NOTICE OF PROJECT (NOP)
POSTED ON BEHALF OF SSC BY TEXAS A&M UNIVERSITY

Attention: TAMUCC Procurement Services  Date of Request: 10/09/2018

PROJECT INFORMATION

Project No.: 56378
Project Name: Chill Water Pipe Re-insulation
Project Location: Center for Science Building
Project Schedule:  Start Date: 11/19/2018  Finish Date:  12/19/2018
Project Description: To remove and re-insulate approximately 300 feet of damaged or failing insulation to the chill water lines along the North/South 1st floor corridor at the Center for Science building at TAMUCC. This work will be done on weekends (8am-5pm) and/or overnight (10pm-5am) due to the nature of the work. All work to be coordinated with SSC and University Police.

PROPOSAL SUBMITTAL

Proposals Are Due:  Date: 10/26/2018  Time: 2:00pm
Mail or Deliver to:  SSC Service Solutions
Facilities Services Planning & Construction
6300 Ocean Dr., Unit 5870 (Physical Address: 6300 Ocean Dr., Suite 121B)
Corpus Christi, Texas 78412-5870

DOCUMENT SUBMISSION/ACQUISITION

Construction documents and information are available eletronically at (web link):

HUB Participation Plan Required:  Yes ☑  No ☐
If yes, monthly HUB Progress Assessment Reports (PARs) required with each pay application.
Contact Leon Roberts at 361.825.2196 with all HUB related questions. leon.roberts@tamucc.edu

INFORMATION

Preproposal Meeting Location (if required): Physical Plant
Date:  10/19/2018  Time: 10:00am
Inquiries regarding the proposal process should be directed to:

Project Coordinator: Chris Osuch
Email: Christopher.Osuch@scsserv.com
Phone: (361) 825-2986
Inquiries regarding the technical aspects of the bid documents shall be directed to:

Architect Contact:
Architect Firm:
Address:
City:
Phone #:
REQUEST FOR COMPETITIVE SEALED PROPOSALS
SECTION 00 21 02

For SSC Services for Education

Texas A&M University- Corpus Christi

Project No.: 56378

Project Title: Chill Water Pipe Re-insulation

Date: 10/09/2018
Table of Contents

Instructions for Proposals

Proposal Form (Part 1)

Technical Proposal (Part 2)

Sample Master Agreement Contract - Appendix A

Contractor Submittal Checklist
(Please use this checklist to ensure all the proper documents are provided)

Are parts 1 & 2 complete?
Is part 1 executed in ink?
Is submittal addressed correctly?
Is submittal on time?
Is submittal (hard copy and Flash Drive) properly labeled?
Is submittal in sealed envelopes?
1.0 GENERAL:

1.1 SSC Services for Education (SSC) as Owner Designated Representative (ODR) for Texas A&M University- Corpus Christi is requesting Competitive Sealed Proposals (CSP) from general construction contractors.

1.2 All data submitted with a Proposal, except as noted herein, is deemed to be part of the Contract.

1.3 Purchases made for State of Texas use are exempt from the State Sales tax and Federal Excise tax. Do not include tax in bid. Excise Tax Exemption Certificates are available upon request.

1.4 Payment for work performed will be in accordance with the SSC Uniform General and Supplementary Conditions ("UGSC"), subject to changes as provided for in the Construction Contract.

1.5 Proposal documents will be available via a Web Based file sharing program in a PDF format. All printing is the responsibility of the bidder.

2.0 RECEIPT OF PROPOSALS:

2.1 The review and approval of the CSP process is a multi-step process which requires variable amounts of time. Responders are advised that these projected dates may change as required.

