



Request for Proposal

RFP Date: Apr 11, 2022

Project: TOOF - Esperanza Community Development: Construction of Shower and Toilet Structures

Project Address: 780 S Hwy 183, Austin, TX 78741

Owner: The Other Ones Foundation

RFP Contact: adel.maitland@toofound.org
jschneider@toofound.org

Submit Bids via email no later than: May 27, 2022

Submit Bids to: jschneider@toofound.org

Dear Bidder,

Your firm is invited to submit a Proposal for the below open-shop scope of work. The following proposal request will outline the project goals and detail the format you should submit your proposal. One-Line Diagrams, Project Drawings and a Bid Form are attached. Please read the timeline carefully. In order for your proposal to be considered, your proposal must meet our deadline due date.

If you are interested in bidding, please confirm via reply email. If you cannot provide a price, please let me know by return email.

Proposal due: Wednesday, May 27, 2022, via email



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Company Overview

TOOF is a 501(c)(3) tax-exempt organization which is a nonprofit that provides extremely low-barrier employment, case management, and humanitarian aid to people experiencing homelessness in Austin, TX.

Jobsite Walk Pre-Bid

Bidder shall attend the onsite Pre-Bid Walk at which the requirements of the Bidding Documents are reviewed, and a Project site visit is conducted. The Owner requires all Pre-Bid Conference attendees to arrive for the meeting on time and to sign an attendance list, which in turn is used to determine if Bidders meet this requirement. Any Bidder not attending the Pre-Bid Conference in its entirety will be deemed to have not complied with the requirements of the Bid Documents and its Bid will be rejected.

* Email full names and titles of all persons attending to RFP Contact no later than 12:00 Noon Central 1 day prior to job-walk.

Contract Type:

The Owner will engage with Contractor under a Lump Sum arrangement using an industry standard Master Service Agreement Between Owner and Contractor where Work is provided under multiple Work Orders, and/or Purchase Orders. The selected bidder to perform as the Contractor for this project shall initiate performance of the project upon receipt of a "Notice to Proceed" from the Owner while the Owner and Contractor finalize costs, schedules, and scopes in the Work Order. The Owner and Contractor shall work to complete the Work Order as expeditiously as possible. The Owner shall continue to process the MSA's with each bidder during the Tender process.

Owner Contacts:

Primary:

Jeff Schneider
Construction Manager
jschneider@toofound.org

Alternate:

Chris Baker
TOOF - Founder



Project Information:

Furnish and install all material, equipment, labor, supervision and coordination required install, in a good and workmanlike manner, according to the plans and specifications hereinafter referred to, and shall furnish and provide all labor to be used in the construction of the utility infrastructure for Owner more particularly described on CIVIL CONSTRUCTION PLANS SHEETS # 1 -16 in the Site Development plans referenced below, which property Owner states that Owner maintains a Lease free and clear of liens, and the Electrical RFP One Line Diagram dated 02.04.22 . Said Property, site improvements, and infrastructure shall hereinafter be referred to as the project. Contractor shall supervise and direct the project, using the Contractor's best skill and attention. The Contractor shall have sole responsibility for and authority to deal with any and all subcontractors and suppliers. The Contractor shall be solely responsible for and have control over construction means, methods, techniques, sequences, and procedures and for coordinating all portions of the project under the contract, unless contract documents give other specific instructions concerning these matters.

The project scope is defined by the project documents, but the Owner will have additional scopes of work that are not shown on the project documents during the Tender. The additional scopes of work will be carried as allowances on the bid forms and the Owner and Contractor shall review and agree each additional scope, schedule, cost and fee on a case-by-case basis after the Owner awards the project to the Contractor and include the additional scope through processing a Change Order to the Work Order. Contractor shall provide information requested by Owner, including copies of subcontractor bids, materials costs, labor estimates, etc. to substantiate and validate the scope of work and proposed cost for each Change Order.

Personnel Behaviors

As a production facility with active clients in and about the grounds always, the conduct of all project team members, including subcontractors and tradesmen, shall be professional and respectful. The TOOF campuses and facilities are tobacco and smoke-free. It is not permissible to dip or smoke (in any form) at any point on the grounds outside of already designated spaces for such activity. Project team members shall not curse, lean/stand on walls or equipment, or be disrespectful in any manner at any time. All project team members shall follow OSHA and NFPA70E safety and workplace requirements.

Pandemic Requirements

Contractor to provide a copy of their Pandemic (COVID-19) field instructions / policies / procedures with their Tender package for review, clarification, and incorporation to the Work Order. TOOF may provide periodic updates to policies during the project duration for review and agreement with the Contractor.

Bid Instructions

General Bid Instruction

The purpose of this document is to provide bidding Contractors with instructions to prepare a complete Lump Sum Bid for the project scope.

