

REQUEST FOR PRICING

FOR

HIGHLAND HORIZON POOL PUMP HOUSE ADDITION



Response Deadline

August 8, 2018

3:00 PM Central Standard Time (CST)

**To: Nora Dinsmore
Brushy Creek MUD
16318 Great Oaks Drive
Round Rock, TX 78681**

BRUSHY CREEK MUNICIPAL UTILITY DISTRICT

REQUEST FOR PRICING FOR HIGHLAND HORIZON POOL PUMP HOUSE ADDITION

1. INTRODUCTION

Brushy Creek Municipal Utility District (the “District”) is accepting pricing proposals from qualified contractors to provide select demolition for, and construction of, a single story masonry addition to the pump house structure including electrical replacement, associated flatwork and fencing improvements (collectively, the “Project”) for the Highland Horizon Pool Pump House Addition located within the District.

2. SCOPE OF SERVICES

2.1 General

The District is seeking pricing proposals from qualified contractors to perform the Project. The contractor is to provide all labor and equipment required for proper completion of the Project in accordance with the plans and specifications prepared by the District’s architect/engineer.

2.1 Description of Highland Horizon Pool Pump House Project

The Pump House currently includes pool pumps and chemicals for the adjacent swimming pool. The Project includes construction of a new addition in order to add an area to separate the swimming pool chemicals from the pumps, create additional storage space and allow for the addition of a vending machine area. The Project includes select demolition of the existing CMU building and flatwork. The existing “lean-to” roof will be extended to cover the additional area. One tree will have to be relocated on site and additional flatwork will be poured to access the building and new fence gate. The electrical system for the pump area will be replaced with corrosion resistant gear and some of the existing controls will be relocated in the space.

2.2 Regulations

All improvements constructed as part of the Project must conform to ADA/TAS standards as designed and detailed, and all other applicable laws and regulations.

2.3 Location of Site

Highland Horizon Pool, 416 Highland Horizon, Austin, TX 78717

2.4 Plans and Specifications

The Project plans include on-sheet specifications regarding the building and associated elements. To obtain a copy of the plans, contact Nora Dinsmore, Administrative Services Specialist at n.dinsmore@bcmud.org

Contractors shall be responsible for providing the materials and installation that meets or exceeds all of the requirements as set forth in the specifications.

Prior to the contractor beginning the Project, the District will coordinate the removal of existing materials and pool chemical equipment. Contractor shall be responsible for any damage to any equipment or pool elements that are to remain undisturbed.

3. PROCEDURAL INSTRUCTIONS

3.1 Intent

This procurement is intended to result in the award of a contract for construction of the Project to a contractor that is most advantageous to the District, and that will result in the best and most economical completion of the Project.

3.2 Items to be Provided with Pricing Submittals:

All pricing submittals must include the following items:

1. Pricing - Contractor shall break out and specify the pricing for the individual components of the Project according to attached bid proposal. (**Exhibit A**).
2. Work Plan/Timeline- Contractor shall submit a Project work plan and schedule that provides for completion of the Project prior to the completion date set forth in this RFP.
3. Questionnaire and Information Form – (**Exhibit C**).
4. Experience-Contractor must identify how long they have been in business and company owner information.
5. Insurance- Signature Sheet (**Exhibit B**) will be submitted with bid acknowledging insurance requirements. The Contractor shall indicate the types and amounts of insurance that meets District's requirements, in accordance with the requirements of the Contract attached as **Exhibit D**.
6. References-Contractor must identify three references, including the name, title, and daytime telephone number of the references. Contractor must also provide at least two examples of similar work to that which is requested that the vendor is currently performing or has performed within the past three (3) years.
7. Warranty – Contractor shall specify the warranty information on both the materials and workmanship.
8. Conflict of Interest Statement –Contractor shall submit their responses to the Conflict of Interest Statement in Section 5.0.

3.3 Questions

Questions regarding the procurement process or the scope of the construction sought by the District **must be in writing via e-mail** to no later than **12:00PM (CST) Wednesday, July 26, 2018**. The subject line shall read: ***"Questions for Highland Horizon Pool Pump House Addition"***. Questions should be e-mailed to the District contact, Nora Dinsmore n.dinsmore@bcmud.org. The questions will be forwarded to the engineer Randy Stumberg, randy.stumberg@mrbgroupp.com.