<table>
<thead>
<tr>
<th>Event</th>
<th>Date/Time</th>
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<tbody>
<tr>
<td>Pre-Proposal Meeting</td>
<td>N/A</td>
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<tr>
<td>Deadline for Questions</td>
<td>10/21/2018</td>
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<tr>
<td>Deadline for Receipt of Proposals</td>
<td>10/26/2018 @ 2:00pm</td>
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<tr>
<td>Evaluation of Proposals Completed</td>
<td>2 days</td>
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<tr>
<td>Award of Contract</td>
<td>14 days</td>
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</table>

2.2 Location: Proposals are to be received at the office of the Owners Designated Representative:

Christopher Osuch POM Manger
6300 Ocean Drive Unit 5870 Corpus Christi, TX 78412

3.0 INFORMATION INQUIRIES:

3.1 Questions regarding the proposal process should be directed:
Christopher Osuch POM Manager
(361)825-2986
Christopher.osuch@sscserv.com
3.2 If applicable, inquiries regarding the technical aspects of the Construction Documents shall be directed to:
[A/E Contact
Firm
Address
City, State Zip Code
Phone]

4.0 DISCREPANCIES AND INTERPRETATIONS:

4.1 Notify the ODR and A/E, if applicable, in writing, at least five (5) business days prior to the scheduled Proposal opening date, if discrepancies, ambiguities or omissions are found in the Proposal/Construction documents, or if further information or interpretation is desired.

4.2 Answers will be provided in addenda format. All provisions and requirements of such addenda will supersede or modify affected portions of the Proposal documents. All addenda will be incorporated in and bound with the Contract Document. No other explanation or interpretation will be considered binding.

5.0 SUBMITTAL CONTENT & PROCEDURE:

5.1 Contents

Part 1, Proposal Form (00 42 14 CSP Part 1)
Cost Reduction Considerations (Alt. A)

Part 2, Technical Proposal (00 45 20 CSP Part 2)
- Company History
- Experience & Qualifications (of company)
- Current Project Workload
- Ability & Qualifications of Professional Personnel
- Methodology and Cost Control
- List of Subcontractors
- Proposed project schedule

5.2 Procedure

5.2.1 Submit Parts 1 & 2 as (1) hard copy in a sealed envelope clearly labeled “CSP Submission for Project Number 56378 Parts 1 & 2” with Respondent’s Company Name clearly identified on the outside.

5.2.2 Submit (1) digital copy in .pdf format of all Parts (1 & 2) on a flash drive, which is to be included in sealed envelope containing Parts 1 & 2.

5.2.3 ALL Parts (1 & 2) and flash drive are to be submitted by deadline as set forth in 2.1.
THE ODR IS NOT RESPONSIBLE FOR DOCUMENTS THAT CANNOT BE READ OR CONVERTED. UNREADABLE PROPOSALS MAY BE, AT ODR'S SOLE DISCRETION, REJECTED AS NONRESPONSIVE.

5.3 If the Proposal and all parts are submitted by mail, the address is:

Facilities Services
6300 Ocean Drive Unit 5870 Corpus Christi, TX 78412
Attn: Christopher Osuch

“PROPOSAL ENCLOSED”

5.4 Delivery of all Proposal parts prior to the advertised deadline(s) is the sole responsibility of the respondent.

6.0 PREPARATION OF COMPETITIVE SEALED PROPOSAL:

6.1 The Proposal must be based on conditions at the project site, the bidding document scope of work and any addenda issued.

6.2 The Proposal, Part 1 must be authoritatively executed in ink and submitted on the Proposal Form.

6.3 A Proposal showing omissions, alterations, conditions, or carrying riders or qualifications which modify the Proposal Form (00 42 14) will be rejected as irregular.

6.4 Only one Part 1 Proposal shall be submitted. If two or more Part 1 Proposals are submitted, either in one envelope or in separate envelopes, such multiple Proposals may be subject to rejection.

6.5 Proposal amounts may not be amended or modified in any manner after the time set for the bid opening. After all Proposals are publicly opened, but before they are read aloud, they will be examined by the presiding official to determine if they are in proper form and properly signed. If an error or omission is discovered and classified by the presiding official as a technicality which the ODR has reserved the right to waive, the respondent’s representative may be permitted to make the appropriate correction. Any such correction will be announced and explained to the others present at the Proposal opening. A Proposal which is not and cannot be made legible for consideration under this procedure will not be read, nor will the Proposal prices be revealed.

