The City of Rockwall, Texas (City) invites the submittal of responses to this Request for Proposal (RFP) from qualified firms interested in providing design-build construction services for new equipment covers located at the Public Works Service Center, 1600 Airport Road, Rockwall, TX 75087.

II. OBJECTIVES

The City proposes to retain a highly qualified, capable firm to act as the Respondent during the design and construction of the Project for a fixed price. The firm who participates in this RFP process may be referred to as "Respondent". The City will give prime consideration to the Respondent with significant, current experience in the development, design, and construction of similar projects. The City reserves the right to negotiate with one or more parties and is not obligated to enter into any contract with any Respondent on any terms or conditions.

III. SCOPE OF WORK

General Project Synopsis

This project is for the design, build and installation of all-inclusive equipment covers. This process is an all or none proposal and a best value to the City of Rockwall. Budget for this project is \$195,400.

Required Specifications

- See attached Exhibit A
- Guarantee on metals and materials to be 100% non-prorated warranty, minimum 1 year from acceptance by the City.
- Warranty shall include delivery and installation of warranty parts
- Zero cost on all warranted Items (No freight, no labor, no removal, no disposal, zero cost the City)
- Please provide lead time for purchase and delivery of parts, materials and supplies
- Project shall be completed and fully accepted by the City on or before September 30, 2022
- Selected contractor will provide to the City engineered signed and sealed drawings at the contractor's cost of the covers.

IV. SELECTION PROCESS

The City will review and evaluate the duly submitted proposals, contractor's qualifications and price proposal, and may invite firms to be interviewed before making a final selection of a

contractor for this project. If the City desires to interview a firm, that firm will receive notification of the date and time of the interview.

The selected Respondent then may negotiate with the City on fee and contract conditions. If a reasonable fee cannot be achieved with the Respondent of choice, in the opinion of the City, negotiations will proceed with the second choice Respondent until a mutually agreed contract can be negotiated.

Executive Summary

Respondent to provide an executive summary of your firm's response to this RFP. The firm should prepare a narrative description of your experience and how you would accomplish the design and recommended construction of the project. This summary should identify the primary benefits to the City of retaining your firm and your firm's commitment to the City to complete the project on time and within budget. (25 points)

Experience on similar projects

Respondent to provide a list of similar projects your firm has completed for other entities/customers. Be specific and provide examples of projects that closely match in size and scope, the projects for which you are proposing. Provide contact information for these references. Identify any major design or construction issues associated with the project. (25 points)

Qualifications of project manager and key personnel

Provide the names, qualifications and a list of similar projects for the project manager and key personnel. Provide an organizational chart showing all personnel and subcontractors. (25 points)

Proposed time line

Provide a schedule for each phase of the project including surveying, preliminary design, final design, and construction. (25 points)

V. EVALUATION

City Staff will evaluate the submittals and make a recommendation to the City Council for formal selection of the Respondent with which contract negotiations may be initiated.

VI. ADDITIONAL INSTRUCTIONS, NOTIFICATIONS AND INFORMATION

- A. No Gratuities** – Respondents will not offer any gratuities, favors, or anything of monetary value to any official or employee of the City for the purpose of influencing this selection. Any attempt by a Respondent to influence the selection process by any means, other than disclosure of Proposal and credentials through the proper channels, will be grounds for exclusion from the selection process. Accordingly, contacts with those involved in the selection process should not be initiated.

