

OVILLA POLICE DEPARTMENT RENOVATION/ALTERATION PROJECT 2022



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REQUEST FOR PROPOSALS (RFP) 22-03
RENOVATION/ALTERATION OF THE CITY OF OVILLA POLICE
DEPARTMENT.

PROJECT OVERVIEW

The City of Ovilla is seeking bids for the building renovations/alterations of the City of Ovilla Police Department located at 105 S. Cockrell Hill Rd. Ovilla, Texas, 75154. The project will include Internal Alternations to an existing 3,600 SF Police Facility with the addition of a new, stand-alone 14' X 16' Records Retention Building.

INQUIRIES

Questions or clarification requests regarding RFP or Project shall be directed in writing to Bobbie Jo Taylor, City Secretary, City of Ovilla via email at btaylor@cityofovilla.org. All correspondence must include the following reference to be considered: "RFP 22-03 building renovations/alteration of the City of Ovilla Police Department". Both questions and responses will be published on the City of Ovilla website at: <https://www.cityofovilla.org/bids.aspx> Participants are instructed the RFP contact person is the only authorized source of information concerning this solicitation.

1.0 GENERAL REQUIREMENTS

Key Dates:

Advertise RFP Publication:	May 12, 2022	
Dealine for Questions	May 31, 2022	1:00 p.m.
RFP Due Date and Time:	June 6, 2022	1:00 p.m.
RFP Opening Date and Time:	June 6, 2022	2:00 p.m.
Committee Review of RFP:	June 6, 2022	3:00 p.m.
City Council Award Date:	June 13, 2022	6:30 p.m.

1.1 Sealed proposal submissions will be received on or before June 6, 2022, at 1:00 p.m.

Proposals shall be submitted via USPS mail, UPS, or FedEx to:

City of Ovilla Texas
Attn: City Secretary – "RFP 22-03 building renovations/alteration of the City of Ovilla Police Department"
105 S. Cockrell Hill Rd.
Ovilla Texas 75154

Proposals shall be delivered by personal delivery, courier, etc. to:

City of Ovilla Texas
Attn: City Secretary – "RFP 22-03 building renovations/alteration of the City of Ovilla Police Department"
105 S. Cockrell Hill Rd.
Ovilla Texas 75154

1.2 Proposals will not be accepted after the deadlines set for receipt thereof. No submittals received after this deadline will be considered. The City of Ovilla is not responsible for the lateness of mail, carrier, or any method of delivery. Delivery by FAX or Email is NOT acceptable. The time/date stamped by the Front Office staff shall be the official time of receipt.

1.3 Unless expressly allowed by a written authorization from the City, no submissions may be changed, amended, or modified in any manner after it is delivered to City; however, a submission may be withdrawn and resubmitted any time prior to the deadline set for receipt thereof.

1.4 Proposals will be received by The City Secretary until 1:00 p.m. local time on June 6, 2022, at City Hall, 105 S. Cockrell Hill Rd. Ovilla Texas 75154. Bids will be read aloud in the City Council Chambers of City Hall at 2:00 p.m.

1.5 The Committee comprised of city staff will review the proposals at 3:00 p.m. on the 6th of June and report to the City Council the findings of the committee including a recommendation of a proposal.

1.6 The City Council will award the proposals at the June 13, 2022 city council meeting provided that the committee was able to choose a proposal fitting all criteria set out in this request for proposals.

2.0 SELECTION AND PROPOSAL

2.1 Interested persons or entities submitting proposals shall submit four (4) physical copies and one (1) digital copy on a flash drive of your firm's response.

2.2 To enable efficient evaluation of the responses, it is important that Respondents follow the required format in preparing their responses. Each copy of the response shall be bound using a semi-permanent binding method (GBC, Spiral, etc.), to ensure that pages are not lost. Pages shall be no larger than letter size (8 1/2" by 11") or, if folded to that dimension, twice letter size (11" by 17") each section (defined below) shall be separated by a tabbed divider. Elaborate covers and permanent binders are not required.

2.3 Each respondent must submit a proposal containing complete responses to each of the questions set forth below, and fully complying with the General Requirements set out in Section 1 above, and all other applicable requirements of this RFP.

2.4 The proposals received from the respondents will be reviewed, evaluated, and ranked by the committee based upon the application of the following evaluation criteria and weighting factors in addition to the selection criteria set forth in Section 2269.055 of the Texas Government Code:

1. Respondent's Proposal Cost	25%
2. Respondent's Qualifications	25%
2. Respondent's Experience	20%
3. Respondent's Capability to Perform	15%
4. Respondent's Reputation	15%

2.5 In preparing your proposal, answer each of the following questions and requests thoroughly while attempting to keep each answer to 100 words or less. The completeness of your answers to these questions and requests will be considered in evaluating your response. Please include an outside cover. A table of contents should be next, followed by dividers separating each of the following sections:

- **Divider #1 – Letter with Effective Time Period and Total Proposal Cost**

The first page following the divider shall be a letter transmitting the response to the City and stating that the proposal set forth in it remains effective for a period of 60 calendar days. The total and itemized proposed cost of construction and renovations shall also be included. The letter shall be signed by an authorized representative and shall include the firm name and address and the title, phone number, email, and printed name of the individual signing the letter.