6.6 A respondent will receive no compensation or reimbursement of expenses incurred in the preparation of a Competitive Sealed Proposal submission.

6.7 All respondents are strongly urged to attend Pre-Proposal Conferences. Respondent attendance may be included as part of evaluation.

6.8 Proposals received after the advertised time for the bid opening will be ineligible and will be returned unopened.
6.9 The ODR reserves the right to reject any or all Proposals at any time prior to award.

7.0 PUBLIC INFORMATION AND NOTICE OF CONFIDENTIALITY:

7.1 The ODR considers all Proposal information, documentation and supporting materials submitted in response to these instructions to be non-confidential and/or non-proprietary in nature, and therefore, shall be subject to the public disclosure under the Texas Public Information Act (Texas Government Code, Sec. 552.001 et seq.) after the award of the contract. Portions of the respondent’s Technical Proposal which contains trade secrets or other proprietary data which must remain confidential shall be identified as below:

7.1.1 Mark the cover sheet of the Technical Proposal with the following phrase: “This Proposal includes data that shall not be disclosed outside of ODR and the A/E design team and shall not be duplicated, used or disclosed in whole or in part for any purpose other than to evaluate this Proposal.”

7.1.2 Mark each sheet and specific data on that sheet that the respondent wishes to restrict with the following phrase: “Use or disclosure of this specifically marked data is subject to the restrictions regarding confidentiality cited on the cover sheet of this Proposal.”

8.0 RESPONDENT REQUIREMENTS:

8.1 The ODR may make such investigations as necessary to determine the ability of the respondent to perform the Work, and the respondent shall furnish any requested information data including an audited financial statement within five (5) days of the Proposal Opening. The ODR reserves the right to reject any Proposal if the evidence submitted by, or investigation of, such respondent fails to satisfy the ODR that this respondent is properly qualified to complete the Work.

8.2 Each respondent submitting a Proposal must be prepared to furnish the firm’s State Comptroller Vendor Identification Number, or the date on which an application was submitted. Contract payments to the successful respondent are contingent on submittal of this identification number and on having a current Form W-9 on file with SSC.

8.3 Respondents must be in a “Taxpayer is not on Vendor Hold” status with the Texas State Comptroller’s Office in order to be awarded the contract. Respondent certifies this with the submittal of a properly executed proposal. Ref: Texas Comptroller of Public Accounts Taxpayer and Vendor Information. http://ecpa.cpa.state.tx.us/vendor/tpsearch1.html.

8.4 As required by Chapter 231 Texas Family Code, a Proposal for a contract to be paid from state funds must include the name and social security number of the sole proprietor, each partner, shareholder or owner with an ownership interest of a least 25 percent of the business entity submitting the Proposal.

8.5 The Texas Family Code requires each Proposal to include the following statement: “Under Section, 231.006, Family Code, the vendor or applicant certifies that the individual or business entity named in this contract Proposal or application, is not ineligible to receive
the specified grant, loan or payment and acknowledges that this contract may be terminated and payment may be withheld if this certification is inaccurate." Respondent agrees with this certification statement upon submittal of a properly executed Proposal.

9.0 OWNERSHIP OF THE COMPETITIVE SEALED PROPOSAL:

9.1 Submitted Proposals, documentation and supporting materials shall become the property of the ODR.

10.0 SITE INVESTIGATION:

10.1 It is the responsibility of each respondent to examine the project site, existing improvements and adjacent property and be familiar with existing conditions before submission of a Proposal.

10.2 After investigating the project site and comparing the Drawing and Specifications with the existing conditions, the respondent should immediately notify the ODR, in accordance with paragraph 4.0 of these Instructions for Competitive Sealed Proposals, of any conditions for which requirements are not clear, or about which there is any question regarding the extent of the Work involved.

10.3 Should the successful respondent fail to make the required investigation and should a question arise later as to the extent of the Work involved in any particular case, after receiving recommendations from the A/E, the ODR will make the proper interpretation of the Contract Documents.

