



Texas Facilities Commission
P.O. Box 13047
Austin, Texas 78711-3047

REQUEST FOR PROPOSALS
COMMERCIAL REMODELING SERVICES
RFP #303-3-00073

Dated: November 6, 2013
Proposals Due: 12/20/2012

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REQUEST FOR PROPOSAL Commercial Remodeling Services

Pursuant to Texas Government Code Section 2165.001, Custodianship of State Property, and Section 2156.121, Use of Competitive Sealed Proposals, the Texas Facilities Commission is requesting responses to this Request for Proposals for commercial remodeling services for projects to be performed on an as-needed basis in approximately 50 buildings serviced by the Texas Facilities Commission located in Austin, Texas. It is the intent to enter into multiple requirements contracts for small (less than \$25,000), medium (greater than \$25,000 and less than \$100,000) and large (over \$100,000) projects with thresholds based on the bonding requirements.

- 1) **CONTRACT TERM:** This service shall be for a period beginning on the date that Contract, as defined below, is executed by both parties, and shall expire on August 31, 2015. The Contract may be renewed for one (1) additional two (2) year period, provided that renewal is executed prior to expiration of the current contract term. Any renewals shall be in writing and at the same terms and conditions, plus any approved changes.

This contract is contingent upon the continued availability of funding. If funds become unavailable through lack of appropriations, legislative budget cuts, amendment of the Appropriations Act, state agency consolidations, or any other disruption of current appropriations, provisions of the Termination Article shall apply.

- 2) **DEFINITIONS:** The following definitions apply to this Request for Proposals:

Acceptable Quality Level – The level of service below which the contract will not be paid or damages may be assessed.

Addendum - A modification of the specifications issued by TFC and distributed to prospective Respondents.

Best and Final Offer (BAFO) - A formal request made to acceptable or potentially acceptable Respondents for revision to the originally submitted proposal.

Contract - The Commercial Remodeling Services Contract attached to this RFP as Attachment A.

Contract Administrator - An individual designated by TFC to represent TFC during the performance of the Contract.

Contractor - The individual, partnership or corporation whose proposal is accepted and who enters into a Contract with TFC.

Coordinator – One or more individuals designated by the Contract Administrator to monitor and inspect the performance of the work during the contract.

Electronic State Business Daily (ESBD) – the designated website where state agencies, universities, and municipalities post formal solicitations (over \$25K), addendums to posted solicitations, and awards. The link to the ESBD is <http://esbd.cpa.state.tx.us/>.

Good Faith Effort – The required outreach that must be performed per Section 6 of the HUB Subcontracting Plan. The Good Faith Effort involves sending written notification of subcontracting opportunities to at least three (3) active HUB-certified vendors per subcontracting area and Minority or Women's Trade Organization. Unless otherwise specified, the prime contractor must allow the HUBs no less than seven (7) working days from their receipt of notice to respond, and provide notice of your subcontracting opportunity to a minority or women trade organization or development center no less than seven (7) working days prior to the submission of your response to the contracting agency.

HUB Subcontracting Plan (HSP) – The Historically Underutilized Business (HUB) Subcontracting Plan (HSP) required by Chapter 2161 of the Texas Government Code (TGC) and by Title 34, Chapter 20, Subchapter B, §20.10- §20.28 of the Texas Administrative Code (TAC).

Historically Underutilized Business (HUB) – A business who certified with the Comptroller of Public Accounts by meeting the following requirements: 51% owned by an Asian Pacific American, Black

American, Hispanic American, Native American and/or American woman; is an entity with its principal place of business in Texas; and has an owner residing in Texas with a proportionate interest that actively participates in the control, operations and management of the entity's affairs.

Owner – The Texas Facilities Commission

Owner Designated Representative – Person designated by Owner to act in place of Contract Administrator to oversee and issue individual projects.

Respondent - An individual, partnership or corporation that responds to this RFP.

RFP – The Request for Proposal

Service Ticket – Summary list stating building name, floor location, name of personnel performing the work, and TFC work order number for work completed by the contractor.

TFC - The Texas Facilities Commission

Vendor Supervisor Lead – Supervisor or lead specified by Contractor

3) **SCHEDULE OF EVENTS:**

a) The solicitation process for this RFP will proceed according to the following schedule:

EVENT	DATE
Issue RFP	11/06/2012
Pre-Proposal Conferences (Respondents are required to attend only one of the scheduled meetings)	Tuesday, 11/27/2012, 3:30 PM Or Thursday, 11/29/2012, 3:30 PM
Deadline for Submission of Questions	Thursday, 12/6/2012, 3:00 PM
Deadline for Submission of Proposals/RFP Opening	Thursday, 12/20/2012, 3:00 PM
Expected Award(s) of Contract	Friday, 01/04/2013
Expected Contract Start Date	02/04/2013

b) **REVISIONS TO SCHEDULE:** TFC reserves the right to change the dates in the Schedule of Events set forth above upon written notification to prospective Respondents through a posting of an Addendum on the Electronic State Business Daily.

c) **PRE-PROPOSAL CONFERENCE:**

i) The Pre-Proposal Conferences are scheduled for:

Tuesday, November 27, 2012 at 3:30 PM

OR

Thursday, November 29, 2012 at 3:30 PM

The location of the Pre-Proposal conference is:

William B. Travis Building
Rm. 1-111
1701 N. Congress Ave.
Austin, TX 78701

ii) Attendance at one (1) of the two (2) scheduled pre-proposal conferences is mandatory. Only those Respondents whose names and represented firm are on the pre-proposal conference sign-in sheets shall be allowed to submit a response. Free parking is available on the top floor of Garage G. See attached URL for parking map. Please do not be late.

