

REQUEST FOR BIDS

FOR

CAT HOLLOW PARK & POOL RESTROOM RENOVATION



Response Deadline

December 5, 2018

12:00 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 BIDS FOR CAT HOLLOW PARK & POOL RESTROOM RENOVATION

1. INTRODUCTION

Brushy Creek Municipal Utility District (the “District”) is accepting bids from qualified contractors to provide construction services related to renovation of the District’s Cat Hollow Park and Pool Restroom facilities (the “*Project*”). The services include select demolition of existing restroom facilities, and construction of a single story masonry addition to the existing pool restroom structure to include concrete work, CMU, wood framing, stucco, mechanical, plumbing and electrical upgrades, installation of awnings and associated flatwork.

2. SCOPE OF SERVICES

2.1 General

The District is seeking bids from qualified contractors to provide all labor, equipment, tools, machinery, transportation, storage, supervision and services necessary, required or reasonably inferable, whether or not expressly set forth in any bid documents, to prosecute and complete in a single phase the Project in accordance with the plans and specifications furnished by the District.

2.2 Description of Existing Facilities and Project

The existing building serves as public restrooms for the Cat Hollow Park and Pool with two (2) single user restrooms for use by the park patrons. There is a need for showering capabilities for pool patrons as well as increased restroom spaces for general use.

The Project requires removal of two private stalls from the public (park) side of the existing building and construction of an addition to the east side of the existing building, and the addition of four (4) restroom stalls and/or urinals. The Project also includes installation of a new shower area to each existing pool restroom with a walkway between the two spaces to provide overflow access to the pool restrooms when required. A new main entry and awnings will be added along with new concrete flatwork for better circulation in front of the new addition and the relocation of existing drinking fountains and waste bins will be included in the site work. No new electrical or plumbing utility services are required for the building, but existing electrical and plumbing services must be modified and expanded to encompass the new work.

A more complete description of the Project is set forth in the plans and specifications furnished to all bidders. In the event of any conflict between the description of the Project set forth in this Request and the plans and specifications, the plans and specifications shall control.

2.3 Regulations

The structures and associated elements of the Project must conform to ADA/TAS standards as designed and detailed.

2.4 Location of Site

The Cat Hollow Park & Pool facility is located at 8600 O’Connor Drive Round Rock, TX 78681.

2.5 Specifications

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

Contractors shall be responsible for providing all labor, equipment, tools, machinery, and other services that meet or exceed the requirements 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 selection of 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 bid submittals must include the following items:

1. Pricing/Signature Page – The Contractor shall break out and specify the bid pricing for the demolition, building addition, doors and gates, toilet partitions, plumbing, mechanical, electrical, finishes, concrete flatwork according to the attached bid proposal form (**Exhibit A**).

If any addenda are issued by the District, the Signature Page included as part of Exhibit A must also be submitted with the bid proposal form.

2. Work Plan/Timeline- Contractor shall submit a Project work plan and timeline consistent with the timeline outlined in this RFP.

3. Questionnaire and Information Form – (**Exhibit B**)

4. Experience- Contractor must identify how long they have been in business and company owner information.

5. Insurance and Bonds- As an independent contractor, Contractor acknowledges that it is solely responsible for providing its own insurance coverage, including, but not limited to, unemployment compensation and workers' compensation to its employees. Insurance and bonding requirements are set forth in the Contract that must be executed by the successful bidder, a form of which is attached as **Exhibit C** (the "Contract").

6. References- Each bidder must identify three references, including the name, title, and daytime telephone number of each reference. Each bidder must also provide at least two examples of similar work to that which is requested that the bidder is currently performing or has performed within the past three (3) years.

7. Warranty – Vendor shall warrant all materials and services in accordance with the terms of the Contract.

8. Conflict of Interest Statement – Vendor 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 Project **must be submitted in writing via e-mail** no later than **12:00 pm (CST) Wednesday, November 28, 2018**. The subject line shall read: "***Questions for Cat Hollow Park & Pool Restrooms Renovation***". Questions should be e-mailed to the District contact, **Nora Dinsmore** at n.dinsmore@bcmud.org. The questions with answers will be posted on the District's website as an addendum.

3.4 Timeline

Bid Advertisement Dates:
November 15 & 22, 2018

Procurement package distributed to Vendors:
November 9, 2018

Non-Mandatory Site Visit:
Monday, November 26, 2018 10:00 am
Cat Hollow Pool 8600 O'Connor Drive, Round Rock, Texas 78681

Questions Due from Vendors:
12:00 pm Wednesday, November 28, 2018

Bids Due from Vendors
Wednesday, December 5, 2018 at 12:00 pm

Staff recommendation to Board of Directors:
Thursday, December 13, 2018

Pre-Construction Meeting:
Community Center located at 16318 Great Oaks Drive, Round Rock, Texas 78681
Week of January 7, 2019

Estimated Implementation & Completion Date:
January 2019 – April 2019

3.5 Bid Submissions

All bid submissions must conform to the requirements set forth herein. All bids 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 **12:00 PM (CST) Wednesday, December 5, 2018**. Any Bids received after the above date and time will not be considered.

All costs associated with the preparation and submissions of Bid documents are the sole responsibility of the Bidder. All Bid submissions shall be signed and dated by an official authorized to bind the Bidder in legal matters. All submitted Bids and related information 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 for consideration at a regularly scheduled meeting following the Bid deadline.

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

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

If the District has experience with any contractor that does not list the District as a reference, the District reserves the right to use past experience for evaluating that contractor's bid.

3.7 Confidential Information

The District is subject to the Texas Public Information Act. Any information submitted to the District by a bidder 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 bidder 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 bidder shall be responsible for substantiating its confidentiality. The Attorney General's office shall rule on the matter. Pricing information is not considered confidential under the PIA and will be disclosed without making a request to the Texas Attorney General.

4.0 Contract/Agreement - (Exhibit C)

Upon selection of an apparent successful bidder by the Board of Directors, the contractor must execute the Contract and furnish all required insurance and bonds. Failure to do so may constitute cause for the District to enter into a contract with another bidder.

5.0 CONFLICT OF INTEREST

The Board of Directors of the District, in compliance with Section 49.199 of the Texas Water Code, has adopted a Code of Ethics Policy, and the District is subject to the requirements of Chapters 171 and 176 of the Texas Local Government Code. In accordance with the District's policy and Texas law, please disclose the following information:

1. Whether or not any of the Board of Directors or Management Staff listed below, or a family relative thereof, 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, or a family relative thereof, has an employment or other business relationship with the Contractor or its affiliates.
3. Whether the Contractor has provided a gift to any of the Board of Directors or Management Staff listed below, or a family relative thereof.

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

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Kim Filiatrault, Secretary
Rebecca Tullos, Treasurer
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
Rachel Hagan, Parks & Facilities Maintenance Coordinator
Nora Dinsmore, Administrative Services Specialist