

Request for Competitive Sealed Proposals  
20CSP104  
Selected Roof Improvements at Webb Middle School

Date	Event
February 11 , 2020 February 18 , 2020	Advertise/Issue Dates
February 18 , 2020	Pre-Proposal Conference at 10AM 601 E. St. Johns Ave, Austin TX, 78752
February 27 , 2020	Questions and Answers Due by 5:00 PM
March 4 , 2020	Questions and Answers and final addendum posted on our website
March 11 , 2020	<b>CSP opening / due date at 2:00 pm CST</b>
April 27 , 2020	AISD Board Meeting for review/approval

<p>Deliver Sealed Proposals to:</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>PLEASE PLAN TIME TO PARK</p>	<p>Contract and Procurement Contact:  Sara Hildebrandt Gaspar  <a href="mailto:sara.hildebrandtgaspar@austinisd.org">sara.hildebrandtgaspar@austinisd.org</a></p> <p>HUB Coordinator Contact  Gerald Green  <a href="mailto:gerald.green@austinisd.org">gerald.green@austinisd.org</a></p>
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x Questions must be submitted via e-mail to the contact person listed above.





**AISD Project No. 18-3301-WEBB**

**PROJECT MANUAL TABLE OF CONTENTS**

- 1. Project Title:** Webb Middle School 2020 RQq0 G2 0 0 1



**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**

Work generally includes reroofing existing low-sloped and steep-sloped modified bitumen roofs with new insulated fully adhered 80-mil fleece back PVC KEE roof system. Roof system shall meet UL Class A, comply with City of Austin applicable current building codes, and qualify for roof membrane manufacturer’s 20 year no dollar limit roof system guarantee

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

Webb Middle School, 601 E. St. Johns Ave., Austin, Texas 78752

**1.2. Estimated Project Budget: \$580,000.00**

**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"):

- 1.3.1 Be currently approved and certified to install low slope roof systems that qualify for the primary roofing material manufacturer’s 20-Year No Dollar Limit (NDL) Guarantee; and use only skilled roofers completely familiar with the products and the manufacturer's current recommended methods of installation.
- 1.3.2 Contractor shall maintain a permanent office for conduct of business and shall operate its own full service sheet metal shop.
- 1.3.3 Submit with your Proposal a letter from a minimum of three major roofing materials manufacturers stating that your company has been an approved or certified applicator for a minimum of five (5) years and that your company is approved to install those manufacturers’ 20with the pr

- 1.3.6 Submit with Proposal a letter from Offeror's bonding company registered to issue bonds in the State of Texas, stating the ability of the Offeror to obtain a Performance and Payment Bond for the Project.
  
- 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"),

- 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 in order to be evaluated. If the





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

#### **14. DEADLINE FOR SIGNING**

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14.1. 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.

14.2. 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

**16. CONFLICT OF INTEREST QUESTIONNAIRE**

- 16.1. 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>

**17. DISCLOSURE OF INTERESTED PARTIES**

- 17.1. 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.
- 17.2. 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.

**18. FEEDBACK TO SUBCONTRACTORS/SUPPLIERS**

- 18.1. If requested by a subcontractor or material suppl

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.: 20CSP104

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

Project Number: 18-3301-WEBB

Project Title: Webb Middle School 2020 Roof Improvements

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

Work generally includes reroofing existing low-sloped and steep-sloped modified bitumen roofs with new insulated fully adhered 80-mil fleece back PVC KEE roof system. Roof system shall meet UL Class A, comply with City of Austin applicable current building codes, and qualify for roof membrane manufacturer’s 20 year no dollar limit roof system guarantee

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



**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





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.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

**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 -







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 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.		