www.sos.state.tx.us/about/forms/capitolcomplexparking.pdf

4) **PROPOSAL REQUIREMENTS:**

- a) **SUBMISSIONS:** Respondents shall submit one (1) original Attachment C – Execution of Proposal, Attachment D – Compensation and Fees, **original** bid bond along with one (1) original and three (3) copies of the Attachment B – HUB Subcontracting Plan, Attachment E – Contractor’s Qualification Form, and Respondent’s proposal. Additionally, respondent shall provide a formatted CD containing a complete copy of the vendor’s response to this RFP. The format shall be Adobe Acrobat version 9.0 or higher. Proposal pages should be numbered and contain an organized, paginated table of contents corresponding to the sections listed below in Section 4(d). Three ring binders are preferred but not required.
- b) **COSTS:** Respondents to this RFP are responsible for all costs of proposal preparation and delivery.
- c) **PUBLIC INFORMATION:** TFC will not consider any proposal that bears a copyright. Proposals will be subject to the Texas Public Information Act, Texas Government Code, Chapter 552, and may be disclosed to the public upon request. Respondents may request protection of trade and confidential information from public release by clearly marking each page on which such information appears with “Confidential” in bold face type at least **14 point font**; however, all information submitted as “trade and confidential information” is subject to interpretation by the Texas Office of the Attorney General. Should trade and or confidential information be included in the submitted formatted CD, as referenced in Section 5, Proposal Requirements, par. (a), Submissions, respondents should also notate the CD cover with the word “Confidential.”
- d) **CONTENTS:** Listed below is a summary of all information to be included in a proposal submitted in response to this RFP. Proposals submitted without all of the required information may be rejected. TFC reserves the right, in its sole judgment and discretion, to waive minor technicalities and errors in the best interest of the State of Texas.
- i) **COMPANY INFORMATION: <0 pts>** Including, but not limited to the following:
- (1) company description;
 - (2) ownership information;
 - (3) physical and mailing address;
 - (4) other company locations/offices;
 - (5) primary contact;
 - (6) telephone and facsimile number and e-mail of company’s primary contact;
- ii) **Litigation History: <P/F>**
- (1) Respondent shall include a list of all litigation that the company has been involved in within the last three (3) years.
- iii) **Relevant Experience and Qualifications: <20 pts>** Complete and submit Attachment E – Contractor’s Qualifications Form. Respondent should also provide a free-form narrative that describes, in detail, any qualifications not enumerated on Attachment E – Contractor’s Qualifications Form. The following minimum requirements are required of Respondents:
- (1) Out of state Respondent’s doing business in the State of Texas shall have a Certificate of Authority to do business in Texas, a copy of which shall be submitted with the proposal;
 - (2) Demonstration that the Respondent or the principals/owners have successfully been in the commercial remodeling contracting business for a minimum of five (5) years.
 - (3) An organizational chart which shows roles and responsibilities of key individuals assigned to provide services under the Contract;
 - (4) Names of top management and key employees and each person’s duties, including the background and experience of these employees. Include résumés for leads and supervisors who will oversee work crews;
 - (5) Contractor shall have available a minimum workforce of five (5) journeyman carpenters and five (5) journeyman painters each with a minimum of five (5) years commercial carpentry or painting experience. Include names, résumés, and copies of any relevant licenses or training certificates of staff fulfilling this requirement.

- (6) Demonstration of a Respondent's relevant experience for the type of work solicited in the RFP.
 - (7) Contractor must have an established office located within Highway District 14, which includes Bastrop, Blanco, Burnet, Caldwell, Gillespie, Hays, Lee, Llano, Mason, Travis and Williamson Counties. This office will be maintained and appropriately staffed throughout the term of this Contract.
 - (8) Describe local management team and structure of the office that will be supporting this Contract.
- iv) **PROPOSED METHODOLOGY: <15 pts>** Provide a detailed plan that outlines and demonstrates the methods for performing the requirements of the Contract. This shall include, but not be limited to:
- (1) processes and techniques used to understand the services to be provided under the Contract;
 - (2) problem solving;
 - (3) value engineering;
 - (4) maintaining budgets;
 - (5) maintaining schedules;
 - (6) staff sizing and roles;
 - (7) company workload in proportion to the services outlined in the Contract; and
 - (8) coordination of work with subcontractors.
- v) **COMPENSATION AND FEES: <60 pts>** Include pricing on the Attachment D – Compensation and Fees. Respondents may not add qualifications, conditions or exceptions to the proposal. Any such representation by the Respondent may be cause for rejection of the proposal, at the full and sole discretion of TFC.
- vi) **QUALITY CONTROL & SAFETY PROGRAM: <5 pts>**
- (1) **Quality Control/Quality Assurance:** The Respondent shall provide the name and job title of the person in the organization who oversees the quality assurance program. The respondent shall also provide a description of the firm's quality assurance program. TFC reserves the right to require a copy of the quality control manual and quality assurance processes which, if awarded the Contract, must be maintained by Contractor during the term of the Contract. Respondent shall describe its quality assurance program, quality requirements and means of measurement and shall provide process flow charts on how quality is maintained and achieved. The Respondent shall describe the company/firm's policy regarding establishing quality control processes similar to the International Standard Organization (ISO) 9000 and other in-place controls for adherence to budget, quality, safety and schedule.
 - (2) **Contractors Safety Record:** The Respondent shall provide its workers' compensation experience modification rate - EMR - for the last five (5) years as part of the proposal. This shall be submitted by Respondent's insurance carrier on their letterhead. In addition, Respondent shall provide the name and job title of the person in the organization who manages the safety program and a description of such program. TFC reserves the right to require a copy of the safety manual, which shall be maintained by Contractor during the term of the Contract.
 - (3) **Inspection:** The Respondent shall provide its process for self-inspection. Provide an inspection checklist.
 - (4) **Compliance:** The Respondent shall explain its policies on OSHA compliance and MSDS protocols. Explain your labeling practices with regards to chemicals utilized under this contract.
 - (5) **Training:** Respondent shall explain its training policies and procedures, employee training program and refresher training frequency.
- vii) **PRINCIPAL SUBCONTRACTORS:** Subcontractors with whom the Respondent intends to utilize in performing 15% or more of the Contract. Principal Subcontractors should be listed separately on the Attachment C – Execution of Proposal Form **and** the Attachment B – HUB