- B. All Information True** – By submitting a response, Respondents represent and warrant to the City that all information provided in the response submitted shall be true, correct and complete. Respondents who provide false, misleading or incomplete information, whether intentional or not, in any of the documents presented to the City of Rockwall for consideration in the selection process may be excluded.
- C. Interviews** – After the initial evaluation of the statements of Proposal, Respondents may be interviewed to discuss the Respondent’s program approach and design professionals who would be directly involved in the Project.
- D. Inquiries** – Do not contact the City to make inquiries about the progress of this selection process. Respondents will be contacted when it is appropriate to do so. Process inquiries should be directed to Ms. Lea Ann Ewing, Purchasing Agent for the City, 972-772-6418 or lewing@rockwall.com.
- E. Cost of Responses** – The City will not be responsible for the costs incurred by anyone in the submittal of responses.
- F. Contract Negotiations** – This RFP is not to be construed as a contract or as a commitment of any kind. If this RFP results in a contract offer by the City the specific scope of work, associated fees, and other contractual matters will be determined during contract negotiations. To ensure that the appropriate staff is assigned to the Project, the City intends to make the inclusion of a “key persons” clause a part of the contract negotiations.
- G. No Obligation** – The City reserves the right to: (1) evaluate the responses submitted; (2) waive any irregularities therein; (3) select candidates for the submittal of more detailed or alternate Proposal; (4) accept any submittal or portion of submittal; (5) reject any or all Respondents submitting responses; or (6) cancel the entire process.
- H. Non Discrimination** – The Respondent shall not deny employment to any person on the basis of race, creed or religion and will insure that all Federal and State laws pertaining to salaries, wages and operating requirements are met or exceeded.
- I. Bonds and Insurance** – The Respondent shall provide bid, performance and payment bonds for this project. Liability and statutory worker’s compensation insurances are required, adding the City of Rockwall as an additional insured on the liability policy.

VII. SUBMITTAL INSTRUCTIONS

Sealed submittals are required. Submittals must be delivered to Ms. Lea Ann Ewing, Purchasing Agent, City of Rockwall, at the address set forth below at or before **3:00 pm on May 6, 2022**. All submittals must be labeled on the outside with the Respondent’s name, the name of the Project “Equipment Covers”. Late submittals may not be considered.

Provide two (2) copies of the response delivered to:

Ms. Lea Ann Ewing, Purchasing Agent
City of Rockwall
385 S. Goliad
Rockwall, TX 75087

To enable the City to efficiently evaluate the responses, it is important that Respondents follow the required format in preparing their responses. **RESPONSES THAT DO NOT CONFORM TO THE PRESCRIBED FORMAT MAY NOT BE EVALUATED.**

Pre Bid Meeting – April 28, 2022, 10 AM to 12 PM at the City of Rockwall Public Works Service Center, 1600 Airport Road, Rockwall TX 75087. **Respondent attendance is required** for proposal consideration. Staff will be available in person to answer questions regarding this project and give project site visit.

VII. CONTENT OF SUBMITTAL

Each response shall be submitted as outlined in this section. The first page shall be a letter transmitting the response to the City and stating that the Proposal set forth in it remains effective for a period of 60 calendar days. At least one copy of the transmittal letter shall contain the original signature of a partner, principal, or officer of the Respondent.

A. General Company Information

1. General Information

Firm name, address, and telephone number;
Names of principles in the firm;
Primary contact name, phone and email

2. History and Experience

How many years has your organization been in business?

Please describe the last five renovation construction projects of a similar scope that your organization has recently completed, giving the name and location of project, name of the entity, and date of completion.

B. References

Please provide references for at least three (3) similar projects completed within the last five (5) years.

C. Design

Provide Equipment Cover proposed design documents with submittal based on Item III Scope of Work. This document does not have to be engineer signed and sealed at the time of submittal.

D. Cost Proposal

Provide cost proposal document with submittal based on Item III Scope of Work. City of Rockwall required permit fees for the project are waived.

E. Contractor Insurance Requirements for this Project

Requirements

Contractors performing work on City property or public right-of-way for the City of Rockwall shall provide the City a certificate of insurance evidencing the coverages and coverage provisions identified herein. Contractors shall provide the City evidence that all subcontractors performing work on the project have the same types and amounts of coverages as required herein or that the subcontractors are included under the contractor's policy. The City, at its own discretion, may require a certified copy of the policy.

All insurance companies and coverages must be authorized by the Texas Department of Insurance to transact business in the State of Texas and must be acceptable to the City of Rockwall.

Listed below are the types and amounts of insurance required. The City reserves the right to amend or require additional types and amounts of coverages or provisions depending on the nature of the work.