11.0 EVALUATION AND CONTRACT AWARD PROCESS:

11.1 Proposals will be opened publicly. A proposal-tabulation will be issued once a contractor has been selected. Other contents of the Proposals will be afforded security sufficient to preclude disclosure of the contents prior to award or rejection action.

11.2 Proposals will be evaluated by the ODR and A/E & others as determined by SSC. The criteria for evaluation and selection of the successful respondent for this award will be based upon the factors listed below:

Part 1 - Proposal Form
- Base Proposal Amount & Accepted Alternates
- Cost Reduction Considerations (alt. A) 60%

Part 2 - Technical Proposal
- Experience & Qualifications
- Current Project Workload
- Ability & Qualifications of Professional Personnel
- Methodology and Cost Control
- List of Subcontractors
- Proposed Project Schedule 40%
11.3 After opening the Proposals, the ODR/Owner will evaluate and rank each Proposal with respect to the published selection criteria described under Section 11.2. After opening and ranking, an award may be made on the basis of the initially submitted Proposal, without discussion, clarification or modification, or the ODR may discuss with the selected respondent, offers for cost adjustment and other elements of the Proposal. Other than the data read at the Proposal opening, the ODR shall not disclose any information derived from the Proposals submitted by competing firms in conducting such discussions.

11.4 If the ODR/Owner determines that it is unable to reach a satisfactory agreement with the first ranked respondent, the ODR will terminate discussions with that respondent. The ODR will then proceed with negotiations with each successive respondent as they appear in the order of ranking until an agreement is reached, or until the ODR has rejected all Proposals. After termination of discussions with any respondent, ODR will not resume discussions with that respondent.

11.5 Following the ODR/Owner approval of the order of ranking of respondent and the ODR contract award or Proposal rejection action, the respondents will be notified.

11.6 The ODR/Owner reserves the right to accept or reject any or all alternates or to accept any combination of alternates considered advantageous.

11.7 The award or rejection action regarding the Proposal is at the sole discretion of the ODR/Owner and the ODR makes no warranty regarding this Proposal that a contract will be awarded to any respondent.

11.8 The ODR agrees that if the Contract is awarded, it will be awarded to the respondent offering the best value to the Owner. The ODR/Owner is not bound to accept the lowest priced Proposal if that Proposal is judged not to be the best value for the Owner, as determined by the ODR/Owner.

11.9 SSC Agreement
If applicable, provide comments pertaining to SSC’s standard Agreement attached as Appendix A

NOTE: SSC will not make significant changes to its standard Agreement. Minor changes may be considered, SSC will not guarantee acceptance of such changes.

END OF SECTION
SSC SERVICES FOR EDUCATION
COMPETITIVE SEALED PROPOSAL
PART 1
PROPOSAL FORM
SECTION 00 42 14

SSC Services for Education
Texas A&M University- Corpus Christi
Project No.: 56378
Project Title: Chill Water Pipe Re-Insulation

__________________________________________
Business Name (Corporation, Partnership or Individual)

doing business as ___________________________

hereby proposes to furnish and install all work required by the Contract Documents that includes, SSC Uniform General and Supplementary Conditions ("UGSC"), SSC Special Conditions, the Drawings, the Project Manual/Specifications and any Addenda issued prior to the Proposal.

The "Total Contract Cost" shall include the cost of delivery, insurance, bonds, taxes, labor, materials, supervision, overhead, profit, incidentals and the use of all equipment and tools required to complete the work. The proposed Contract Cost, indicated in the Pricing Schedule included shall constitute full compensation for work required by the Contract Documents and the Addenda.

- The RESPONDENT certifies that this proposal is made in good faith, without collusion or connection with any other person or persons offering a proposal for the same work, and that it is made in pursuance of and subject to all the terms and conditions of the Construction Documents for the work to be accomplished, all of which have been examined by the RESPONDENT.

- All work required by the Contract Documents and enumerated in the Pricing Schedule included, whether specifically mentioned, included by implication or appurtenant thereto, shall be performed by the RESPONDENT, irrespective of whether it is named in the Pricing Schedule.