Subcontracting Plan. Include an Attachment E – Contractor’s Qualification Form for all principal subcontractors.

viii) **ATTACHMENT B HUB SUBCONTRACTING PLAN**

- (1) The Attachment B – HUB Subcontracting Plan shall be completed, signed and returned with the proposal. As mandated by 34 Texas Administrative Code, Section 20.14, Respondents must submit an Attachment B - HUB Subcontracting Plan that identifies all subcontractors and complies with good faith effort requirements in accordance with the Comptroller of Public Accounts (CPA) HUB rules in Section 20.14(d)(1)(D)(iii).
- (2) Pursuant to Texas Government Code, Section 2161.252(b), TFC shall reject any response that does not include an Attachment B - HUB Subcontracting Plan. An incomplete Attachment B - HUB Subcontracting Plan is considered a material failure to comply with the solicitation for proposals.
- (3) The Attachment B – HUB Subcontracting Plan shall become an exhibit to the Contract between the awarded Respondent and TFC. Upon execution of the Contract, Contractor can only change the HUB Subcontracting Plan if:
 - (a) Contractor complies with 34 Texas Administrative Code, Section 20.14;
 - (b) Contractor provides its proposed changes to TFC for review;
 - (c) TFC approves Contractor’s proposed changes to its HUB Subcontracting Plan; and
 - (d) TFC and Contractor amend their contract by submitting a revised HUB Subcontracting Plan containing the changes approved by TFC.
- (4) If TFC determines that the Contractor failed to implement its HUB Subcontracting Plan in good faith, TFC, in addition to any other remedies, may report nonperformance to the CPA in accordance with 34 Texas Administrative Code, Section 20.14(g)(5).
- (5) HUB subcontracting opportunities may be available in the following commodity class/item codes:

Class/Item	Description
010-05	Acoustical Tiles All Types (Including Recycled Types)
135-50	Stone, Building (Except Marble)
135-54	Stucco
135-58	Tile, Decorative
135-64	Tile, Floor and Wall, Ceramic, Glazed
150-XX	Builder’s Supplies
320-XX	Fasteners: Bolts, Nuts, Pins, Rivets, Screws, Etc.
330-XX	Fencing
350-30	Flag Poles, All Types
440-XX	Glass and Glazing Supplies
445-XX	Hand Tools (Powered and Non-Powered), Accessories and Supplies
450-XX	Hardware and Related Items
540-XX	Lumber, Siding, and Related Products
570-XX	Metals: Bars, Plates, Rods, Sheets, Strips, Structural Shapes, Tubing and Fabricated Items
630-XX	Paint, Protective Coatings, Varnish, Wallpaper and Related Products
635-XX	Painting Equipment and Accessories
801-XX	Signs, Sign Materials, Sign Making Equipment, and Related Supplies
870-XX	Venetian Blinds, Awnings, and Shades
910-XX	Building Maintenance, Installation and Repair Services
912-40	Demolition Services, Construction
914-27	Carpentry (Trade)
914-30	Concrete (Trade)
914-38	Electrical (Trade)
914-44	Flooring (Trade)

914-55	Masonry (Trade)
914-61	Painting and Wallpapering
914-73	Roofing and Siding (Trade)
914-80	Stucco (Trade)
914-83	Tile and Marble Work (Trade)
914-88	Wood (Trade)
977-73	Toilets and Showers, Portable, Rental or Lease
981-24	Containers, All Kinds (Including Recycling Collection Containers Rental or Lease)
981-36	Fencing Rental or Lease

The list above is not, nor is it intended to be, a comprehensive list that identifies all subcontracting opportunities.

See Attachment I for a list of active HUB vendors that provide the types of items and services listed above. This list is not comprehensive; additional HUB vendors can be found by searching the State's Centralized Master Bidders List (CMBL), found at <http://www2.cpa.state.tx.us/cmb/cmbhub.html>, or HUB Directory, found at <http://www2.cpa.state.tx.us/cmb/hubonly.html>.

- (6) If further assistance is needed in preparing the HUB Subcontracting Plan a Respondent may contact the TFC HUB Director Sandy Williams at 512-475-0453 or by e-mail at HUB@tfc.state.tx.us.