3.4 Timeline

Procurement package distributed to Contractors:
July 13, 2018

Bid Advertisement Dates:
July 19th & 26th, 2018

Non-Mandatory Site Visit:
Thursday July 26th at 10:00 am
Highland Horizon Pool 416 Highland Horizon, Austin, TX 78717

Questions Due from Contractors:
Thursday, August 2nd, 12:00pm

Pricing Proposals Due from Contractors
Wednesday, August 8th at 3:00 pm

Staff recommendation to Board of Directors:
Thursday, August 23rd

Pre-Construction Meeting:
Week of Tuesday, September 4th
Community Center located at 16318 Great Oaks Drive, Round Rock, Texas 78681

Estimated Implementation & Completion Date:
September 2018 – January 2019

3.5 Contractor Proposals

Proposals must conform to the requirements set forth herein. Proposals and required information must be submitted to the attention of:

Nora Dinsmore
Administrative Services Specialist
Brushy Creek Municipal Utility District
16318 Great Oaks Drive
Round Rock, TX 78681

by **3:00 PM (CST) on Wednesday, August 8, 2018**. Any Proposals received after the above date and time will not be considered.

All costs associated with the preparation and submissions of Proposals are the sole responsibility of the Contractor. All Proposals shall be signed and dated by an official authorized to bind the Contractor in legal matters. All submitted Proposals become the property of the District.

3.6 Selection Process

All Proposals will be evaluated by District staff. Its recommendations will be submitted to the Board of Directors of the District for consideration at a regularly scheduled meeting following the Proposal submission date deadline.

The criteria that will be used to make the selection include the following, not necessarily in the order listed:

- (a) Cost
- (b) Qualifications
- (c) References

If the District has experience with your firm and you do not list the District as a reference, the District reserves the right to use past experience to evaluate award of a contract to your firm.

3.7 Confidential Information

The District is subject to the Texas Public Information Act. Any information submitted to the District by a Contractor shall be available to the public, unless it is clearly marked "CONFIDENTIAL." If another party requests access to information marked confidential, then the District shall ask the Contractor if the information may be released. If the release is agreed to, the District shall release the information. If the release is denied, the matter shall be referred to the Texas Attorney General's Office where the Contractor shall be responsible for substantiating its confidentiality. The Attorney General's office shall rule on the matter. Pricing information contained in proposals or contracts is not considered confidential under the PIA and will be disclosed without making a request to the Texas Attorney General.

4.0 Contract/Agreement

Attached as **Exhibit "D"** to this RFP is the form of the contract to be entered by the District and Contractor for completion of the Project. The contract is a part of this RFP. Upon selection of a Contractor by the Board of Directors, the Contractor must execute the contract. Failure to do so shall constitute cause for the District to enter into a contract with another Contractor.

5.0 CONFLICT OF INTEREST

The Board of Directors of Brushy Creek Municipal Utility District (the "District"), in compliance with Section 49.199 of the Texas Water Code, has adopted a Code of Ethics Policy. In accordance with this policy, please disclose the following information:

1. Whether or not any of the Board of Directors or Management Staff listed below has a substantial interest in the Contractor or its affiliates.
2. Whether or not any of the Board of Directors or Management Staff listed below has a direct or indirect contractual relationship with the Contractor or its affiliates.

Furthermore, the Texas Legislature adopted House Bill 1295, which added section 2252.908 of the Government Code. The law states that a governmental entity or state 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.

2018

Rebecca Tullos, Treasurer
Kim Filiatrault, Secretary
Shean Dalton, President
Donna Parker, Vice President
Michael Tucker, Assistant Secretary/Treasurer

District Staff

Mike Petter, General Manager
Jim Lamm, Chief Administrative Officer
Mike Hemker, Parks & Recreation Manager
Nora Dinsmore, Administrative Services Specialist

EXHIBIT A
BID SCHEDULE
for
Highland Horizons Pool Pump House Addition
Brushy Creek Municipal Utility District

The Undersigned Bidder proposes to complete the work as shown on the Plans and specifications:

TOTAL PROPOSED BASE BID: Bidder proposes to provide all labor and materials for select demolition and construction of a one-story CMU extension to an existing building (Pump House) including adjacent flatwork and fence modifications as shown on the contract documents for the stipulated sum of;

_____ and 00/100 Dollars

(\$_____)

Contractor to provide bid amount in both written and numerical format.

The cost is broken into the following subdivisions:

Select demolition.	(\$_____)
Building, including foundation, walls, roof, electrical and lighting.	(\$_____)
Flatwork, including all sidewalks	(\$_____)
Gates and fencing, including building gates	(\$_____)

EXHIBIT B

Signature Sheet

By submitting a bid for this project, the contractor is acknowledging the insurance requirements found in the Contractor, and the bidder agrees that, if awarded the contract, Contractor will comply with all insurance requirements as specified within 30 days of award of the contract.

Receipt is hereby acknowledged of the following addenda to the contract documents.

Addendum No. 1 dated _____	Received _____
Addendum No. 2 dated _____	Received _____
Addendum No. 3 dated _____	Received _____
Addendum No. 4 dated _____	Received _____
Addendum No. 5 dated _____	Received _____

Contractor

Seal and Authorization
(if a corporation)

By

Title

Address

Telephone Number

Attest:

E-Mail Address

Secretary

END OF BID SCHEDULE