- The Proposal will remain subject to acceptance for 90 calendar days after submittal, or for such longer time as the RESPONDENT may agree to in writing upon request by the Owners Designated Representative (ODR).

- The RESPONDENT will submit a construction schedule and execute the contract within 10 business days after notification of contract award.
ITEM NO. 1 - BASE PROPOSAL AMOUNT
The amount for the complete construction of Chill Water Pipe Re-Insulation at the Center for Science 1st floor North/South corridor, including all general, plumbing, mechanical, and electrical work indicated on the drawings by N/A:

$__________________________ Dollars $__________________________

ALTERNATE A – Contractors Cost Reduction Considerations (Respondent to provide description)

DEDUCT $__________________________ Dollars

$__________________________

(Project Manager to give description of alternates & delete unused alternates)

ALTERNATE 1 – DESCRIPTION

ADD/DEDUCT $__________________________ Dollars

$__________________________

ALTERNATE 2 – DESCRIPTION

ADD/DEDUCT $__________________________ Dollars

$__________________________

ALTERNATE 3 – DESCRIPTION

ADD/DEDUCT $__________________________ Dollars

$__________________________

ADDENDA

Respondent has received the following Addenda to the Request for Proposals, but agrees and understands that it will be responsible for performing the Work in accordance with all terms and conditions in all Addenda issued in connection with the Request for Proposals, and that its Proposal will be construed to include all requirements of all such Addenda, whether or not identified below:

Addenda No.(s) ____________________________

SUBSTANTIAL COMPLETION DATE

After Commitment Approval or Notice to Proceed issued by SSC Services for Education all of the work must be substantially completed no later than 30 calendar days or 12/02/2018. Final Completion shall be achieved within 30 consecutive calendar days after the date of Substantial Completion as determined by the ODR.

The undersigned Respondent has carefully examined and considered the Project Site and relevant conditions and circumstances for the Work, information and requirements set out in the Request or Instructions for Proposals, the Drawings and Project Manual/Specifications, and the requirements of the proposed Contract Documents, including the ODR’s Agreement, the Uniform General and Supplemental Conditions, Special Conditions, and Tex. Gov. Code pertaining to Prevailing Wages 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 Proposals.

The undersigned Proposer further agrees to the following conditions:
1. An incomplete Proposal or one having additional information or other modifications or qualifications inscribed thereon, may be cause for rejection of the entire Proposal.
2. That, if accepted by the Owner ODR, this Proposal becomes a part to the Contract Documents upon the signing of the Contract Agreement, and failing to comply with any part of this Bid will be taken as failure of the Proposer to comply with the Contract Documents, and will be just cause for rejection of the Work.
3. That the Owner reserves the right to reject any or all Proposals and waive any or all informalities and irregularities or to accept any Proposal considered advantageous to him.

RESPONDENT:

________________________________________
Company

________________________________________
Employer Identification Number (EIN)

By:

________________________________________
Signature

________________________________________
Title

________________________________________
Company Phone Number

________________________________________
Date

________________________________________
Company Email or Fax Number

________________________________________
Company Contact and Address for Invoice

END OF SECTION
SSC SERVICES FOR EDUCATION
COMPETITIVE SEALED PROPOSAL
PART 2
TECHNICAL PROPOSAL
SECTION 00 45 20

SSC Services for Education
Texas A&M University- Corpus Christi
Project No.: 56378
Project Title: Chill Water Piping Re-insulation

General Contractor’s Name: ________________________________________________

Address: __________________________________________________________________

City, State, Zip: __________________________________________________________

Telephone No.: __________________________ E-Mail: __________________________

State Comptroller Vendor Identification Number: ______________________________

1.0 GENERAL
1.1 Qualification information submitted shall be applicable only to the Contractor’s office that will perform this Work.