- ix) **EXECUTION OF PROPOSAL:** The Attachment C – Execution of Proposal shall be completed as directed, signed by the individual or an authorized agent of the business entity submitting the proposal, and returned with the proposal. **Failure to sign where indicated will result in disqualification of proposal.**
- x) **REFERENCES:** <P/F> Include a minimum of three (3) references from clients for whom services were performed for each of the type of jobs listed in the Attachment E – Contractor's Qualification Form. Include project description, contact names, position, company name, telephone number, and email address for each reference listed.
- xi) **Bid Bond:** Proposal shall be accompanied by a bid security in the form of a bid bond, certified and/or cashier's check (on a solvent bank in the State of Texas) drawn to order of the Texas Facilities Commission, in the sum of \$25,000.00. No other form of security will be accepted.
- (1) Should the contractor fail, neglect, or refuse to begin performance of the contract after receiving the award, said security will be forfeited to TFC. Performance shall be considered begun upon acknowledgement of the contract award and the furnishing of all required security bonds and insurance coverage.
- (2) If TFC has not made an award within ninety (90) calendar days after responses are opened, respondents may withdraw their responses without prejudice; however, respondents have the option to extend the time in which their bids will be honored after this ninety (90) day period.

5) **INQUIRIES:**

- a) All inquiries shall be submitted in writing to Rico Gamino by e-mail to rico.gamino@tfc.state.tx.us by close of business Central Time, on the date listed as the deadline for submission of questions as specified in Section 3(a) above. All inquiries submitted by email shall be in an editable format, i.e. Microsoft Word, or standard email as opposed to an un-editable format such as Adobe Acrobat .pdf files.
- b) All inquiries will result in written responses with copies posted to the Electronic State Business Daily (ESBD), available at <http://esbd.cpa.state.tx.us/>. If a Respondent does not have Internet access, a copy of all written responses may be obtained through the point of contact listed above. It is the responsibility of the interested parties to periodically check the ESBD for updates to the procurement prior to submitting a proposal. The Respondent's failure to periodically check the ESBD will in no way release the selected vendor from "addenda or additional information" resulting in additional costs to meet the requirements of the RFP.

- c) Except as otherwise provided in this Section, upon issuance of this RFP, other employees and representatives of TFC will not answer questions or otherwise discuss the contents of the RFP with any potential Respondent or its representatives. Failure to observe this restriction may result in disqualification of any subsequent response. This restriction does not preclude discussions unrelated to this RFP.

6) **PROPOSAL SUBMISSION:**

- a) All proposals shall be received and time stamped at TFC prior to 3:00 PM, Central Time, on the date specified in the Schedule of Events above. TFC reserves the right to accept late proposals; however no proposals shall be accepted once the proposal opening process has begun.
- b) Proposals should be placed in a separate envelope or package and correctly identified with the RFP number and submittal deadline/RFP opening date and time. It is Respondent’s responsibility to appropriately mark and deliver the proposal to TFC by the specified date and time.
- c) Telephone, facsimile, and email proposals will not be accepted.
- d) Receipt of all addenda to this RFP should be acknowledged by returning a signed copy of each addendum with the submitted proposal.

7) **DELIVERY OF PROPOSALS:** Proposals shall be submitted to TFC by one of the following methods:

U.S. Postal Service	Overnight/Express Mail	Hand Deliver
TFC – Bid Services ATTN: Rico Gamino RFP #303-3-00073 Central Services Building P.O. Box 13047 Austin, TX 78711-3047	TFC – Bid Services ATTN: Rico Gamino RFP #303-3-00073 Parking Garage R Warehouse 1706 San Jacinto Blvd. Austin, TX 78701 Hours – 8:00 AM to 5:00 PM	Central Services Building 4 th Floor Receptionist ATTN: Rico Gamino RFP #303-3-00073 1711 San Jacinto Blvd. Austin, TX 78701 Hours – 8:00 AM to 5:00 PM

8) **PROPOSAL OPENING:** Proposals will be opened at the Central Services Building, 1711 San Jacinto Blvd., Austin, Texas 78701.

- a) All submitted Proposals become the property of TFC after the RFP submittal deadline/opening date.
- b) Proposals submitted shall constitute an offer for a period of ninety (90) days or until award is made by TFC, whichever occurs earlier.

9) **PROPOSAL EVALUATION AND AWARD:**

- a) TFC shall award the Contract(s) to the Respondent(s) whose proposal is considered to provide the best value to the State of Texas, as defined by Texas Government Code, Section 2155.074.
- b) Award of the Contract(s) will be made based upon the evaluation of all responses received and the determination of the response or responses determined to be best value. When considering best value and award, TFC reserves the right to set a minimum requirement regarding the weighted criteria listed in Subsection (e) below.
- c) TFC also reserves the right to solicit any service that would normally be performed using this Contract if it deems that by doing so would be in the best interest of the State of Texas.
- d) A committee will be established to evaluate the submitted proposals (Evaluation Committee). The committee will include employees of TFC. The Evaluation Committee will evaluate and score each proposal based upon the criteria found in Section 4 of the RFP. By submitting a proposal in response to this RFP, the Respondent accepts the solicitation and evaluation process and acknowledges and accepts that scoring of the proposals may involve some subjective judgments by the Evaluation Committee.
- e) The Evaluation Committee will determine best value by applying the following criteria and assigned weighted values:

Criteria	Weight
----------	--------

Company Information	0%
Relevant Experience & Qualifications	20%
Methodology	15%
Quality Control/Quality Assurance/Safety	5%
Compensation and Fees	60%
References	P/F
Litigation	P/F
	100%