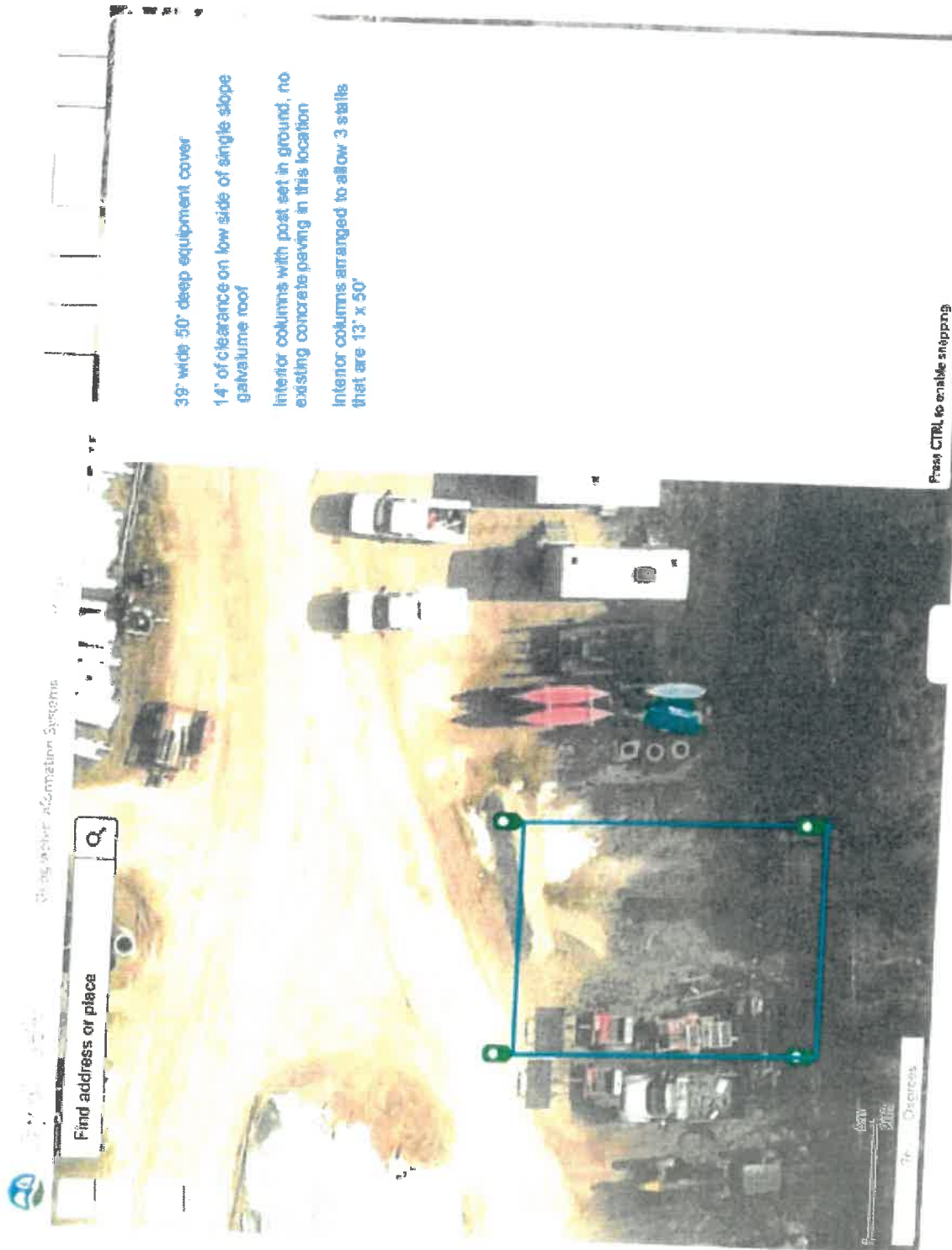
Type of Insurance	Amount of Insurance	Provisions
1. Commercial General (Public) Liability to include coverage for: a) Premises/Operations b) Products/Completed Operations c) Independent Contractors d) Personal Injury e) Contractual Liability	\$1,000,000 each occurrence, \$2,000,000 general aggregate; Or \$2,000,000 combined single limits	City to be listed as additional insured and provided 30-day notice of cancellation or material change in coverage. City prefers that insurer be rated B+VI or higher by A.M. Best or A or higher by Standard & Poors
1. Business Auto Liability	As required by State of Texas	
Workers' Compensation & Employers' Liability	Statutory Limits \$100,000 each accident	City to be provided a waiver of subrogation