- **Divider #2 – Qualifications**

1. Describe the qualifications of your firm and the educational and professional qualifications of the respondent's key team members.
2. Provide a sample Insurance Certificate verifying your firm maintains professional liability or errors and omission insurance in accordance with Texas Government Code Section 2269.208 written by an insurer authorized to transact insurance in the State of Texas.
3. Are you able and willing to provide all the services requested in this RFP in compliance with all applicable laws, rules, and regulation

- **Divider #3 – Experience**

1. Describe your firm, experiences with building renovation projects, or work most like the scope of construction work requested.
2. Provide a summary of any similar projects that your team has completed.
3. Identify all lawsuits filed, legal claims, or demands against the Respondent (or any of Respondent's Team members) and/or any of their respective principals/officers received within the last 5 years.

- **Divider #4 – Capability to Perform**

1. Provide a summary that you believe is relevant to the consideration that you (and your team members) have the capability and capacity to perform this project.
2. Provide a description of the steps and methods you would use to progress the work in an expedited manner including a high-level bullet point or narrative description construction schedule from start to project completion.

2.6 The city reserves the right to reject any or all Proposals and reserves the right to waive any irregularity in the Proposals received.

2.7 Following the final selection of person or entity and agreement to satisfactory terms, a contract shall be prepared by the selected person or entity for execution by the City Manager.

3.0 DESIGN AND CONSTRUCTION

3.1 The successful proposal for construction will be responsible for the design and construction of the project per the attached architectural renderings.

4.0 DESIGN CRITERIA

4.1 All design criteria has been approved and are attached with specifications.

5.0 OTHER REQUIREMENTS

5.1 Responses are solicited for this service in accordance with Texas Government Code 2254, Subchapter A, 2254.003, the terms, conditions, and instructions set forth in the RFP guidelines.

5.2 City does not assume, and hereby specifically disclaims, any responsibility or obligation of any nature, to any of the persons or entities responding to this RFP (or to any other entity) and will make no payment or reimbursement of any cost, fee, or other expenditure whatsoever associated with the preparation or submission of a proposal.

5.3 The contract awarded will be governed by the laws of the State of Texas and is deemed payable and performable in Ovilla, Texas. The venue for all disputes hereunder shall lie in Ellis County, Texas.

5.4 In addition to all rights provided by law, City: Reserves the right to reject any or all proposals. May, at its sole discretion, waive technical mistakes, informalities, or irregularities in any proposal received.

5.5 Neither this document nor the advertisement of the Notice of the RFP is an offer. The Exhibits attached hereto are incorporated herein for all purposes.

5.6 It is the express intent of the city, that each proposal as submitted be comprehensive, and prepared in good faith. Acceptance of any proposal is expressly conditioned upon approval of all documents by counsel for the City and formal approval of a resolution by the City Council or City Manager. Acceptance of any proposal is not acquiescence or agreement with any term or condition set forth in the proposal or any proposed documents included in or referenced by the Proposal. It is the intent and desire of the City of Ovilla to identify, through this RFP process, the most qualified team for this project. The teams submitting sealed RFPs responses will be evaluated based on the criteria and point scale enumerated above. Using the scores derived from these criteria, the teams will be ranked.

If so desired or deemed necessary by the committee, the top-ranked contractor **may** be asked to come in for an interview. Once the top-ranked contractor is identified, the City will move forward with the terms of the agreement. If negotiations should stall, then negotiations shall begin with the second-highest ranked contractor and so on until an agreement can be made.

5.7 Respondents who provide false or misleading information, whether intentional or not, in any documents presented to the City for consideration in the selection process shall be excluded.

5.8 All responses shall be held confidential from other parties by the City to the extent allowable by law until after the selection process is completed. Respondents should be aware that at the completion of the selection process, the contents of their proposals are subject to the provisions of the Texas Public Information Act and may be made public. Confidential and/or sensitive information should not be included in the proposal.

5.9 The City of Ovilla reserves the right to award a contract based on, in the sole determination of the City, the proposal that represents the best value to the City. The City reserves the right to accept or reject any or all submittals, without prejudice or any items or part thereof, or to waive any informality in submittals.

5.10 There is no expressed or implied obligation for the City to reimburse the responding team for any expense incurred in preparing submittals in response to this request. Proposals submitted to the City shall become the property of the City and will not be returned to the respondent.

5.11 Refer to and complete the Conflict-of-Interest Questionnaire forms attached as RFQ Appendix C regarding disclosure and reporting obligations on vendors and potential vendors to local government entities.