- f) The Evaluation Committee will determine if BAFOs are necessary. Award of the Contract may be made without BAFOs. A request for a BAFO is at the sole discretion of TFC and will be extended in writing.
- g) In evaluating proposals to determine the best value for the State of Texas, TFC may consider information related to past contract performance of a Respondent including, but not limited to, CPA's Vendor Performance Tracking System (available at http://www.window.state.tx.us/procurement/prog/vendor_performance/). Prior work performance with TFC, and other State agencies or governmental entities which are familiar with a Respondent's performance, depending on problems encountered, may be grounds for disqualification. In addition, Respondents involved in litigation with TFC or another State agency may be disqualified.
- h) Based on ranking determined by the scores, TFC may conduct interviews and/or oral presentations with those firms determined to be the most qualified. Such interviews are intended to:
 - i) confirm the information contained in the proposal submittal;
 - ii) evaluate Respondent's methodology and work plan for the Contract; and
 - iii) evaluate the structure of Contract team including qualifications of individual team members and other subcontractors. Scoring of the interview may replace part or all of the scoring of the proposal.
- i) Based on these and other factors which may apply, TFC in accordance with Texas Government Code, Section 2156.121, will enter into the Contract with the Respondent(s) that is determined to be most appropriate for the services to be provided, but if an agreement cannot be reached, may proceed with the next ranked Respondent, and so on as provided by statute.
- j) TFC reserves the right to award or not award the Contract if no responses are deemed acceptable and may re-solicit as determined necessary in the best interest of the State of Texas.

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**ATTACHMENT A
COMMERCIAL REMODELING SERVICES CONTRACT
RFP #303-3-00073**

Posted as Package '2' on the ESBD

(INCLUDED FOR REFERENCE ONLY –
DO NOT INCLUDE IN YOUR PROPOSAL -
FORMAL CONTRACT TO BE EXECUTED BY TFC
AND SELECTED RESPONDENT UPON AWARD)

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**ATTACHMENT B
HUB SUBCONTRACTING PLAN
RFP #303-3-00073**

Posted as Package '3' on the ESBD

For electronic completion (RECOMMENDED) click here:
<http://www.window.state.tx.us/procurement/prog/hub/hub-forms/>

(TO BE ATTACHED AS "EXHIBIT E" TO COMMERCIAL REMODELING SERVICES
CONTRACT)

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ATTACHMENT C
EXECUTION OF PROPOSAL FORM

NOTE: THIS ATTACHMENT MUST BE SIGNED AND RETURNED WITH THE SUBMITTAL. SUBMITTALS WHICH DO NOT INCLUDE THIS ATTACHMENT SHALL BE DISQUALIFIED. THE SUBMITTAL SHALL BE DISQUALIFIED IF FALSE STATEMENTS ARE CONTAINED IN THIS ATTACHMENT.

Respondent's Name: _____

Address: _____

City, State, Zip: _____

Having carefully examined the RFP, the Contract, and all other attachment, as well as the premises and conditions affecting the work, Respondent hereby proposes to furnish all labor, materials, and equipment necessary to complete the work in the amounts proposed in Attachment D – Compensation and Fees.

ADDENDA.

Respondent acknowledges receipt of the following Addenda:

Number	Dated:	Date Received:

PRINCIPAL SUBCONTRACTORS: List all subcontractors whom Respondent estimates will fulfill 15% of the contract:

_____	_____
_____	_____
_____	_____

RESPONDENT AFFIRMATIONS:

Provided the proposal is accepted, the Respondent, signature herein, agrees to execute the Contract set forth in Attachment A – Commercial Remodeling Services Contract and obtain and furnish the required insurance certificates in accordance with the terms and conditions of the Contract. Should the Respondent fail to provide the required insurance certificates within fifteen (15) days after receipt of the Award Notification Letter, TFC may retain as forfeit the enclosed Certified Check, Cashier's Check or Bid Bond in the sum of \$25,000.00.

Pursuant to Texas Government Code, Title 10, Subtitle D, Section 2155.004(a), the bidder has not received compensation for participation in the preparation of specifications for this solicitation.

All statements and information prepared and submitted in the response to this RFP are current, complete and accurate.

Respondent has not given, offered to give, nor intends to give at anytime hereafter, any economic opportunity, future employment, gift, loan gratuity, special discount, trip, favor, or service to a public servant in connection with the submitted response. Failure to sign this Execution of Proposal or signing it with a false statement shall void the submitted offer or any resulting contracts.

Neither the Respondent or the firm, corporation, partnership, or institution represented by the Respondent or anyone acting for such firm, corporation, or institution has violated the antitrust laws of this State, codified in Section 15.01, et seq., Texas Business and Commerce Code, or the Federal antitrust laws, nor communicated directly or indirectly the offer made to any competitor or any other person engaged in such line of business. The Respondent's signature herein assigns to TFC any and all claims for overcharges associated with the Contract which arise under the Antitrust Laws of the United States, 15 USCA, Section 1, Et. Seq. (1973). By signing this submittal, respondent certifies that if a Texas address is shown as the address of the respondent, respondent qualifies as a Texas Resident Bidder as defined in Texas Administrative Code, Title 34, Part 1, Chapter 20.

Respondent is in compliance with Texas Government Code, Section 669.003, relating to contracting with an executive of a state agency. If Section 669.003 applies, Respondent shall provide the following information as an attachment to this response: name of former executive, name of state agency, date of separation from state agency, position with respondent, and date of employment with respondent.

Respondent's signature herein certifies that Respondent is not currently delinquent in the payment of any debt owed to the State of Texas, including but not limited to franchise taxes and child support, and that any payments due the firm under this contract will be applied to that debt. The Respondent will:

- Submit a Comptroller's Certificate of Good Standing.
- Attach a statement certifying why the Respondent is not subject to Texas Franchise Tax, if applicable.