The following instructions are provided to assist the bidders with scopes of work that may not be clear on the drawings or between trades. This document is in no way to be construed as a complete scope list. Each Contractor is responsible for providing a complete bid that includes all costs for installation of the work in a proper manner.

Bidder, by making a Bid, represents that:

1. Bidder has read, understood, and made the Bid in accordance with the provisions of this Request for Proposal (RFP) and all other Bid Documents.
2. This RFP and all final Bid Documents shall be incorporated into the contract of the awarded bidder. Bidder confirms acceptance of all requirements in this document.
3. Bidder has visited the Project site and is familiar with the conditions under which the Work is to be performed and the local conditions as related to the requirements of the Bid Documents.
4. At the time of submission of the Bid, Bidder and all Subcontractors, regardless of tier, have the appropriate current and active licenses, certifications, etc. as required to perform the Work in the Bid Documents.
5. Bidder has the expertise and financial capacity to perform and complete all obligations under the Bidding Documents.
6. The person executing the Bid Form is duly authorized and empowered to execute the bid forms on behalf of Bidder.
7. Bidder agrees to submit their bid using the BID Workbook provided with the Bid Documents and shall do so providing all pricing, quantities and breakouts indicated.
8. Bidder is aware of and, if awarded the Contract, will comply with all applicable Code Requirements and Ordinances in its performance of the Work.
9. Bidder will identify all scope gaps or items that do not seem complete in the Bid Documents and submit to the Owner as a Bid RFI.
10. Bidder agrees to review Owner's Contract and provide proposed revisions/redlines as part of their bid submissions.

Project Specific Bid Instructions

1. Because the project location is live and in production, all work associated with this project is performed in place in "Critical Spaces." It is TOOF's policy that all activities, construction or otherwise, which take place in Critical Spaces must (a) follow all site and project Work Rule requirements (b) be executed with a fully scripted and Owner approved Method of Procedure (MOP), (c) be supervised by an Owner approved individual and (d) must be pre-planned at least 30 days in advance to allow Owner sufficient time to notify clients per client SLA contracts. Failure of Contractor or subcontractor to plan and prepare according to these requirements and Owner expectations for this lead-time to allow for sufficient client notification and on-site Owner

- operations team preparedness will result in the work being denied and rescheduled at Contractor or trade expense at no detriment to the project substantial completion date or cost to Owner.
2. Contractor shall provide all labor, material, equipment, rigging, supervision and coordination required to complete the Work in accordance with this RFP and all Bid Documents.
 3. This is an occupied and operating building. Work shall be performed in accordance with the TOOF Work Rules and Escort Program.
 4. **INCLUDE in your bid a complete, detailed proposed Project Schedule.** This schedule is a requirement for the bid to be considered. Schedule should include mobilization and demobilization dates, major activities (rigging generators, hook-up between equipment sets, etc.) and durations that demonstrates to the Owner that the Contractor comprehends the overall project phasing.
 5. ALL work shall be plumb and true. (only exception: code required slopes, such as for fire sprinkler piping.)
 6. All excess cabling on the project, commonly referred to as “rabbit” shall be provided to the Owner. The General Contractor will coordinate with Owner and maintain a single location for excess cabling storage during the project.
 7. Center devices and sprinkler heads in new ceiling tiles, unless noted otherwise in the drawings.
 8. Protect all walls floors and ceilings in stairwells used for transport of materials and worker traffic.
 9. ALL Fire Extinguishers for the project shall be HFC-236FA Clean Agent, including those provided with any/all lifts, pickers, etc.
 10. Critical Space Work (MOPs):
 - All work shall be performed in strict accordance to an approved Method of Procedure (MOP). Contractor will manage and Coordinate all MOPs. Include all costs for MOP generation, iterations required for approval, organizing/filing and meetings with stakeholders as required to achieve MOP approval.
 - Provide onsite coordination and supervision of MOP work, to include verifications of each MOP step during the work, by this Contractor.
 11. Inspect new construction materials for damage and conformance to contract documents, submittals, and material manufacturer’s requirements prior to installation. Remove and/or replace damaged or non-conforming materials at no additional cost to the Owner.
 12. Contractor shall physically supervise ALL Work performed on the site, to include self-performed and subcontracted work, investigations, material delivery, AHJ inspections, cleanup, maintenance of temporary facilities, etc.
 13. Maintain all paths of egress throughout the duration of the project.
 14. Work is to be performed during normal hours (0730 – 1530, M-F) unless coordinated in advance with the Owner. Contractor may work overtime if needed to maintain the project schedule. Overtime to meet the project schedule shall be coordinated between the Owner and Contractor, Overtime or increases in crew sizes to meet the project schedule that have costs in excess of the Contractors Lump Sum price shall not be billed, charged to the Owner – the Contractor establishes working hours, crew sizes, span of control and efficiency to complete the project on time and maximize resources.
 15. Contractor agrees to adhere to the TOOF Work Rules, while working on the premises.
 16. Include all signage for accessibility and code compliance, and as shown in the drawings.
 17. Daily cleanup is a safety requirement. Therefore, include in your bid the cost to clean up the debris

generated by all field operations, daily, no exceptions.

