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**AISD Project No. 19-0033-WINN**

**PROJECT MANUAL TABLE OF CONTENTS**

**1. Project Title: Austin Independent School District Winn Elementary School Civil, Structural and MEP Upgrades**

**2. Description of work:**

The project scope of work entails the replacement of Air Handling Unit (AHU) 2 and 3 with 2 new AHU to the existing roof. This will include the removal/demolition of the existing AHU 2 and 3 within an existing mechanical room. We will also be providing



- Substitution Request form (Post-Bid & after execution of Contract)
- Sample Comparison Sheet
- 01 3000 ADMINISTRATIVE REQUIREMENTS (MM)
  - Disclaimer for Release of Electronic Media Documents
  - Weather Data (WX) Sheet for Austin, Texas
  - Request for Information Form
  - "Contractor Submittal Review Statement" (GC's Shop Drawing Stamp)
- 01 3100 PROJECT MANAGEMENT AND COORDINATION (AISD)
- 01 3200 CONSTRUCTION PROGRESS DOCUMENTATION (AISD)
- 01 3216 CONSTRUCTION PROGRESS SCHEDULE (MM)
- 01 3546 INDOOR AIR QUALITY MANAGEMENT (AISD)
- 01 4000 QUALITY REQUIREMENTS (MM)
- 01 4100 REGULATORY REQUIREMENTS (MM)
- 01 5000 TEMPORARY FACILITIES AND CONTROLS (MM)
- 01 5813 TEMPORARY PROJECT SIGNAGE (MM)
  - S1 Temporary Project Sign
- 01 6000 PRODUCT REQUIREMENTS (MM)
- 01 6500 GENERAL COMMISSIONING REQUIREMENTS (MEP)
- 01 7400 FINAL CLEANING (AISD)
- 01 7419 CONSTRUCTION WASTE MANAGEMENT (AISD)
- 01 7500 OPERATION AND MAINTENANCE DATA (AISD)
- 01 7600 WARRANTIES AND BONDS (AISD)
- 01 7700 CONTRACT CLOSEOUT (AISD)
- 01 7823 OPERATION AND MAINTENANCE DATA (AISD)
- 01 7839 PROJECT RECORD DOCUMENTS (AISD)
- 01 7843 SPARE PARTS AND MAINTENANCE MATERIALS (AISD)
- 01 7900 DEMONSTRATION AND TRAINING (AISD)
- 01 8113 SUSTAINABLE CONSTRUCTION REQUIREMENTS (AISD)

~~3 6 X V W D L Q D E L O L W W W F R U H H D Q W~~  
~~3 6 X V W D L Q D E L O L W H H W W F L D F W D I O Q W~~

**DIVISION 02 EXISTING CONDITIONS**

- 02 4100 SELECTIVE DEMOLITION (MM)

**DIVISION 03 CONCRETE**

- 03 0100 MAINTENANCE OF CONCRETE
- 03 1000 CONCRETE FORMING AND ACCESSORIES (CE)
- 03 2000 CONCRETE REINFORCING (CE)
- 03 3000 CAST-IN-PLACE CONCRETE (CE)

**DIVISION 04 MASONRY NOT USED**

**DIVISION 05 METALS**

- 05 1200 STRUCTURAL STEEL FRAMING (SE)
- 05 5213 PIPE AND TUBE RAILINGS

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### 3. **FORMAT FOR PROPOSALS**

- 3.1. Each ~~3 3 U R S R V N D P L W W R I G H E U P B L U Q H U r R u k t~~ must contain the documents listed on the submission checklist on page 2
- 3.2. Additional forms required within 24 hours of Bid Proposal Deadline to **proconteam@austinisd.org** :  

The completed HUB documents pertaining to this project:
- 3.3. The Proposal information must be typed on the Proposal Form.
- 3.4. 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.
- 3.5. 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.

### 4. **METHOD OF SELECTING CONTRACTOR**

- 4.1. 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.
- 4.2. 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 ~~2 I I H U R R E D W H U E H W E M P X H P U \ Q R H W~~  
the Offeror that submits the lowest proposal for the cost of construction.
- 4.3. 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 ihat submits** iit

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**9. BOND AND INSURANCE REQUIREMENTS**

- 9.1. 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.
- 9.2. 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.
- 9.3. The Contract expressly sets out the requirements for the Contractor 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.

**10. SAFETY PROGRAM MANUAL AND PROJECT SAFETY PLAN REQUIREMENTS**

- 10.1. 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.
- 10.2. 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.

**11. PREVAILING WAGE RATES**

- 11.1. 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.

**12. EXAMINATION OF SITE AND CONTRACT DOCUMENTS**

- 12.1. 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.

**13. PUBLIC INFORMATION**

- 13.1. AISD considers all information, documentation

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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](#).

## **21. RETENTION OF PROPOSAL DOCUMENTATION**

- 21.1. 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.: 20CSP043

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

Project Numbe57 (oj)5 (e)-10 (c)-10 (t)5 ( N)-4 (um)5 (be57 (oj)5 (e)-10 (c)-10 (t)5 ( N)390 612 792 reW\* nBT/TT2 1 TF9

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**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 r 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 connection with information regarding this Proposal, the submission of this Proposal, the-22 (b )58 (s)-10 (t)-4 (i)12 (r)-7 (di)6 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-22 (b )58 (s)-10 (t)-4 (i)12 (r)-7 (di)6



**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 act Person for this Work:  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_

D.1.5 \_\_\_\_\_  
\_\_\_\_\_

1.3 of the Request For Competitive Sealed Proposals

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- 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 PH D Q-M2 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.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

qualifications and experience relative to the Project.

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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: \_\_\_\_\_









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