Prior to awarding State funds for goods and/or services rendered, the State of Texas will conduct a required search of Respondent using the Federal Excluded Parties List System (EPLS). This is a Federal government maintained database that records and tracks organizations either known to or suspected of contributing to terrorist organizations. No State funds may be paid to an individual or firm whose name appears on this list. TFC reserves the right, in its sole discretion, to deny and/or exclude any Respondent from an award whose name appears on this list.

Texas Family Code Compliance Requirement:

Under TGC, Title 5, Subtitle D, Section 231.006, Family Code (relating to child support), the individual or business entity named in this solicitation is eligible to receive the specified payment and acknowledges that this contract may be terminated and payment withheld if this certification is inaccurate. The response includes the names of each person with a minimum of twenty-five percent (25%) ownership of the business entity submitting the response. Respondents that have pre-registered this information on the CPA Centralized Master Bidders List have satisfied this requirement. If not pre-registered, respondent shall provide the name(s) below. Upon award, respondent shall provide TFC Procurement the Social Security number(s) of the individual(s) listed below.

Firm Owner(s), Partners, Sole Proprietors, Share Holder(s)
of twenty-five percent (25%) interest:

Name: _____

Name: _____

Name: _____

(Respondent may use bottom of page if necessary.)

Respondent represents and warrants that the individual signing this Execution of Proposal is authorized to sign this document on behalf of Respondent and to bind Respondent under any contract resulting from this proposal.

RESPECTFULLY SUBMITTED:

Authorized Signature: _____

Printed Name and Title: _____

Telephone: _____

Respondent's Corporate Charter No.: _____

If a corporation, attach a corporation resolution or other official corporate documentation, which states that the person signing this proposal is an authorized person to sign for and legally bind the corporation.

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**ATTACHMENT D
COMPENSATION AND FEES
RFP #303-3-00073**

(TO BE ATTACHED AS “EXHIBIT A” TO COMMERCIAL REMODELING
SERVICES CONTRACT)

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Respondent Name: _____

COMPENSATION AND FEES

Labor rates should include all profit and overhead.

TIER 1 - AUSTIN RATES – Projects under \$25,000:

ITEM	LABOR	HOURLY RATE NORMAL HOURS	HOURLY RATE OVERTIME HOURS
1	Journeyman Carpenter	\$ _____	\$ _____
2	Carpenter Apprentice	\$ _____	\$ _____
3	Journeyman Painter	\$ _____	\$ _____
4	Painter Apprentice	\$ _____	\$ _____
5	Lead/Supervisor	\$ _____	\$ _____
6	Subcontracting Mark-up	_____%	
ITEM MATERIALS			
7	Percentage over Vendor Cost	_____%	

TIER 2 - AUSTIN RATES – Projects \$25,000 - \$100,000:

ITEM	LABOR	HOURLY RATE NORMAL HOURS	HOURLY RATE OVERTIME HOURS
1	Journeyman Carpenter	\$ _____	\$ _____
2	Carpenter Apprentice	\$ _____	\$ _____
3	Journeyman Painter	\$ _____	\$ _____
4	Painter Apprentice	\$ _____	\$ _____
5	Lead/Supervisor	\$ _____	\$ _____
6	Subcontracting Mark-up	_____%	
ITEM MATERIALS			
7	Percentage over Vendor Cost	_____%	

TIER 3 - AUSTIN RATES – Projects \$100,000.01 and above:

ITEM	LABOR	HOURLY RATE NORMAL HOURS	HOURLY RATE OVERTIME HOURS
1	Journeyman Carpenter	\$ _____	\$ _____
2	Carpenter Apprentice	\$ _____	\$ _____
3	Journeyman Painter	\$ _____	\$ _____
4	Painter Apprentice	\$ _____	\$ _____
5	Lead/Supervisor	\$ _____	\$ _____
6	Subcontracting Mark-up	_____%	
ITEM MATERIALS			
7	Percentage over Vendor Cost	_____%	

ATTACHMENT E CONTRACTOR'S QUALIFICATIONS FORM RFP #303-3-00073

Submit one Attachment E – Contractor's Qualifications Form for each tier which you would like to be considered. Additional information may be submitted or attached at respondent's discretion to provide a detailed synopsis of Qualifications & Experience of similar/relevant scope.

Tier Level - Check One:

- Projects Under \$25,000
 Projects \$25,000 - \$100,000
 Projects Over \$100,000

1. Contractor's Qualifications/References: Contractor shall submit a minimum of three (3) references from clients for whom services were performed for each of the type of jobs listed below. Include project description, contact names, position, company name, telephone number, and email address for each reference listed. **Projects should match Tier selected above.**

Painting Projects (Indoor/Outdoor)

Reference 1

Project Description:	
Point of Contact:	Position:
Company Name:	
Telephone:	Fax:
Email:	
Detail of Work Performed:	
Project Initial Estimate:\$	Final Cost: \$
Length of Project (# of calendar days): Days	

Reference 2

Project Description:	
Point of Contact:	Position:
Company Name:	
Telephone:	Fax:
Email:	
Detail of Work Performed:	
Project Initial Estimate:\$	Final Cost: \$
Length of Project (# of calendar days): Days	

Reference 3

Project Description:	
Point of Contact:	Position:
Company Name:	
Telephone:	Fax:
Email:	
Detail of Work Performed:	
Project Initial Estimate:\$	Final Cost: \$
Length of Project (# of calendar days): Days	

Space Allocation Projects (Demolition/Installation of Walls, Doorways, Windows; Framing, Drywall, Etc.)