2.0 COMPANY INFORMATION & HISTORY
2.1 ☐ Corporation ☐ Partnership ☐ Sole Proprietorship ☐ Joint Venture ☐ Limited Liability Company
State of Organization: ______________________________________________________

2.2 How many years has organization been in business as a contractor? ______________

2.3 How many years has your organization been in business under its present business name? ________________________________________________________________

2.4 Under what other or former names has your organization operated? ______________

2.5 List other fully staffed offices or fully staffed branch offices of your organization:

<table>
<thead>
<tr>
<th>Name/Location</th>
<th>Branch Manager</th>
<th>Telephone Number</th>
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2.6 Corporate Officers, Partners or Owners of Organization:

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Construction Experience</th>
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2.7 If your organization is a corporation, answer the following:
  • Date of incorporation:
  • State of incorporation:
  • President's name:
  • Vice-president's name(s):
  • Secretary's name:
  • Treasurer's name:

2.8 If your organization is a partnership, answer the following:
  • Date of organization:
  • Type of partnership, if applicable:
  • Name(s) of general partner(s):

2.9 If your organization is individually owned, answer the following:
  • Date of organization:
  • Name of owner:

2.10 If the form of your organization is other than those listed above, describe it and name principals:

2.11 List jurisdictions and trade categories in which your organization is legally qualified to do business, and indicate registration or license numbers, if applicable.

2.12 List jurisdictions in which your organization's partnership or trade name is filed.

3.0 CLAIMS & SUITS
3.1 Has your organization ever failed to complete any work awarded to it?

3.2 Are there any judgements, claims, arbitration proceedings or suits pending or outstanding against your organization or its officers?

3.3 Has your organization filed any law suits or requested arbitration with regard to construction contracts within the last five years?

3.4 Within the last five years, has any officer or principal of your organization ever been an officer or principal of another organization when it failed to complete a construction contract?
4.0 EXPERIENCE & QUALIFICATIONS

4.1 List categories of work that your organization normally performs with its own forces.

________________________________________________________________________

________________________________________________________________________

4.2 Propose to perform _____% of the work for this project with own forces.

(List Trades) __________________________________________________________

________________________________________________________________________

4.3 Total number and dollar amount of contracts currently in progress:

Number ______________________________ $ ________________________________

4.4 Largest single contract amount currently in-progress: $ __________________

Project Name: __________________________________________________________

Projected Completion Date: _______________________________________________

4.5 Volume of work completed over last 5 years: (Through 12/31)

2016 $ ________________________________

2015 $ ________________________________

2014 $ ________________________________

2013 $ ________________________________

2012 $ ________________________________

4.6 List pending claims and/or litigation at time of submitting Proposal. (Show project name, owner and summary explanation.): ________________________________

________________________________________________________________________

________________________________________________________________________

5.0 REFERENCES

5.1 Trade References: ______________________________________________________

________________________________________________________________________

________________________________________________________________________

5.2 Bank References: ______________________________________________________

________________________________________________________________________

________________________________________________________________________

5.3 Surety

- Name of bonding company: ______________________________________________

- Name and address of agent: _____________________________________________
6.0 ABILITY & QUALIFICATIONS OF PROFESSIONAL PERSONNEL

6.1 Project Organization Chart (Please attach at the end of this document)

6.2 Detailed resumes of individuals assigned to this project including project manager, superintendent, project scheduler/expediter, and quality control supervisors as applicable. (Please attach at end of this document)

6.2.1 Resumes of your key personnel shall include professional affiliations such as membership in the American Institute of Constructors and if the individual is a Level I or Level II Certified Professional Constructor.

6.2.2 In addition, a listing of other construction personnel within your organization that are members of the American Institute of Constructors shall be included and their respective level of certification.

6.3 Approximate amount of time each project team member is expected to spend on the project:


7.0 METHODOLOGY & COST CONTROL

7.1 Please insert your methodology & cost control measures in a written form in this area. (If additional space is needed please insert additional sheets at the end of this document):


8.0 LIST OF SUBCONTRACTORS

8.1 Please list all subcontractors proposing to use on this project. (If additional space is needed please insert additional sheets at the end of this document):


9.0 PROPOSED PROJECT SCHEDULE

9.1 List procedures outlining how the contractor will update the Architect & ODR on progress of the project work schedule:


9.2 Please attach proposed project schedule in Gant format at the end of this document.

END OF SECTION