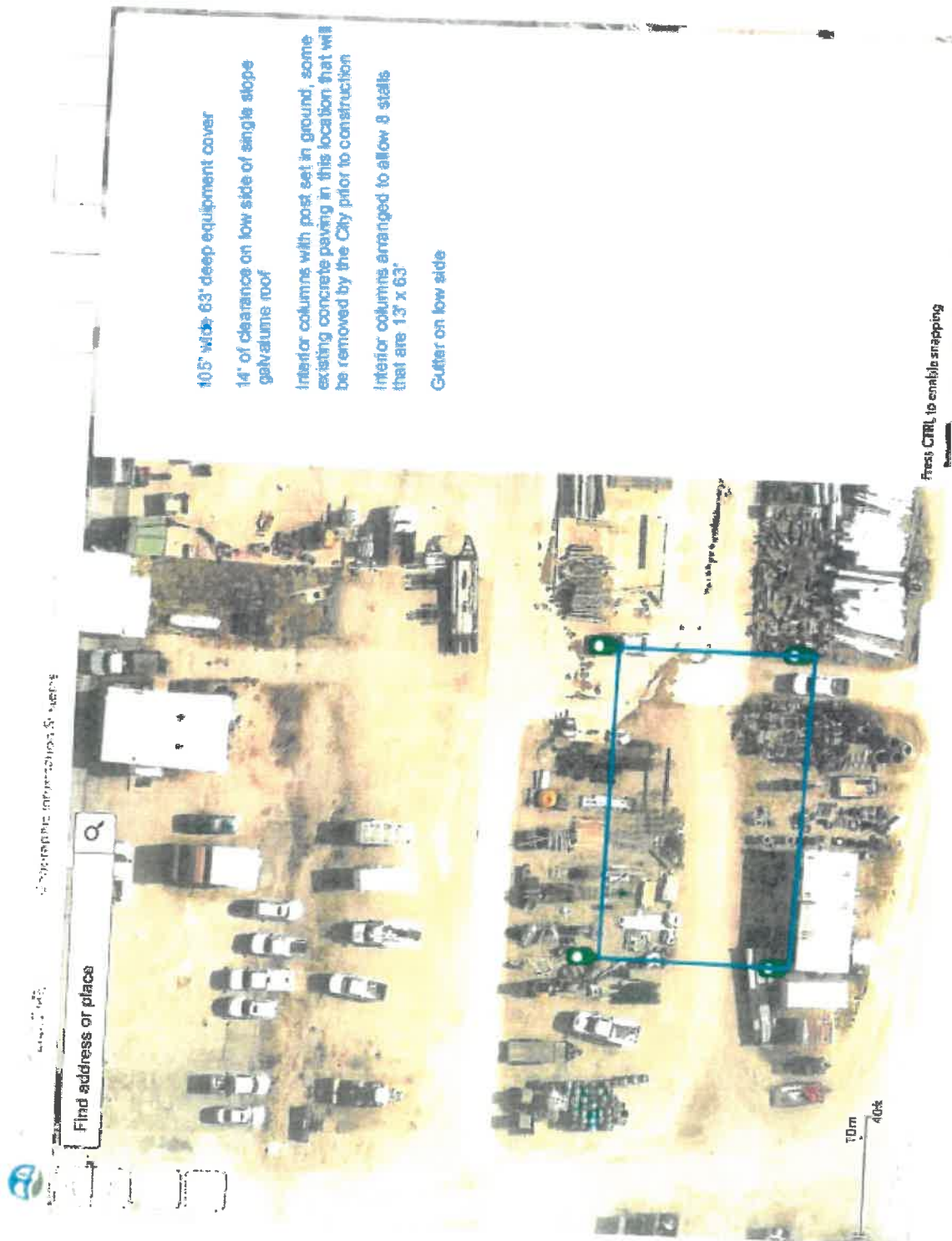
Questions regarding this insurance should be directed to the City of Rockwall Purchasing Department at (972) 772-6418.

Contractor shall add the City of Rockwall as an additional insured on all required insurance policies, except worker's compensation, employer's liability and errors and omissions insurance. The Commercial General Liability Policy and Umbrella Liability Policy shall be of an "occurrence" type policy.

EXHIBIT A

TO FOLLOW







Addition to an existing structure that supports sand spreaders when not in use

28" wide 16" deep equipment cover

11" high on low side of single slope galvalume roof

Install 65" gutter on low side

Interior columns with post set in ground, no existing concrete paving in this location

6" heavy H beams on existing structure