Reference 1

Project Description:	
Point of Contact:	Position:
Company Name:	
Telephone:	Fax:
Email:	
Detail of Work Performed:	
Project Initial Estimate:\$	Final Cost: \$
Length of Project (# of calendar days): Days	

Reference 2

Project Description:	
Point of Contact:	Position:
Company Name:	
Telephone:	Fax:
Email:	
Detail of Work Performed:	
Project Initial Estimate:\$	Final Cost: \$
Length of Project (# of calendar days): Days	

Reference 3

Project Description:	
Point of Contact:	Position:
Company Name:	
Telephone:	Fax:
Email:	
Detail of Work Performed:	
Project Initial Estimate:\$	Final Cost: \$
Length of Project (# of calendar days): Days	

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Concrete Projects (Sidewalk Repair, Pouring a Concrete Slab, Parking Lot Repair, Etc.)

Reference 1

Project Description:	
Point of Contact:	Position:
Company Name:	
Telephone:	Fax:
Email:	
Detail of Work Performed:	
Project Initial Estimate:\$	Final Cost: \$
Length of Project (# of calendar days): Days	

Reference 2

Project Description:	
Point of Contact:	Position:
Company Name:	
Telephone:	Fax:
Email:	
Detail of Work Performed:	
Project Initial Estimate:\$	Final Cost: \$
Length of Project (# of calendar days): Days	

Reference 3

Project Description:	
Point of Contact:	Position:
Company Name:	
Telephone:	Fax:
Email:	
Detail of Work Performed:	
Project Initial Estimate:\$	Final Cost: \$
Length of Project (# of calendar days): Days	

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Cabinets/Shelving Projects (Fabricate/Install Cabinets, Counter Installations, Shelving Installation)

Reference 1

Project Description:	
Point of Contact:	Position:
Company Name:	
Telephone:	Fax:
Email:	
Detail of Work Performed:	
Project Initial Estimate:\$	Final Cost: \$
Length of Project (# of calendar days): Days	

Reference 2

Project Description:	
Point of Contact:	Position:
Company Name:	
Telephone:	Fax:
Email:	
Detail of Work Performed:	
Project Initial Estimate:\$	Final Cost: \$
Length of Project (# of calendar days): Days	

Reference 3

Project Description:	
Point of Contact:	Position:
Company Name:	
Telephone:	Fax:
Email:	
Detail of Work Performed:	
Project Initial Estimate:\$	Final Cost: \$
Length of Project (# of calendar days): Days	

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Outdoor/Minor Landscaping (Gazebo Construction/Relocation, Minor Masonry, Etc.)

Reference 1

Project Description:	
Point of Contact:	Position:
Company Name:	
Telephone:	Fax:
Email:	
Detail of Work Performed:	
Project Initial Estimate:\$	Final Cost: \$
Length of Project (# of calendar days): Days	

Reference 2

Project Description:	
Point of Contact:	Position:
Company Name:	
Telephone:	Fax:
Email:	
Detail of Work Performed:	
Project Initial Estimate:\$	Final Cost: \$
Length of Project (# of calendar days): Days	

Reference 3

Project Description:	
Point of Contact:	Position:
Company Name:	
Telephone:	Fax:
Email:	
Detail of Work Performed:	
Project Initial Estimate:\$	Final Cost: \$
Length of Project (# of calendar days): Days	

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Items below required only once per proposal.

2. ADDITIONAL COMPANY INFORMATION:

Number of Years in Business:
Physical Office Presence in Austin Area: Yes <input type="checkbox"/> No <input type="checkbox"/>
Office Address:
Current Number of Permanent, Full-Time Employees:
Current Number of Permanent, Part-Time Employees:
Current Specialties of Current Staff:
Geographical Limits of Operations:
List any Industry Certifications/Qualifications/Formal Training Programs that your management staff or team leaders (who will be servicing this account) have been certified in:
List any large/major equipment currently owned:

3. PAST REQUIREMENTS CONTRACTS: List three "Requirements" or "as-needed" contracts company has been involved in within the past five (5) years:

Company Name:			
Company Address:			
Company Contact:		Job Title:	
Phone:		E-mail:	
Contract Start Date:		Contract End Date:	

Company Name:			
Company Address:			
Company Contact:		Job Title:	
Phone:		E-mail:	
Contract Start Date:		Contract End Date:	

Company Name:			
Company Address:			
Company Contact:		Job Title:	
Phone:		E-mail:	
Contract Start Date:		Contract End Date:	

**ATTACHMENT F
ARCHITECTURAL/ENGINEERING GUIDELINES
RFP #303-3-00073**

**TO BE INCLUDED IN THE COMMERCIAL REMODELING SERVICES
CONTRACT AS EXHIBIT C**

**Found on TFC's forms index, Document #19:
<http://www.tfc.state.tx.us/divisions/facilities/prog/construct/formsindex/>**

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**ATTACHMENT G
CRIMINAL BACKGROUND CHECKS AND APPLICATION GUIDELINES
RFP #303-3-00073**

Posted as Package '4' on the ESBD

**TO BE INCLUDED IN THE COMMERCIAL REMODELING SERVICES
CONTRACT AS EXHIBIT B**

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ATTACHMENT H TFC Building List