18. Provide all warranties specified, to include "Special Warranties" or other similar type warranties, that are to be provided by the manufacturer per the terms and durations in the specifications.
19. Contractor Change Order Requests shall show cost breakouts for labor, material, equipment rentals, subcontractor backup proposals and all markups.
20. Provide all labeling of equipment, piping systems and other components of Work, per specifications. Submit a comprehensive list, grouped by division, of all labels. Indicate label size, text of label, font, font size, color, material, equipment, etc. for Owner review prior to installation.
21. Provide record submittals, as specified. Record submittals are to be submitted for approval in Procore, typ.
22. Base scope includes quality inspections for all material first delivery, first-in-place installations, mock-ups and documentation of these quality activities in Procore.
23. Receive, unload, inspect, inventory, document, store, protect, double-handle if necessary, set and install Owner Furnished Contractor Installed Equipment (OFCI).
24. Contractor agrees that all non-confirming work for which they or their subcontractors are responsible will be remedied at no schedule impact or cost to Owner.
25. Contractor agrees to ensure all changes are pre-approved in writing as expeditiously as possible. It is incumbent on the Contractor to solicit scope, schedule, and budget impacts for potential changes from subcontractors as soon as the potential change is recognized. The Owner's CM can approve small changes in the field (<\$5K) verbally with follow-up email recap of the approval and situation provided by the contractor within 24 hours.



Bid Questions

Submit via email in ONE excel document at ONE time all bid RFIs directly to jschneider@toofound.org. Refer to bid schedule for the deadline to submit bid RFIs. Faxes will NOT be accepted. Bid questions and answers will be consolidated and distributed to all bidders in an addendum, unless the response negates a competitive advantage from the question submitter.

Bid Documents

1. Request for Proposal (RFP)
2. Attachments - In addition to this RFP document, the following Attachments have been provided along with the RFP to assist Respondents in their RFP response.
 - a. Attachment 2 – Drawing & Specifications
 - b. Attachment 5 – MSA Agreement
 - c. Attachment 6 – Work Rules & Escort Program
 - d. Attachment 7 – Critical Spaces
 - e. Attachment 8 – MOP Example
3. Proposal Deliverables
 - a) RFP Response
 - b) Owner Contract proposed revisions/redlines; if any.
 - c) Project Schedule, including critical milestone dates at a minimum

Clarifications

1. Respondents have been required to execute a Mutual Confidentiality and Nondisclosure Agreement as a condition of participation in this RFP solicitation. Respondents are reminded that the information contained within this RFP, including other data appended or related to it, is the property of the Owner, is confidential and proprietary to the Owner, and may not be reproduced in whole or in part without the express written permission of the Owner. Respondent shall not disclose or release any such information for any use or purpose, other than as required to respond to this RFP, without the prior written approval of the Owner. If requested, all such information shall be destroyed or promptly returned to the Owner. Unless otherwise notified and agreed to in writing, all communications, whether electronic, verbal, written, or by any other means, between personnel or other representatives of the Respondent and the Owner's associates or other authorized Owner Agents/Representatives, shall also be considered confidential.
2. Proposals will be opened privately. All proposals shall be complete and final and must be guaranteed for 120 calendar days after the date established for the receipt of proposals.
3. By responding to this RFP, Respondents acknowledge that Change Orders are frowned upon and will be resisted. Consultants who perform out-of-scope work without first supplying a proposed fee and receiving written approval for that work will likely find themselves performing that work for free.
4. By submitting proposals, Respondents represent that they are experienced and qualified firms, capable of performing the work required of them by the proposal documents. Respondents further indicate that they have carefully reviewed the information provided pertaining to the Projects in full and have considered all of the conditions surrounding and relative to the performance of their work. Respondents shall include all applicable State Sales and Use Tax as it pertains to their proposal.
5. The Owner reserves the right to accept or reject any submitted proposals and to revise the services required at its discretion.

Disclaimer: The Owner has issued this RFP to solicit proposals from potential general construction firms for a comprehensive evaluation of their proposals as outlined in the attachments. This is not an offer to contract for services. Only the execution of a written contract will obligate the Owner in accordance with the terms and conditions contained in such a contract. All cost associated with preparing the RFP response is borne by the respondent.