Bldg ID	Bldg Name	Address	Square Footage
ARC	Lorenzo DeZavala Archives Bldg	1200 Brazos Street	110,999
BHB	Brown Heatly Building (Includes Parking Garage H and Parking Garage H West)	4900 North Lamar	259,224 310,137 323,898
CCF 1 & 2	Child Care Facility	1501 Lavaca Street	11,335
CSB	Central Services Building	1711 San Jacinto Street	96,865
CSX	Central Services Annex	311 East 14th Street	15,070
DARS	DARS Administration Building	4800 North Lamar	47,447
DHB	DSHS Headquarters Building	909 West 45th Street	72,182
RBB (DHG)	Robert Bernstein Building (Note: includes DHF & DHK)	1100 West 49th Street	59,917
DHR	Dept. of Health Records Building	1100 West 49th Street	30,984
DHT	Dept. of Health Tower Building	1100 West 49th Street	100,997
DHX	DSHS Annex Building	909 West 45th Street	17,564
DHNL	Department of Health New Lab	1100 West 49th Street	167,417
DSHS A600	Department of Health A00 Bldg.	1100 West 49th Street	5,000
DHSB	Department of Health Service Bldg.	1100 West 49th Street	40,000
DROC	Disaster Recovery Center	1001 West North Loop Blvd.	25,295
HSW	Human Services Warehouse	1111 North Loop Blvd	104,658
INS	Insurance Building	1100 San Jacinto Street	86,029
INW	Insurance Warehouse	7915 Cameron Road	25,479
INX	Insurance Annex	221 East 11th Street	59,757
JER	James Earl Rudder Building	1019 Brazos Street	77,880
JHR	John H. Reagan Building	105 West 15th Street	161,811
JHW	John H. Winters Building	701 West 51st Street	482,584
JHW-C	John H. Winters Building C.	701 West 51st Street	"
LBJ	Lyndon B. Johnson Building	111 East 17th Street	299,512
P35A	Park 35 Buildng A	12100 North IH 35	196,302
P35B	Park 35 Buildng B	12124 North IH 35	52,113
P35C	Park 35 Buildng C	12124 North IH 35	79,976
P35D	Park 35 Buildng D	12118 North IH 35	54,502
P35E	Park 35 Buildng E	12118 North IH 35	47,428
PDB	Price Daniel Building	209 West 14th Street	136,429
PKE	Parking Garage E	1604 Colorado Street	487,248
PKF	Parking Garage F	1311 San Jacinto Street	149,606
PKG	Parking Garage G	315 East 17th Street	96,697
PKN	Parking Garage N	300 San Antonio Street	318,786

PKP	Parking Garage P	1518 San Jacinto	261,737
PKQ	Parking Garage Q	1610 San Jacinto	277,700
PKR	Parking Garage R	1706 San Jacinto	585,139
PROMP	Promontory Point	4044 Pomontory Point	152,225
RDM	Robert D. Moreton Building	1100 West 49th Street	123,018
REJ	Robert E. Johnson Building	1501 North Congress	307,091
SFA	Stephen F. Austin Building	1700 North Congress	417,141
SHB	Sam Houston Building	201 East 14th Street	170,967
SRC	State Records Center	4400 Shoal Creek Blvd.	132,965
TCC	Tom C. Clark Building (Note: includes the Supreme Court Bldg and Parking Garage M)	205 West 14th Street	101,299 69,253 16,074
THO	Ernest O .Thompson Building	920 Colorado Street	67,689
TJR	Thomas Jefferson Rusk Building (includes Parking Garage K)	200 East 10th Street	99,971 98,498
WBT	William B. Travis Building	1701 North Congress	466,360
WHB	Bolm Road Warehouse	6506 Bolm Road	50,623
WLL	Wheless Lane Laboratory	2801 Wheless Lane	3,516
WPC	William P. Clements Building (includes Parking Garage J)	300 West 15th Street	473,215 261,882
WPH	William P. Hobby Building (Includes Parking Garage L - 2 levels below the building)	333 Guadalupe Street	631,038

**ATTACHMENT I
HUB Vendor List
RFP #303-3-00073**

Listing of all HUB's registered for commodity codes likely to be encountered during the execution of services under the contract.

Posted as Package '5' on the ESBD

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ATTACHMENT J
RFP CHECKLIST

Checklist for RFP 303-3-00073
 Title: Commercial Remodeling Services
 Opening Date: December 20, 2012 @ 3:00 PM CT

Respondent Name and Address:

	Contact: _____
	TX Taxpayer #: _____
	Phone: _____
	Fax: _____
	Email: _____

Attended PPC: _____

- | | | |
|--|-------|--------------------|
| 1. Submitted original, three (3) copies | _____ | |
| 2. Submittal Content | | |
| • Attachment B - HUB Subcontracting Plan | _____ | (Mandatory) |
| • Attachment C – Execution of Proposal Form | _____ | (Mandatory) |
| • Attachment D – Compensation and Fees | _____ | (Mandatory) |
| • Attachment E – Contractor’s Qualifications Form | | < 15pts > |
| ○ Tier 1 | _____ | |
| ○ Tier 2 | _____ | |
| ○ Tier 3 | _____ | |
| • Methodology | _____ | < 10 pts > |
| • Company Information | _____ | < 0 pts > |
| • Quality Program & Safety Program | _____ | < 15 pts > |
| • Bid Bond | _____ | (Mandatory) |
| • References | _____ | < pass/fail > |
| • Litigation | _____ | < pass/fail > |
| • Acknowledge Addenda | _____ | (Mandatory) |
| 3. Formatted CD | _____ | |