



REQUEST FOR PROPOSALS

RFP NO. CIP 24-603

**Construction-Manager-at-Risk for Medical Examiner's Facility
Second Part of RFQ**

SEALED PROPOSALS TO BE SUBMITTED BEFORE:

Thursday, February 8, 2024, 2:00pm CST

**TO THE:
BRAZOS COUNTY
PURCHASING DEPARTMENT
200 S. Texas Ave. Suite 352
Bryan, TX 77803
Phone: (979) 361-4290
Fax: (979) 361-4293**

Respondents, their employees and/or representatives are prohibited from contacting any official or employee of Brazos County, except the Purchasing Agent, regarding this solicitation from the issuing date of the solicitation until scheduled oral presentations or the date the Brazos County Commissioners Court meets to consider award of the RFP. Any such contact will be grounds for rejection of the respondent's proposal.

In compliance with this solicitation, the undersigned proposer having examined the solicitation and specifications and being familiar with the conditions to be met, hereby submits the following RFP for furnishing the material and/or services listed on the attached bid form and agrees to deliver said items at the locations and for the prices set forth on the bid form.

Company Name: _____

By (Print): _____ Title: _____

Physical Address: _____

Mailing Address: _____

Telephone: _____ Fax: _____ E-Mail: _____

A. SOLICITATION SCHEDULE

Release of RFP	Tuesday, January 30, 2024
Deadline for Questions	Tuesday, February 6, 2024 at 5:00 PM CST
Proposal Submission Deadline	Thursday, February 8, 2024 at 2:00 PM CST
Review/Contract Evaluations/Negotiations	February
Anticipated Award	February
Anticipated Start	February

B. PROPOSAL SUBMITTAL

1. The Proposer shall submit the proposal on the forms enclosed. All blank spaces in forms shall be correctly filled in by typewriter or manually in ink and the bidder shall state the prices.
2. If a proposal is submitted by an individual, his name must be signed by him or his duly authorized agent. If the proposal is submitted by a firm, association, or partnership, the name and address of each member must be given, and the proposal must be signed by an official or duly authorized agent.
3. **The Proposer shall submit one (1) original of completed RFP with appropriate signature(s). This should include any pricing and project delivery proposal form (Exhibit G) along with the evaluation qualification statements requested in this RFP. The Proposer shall also submit nine (9) copies of the qualification statements in their proposal packet, DO NOT include Exhibit G (Pricing and Project Delivery Proposal Form) in the nine copies.**
4. By signing the certification below, the respondent verifies that all plans and specifications have been reviewed and are considered in the pricing attached. Prior to award, the respondent also completes the Verification of No Delinquent Taxes or Fees form (V.T.C.A. LOCAL GOVERNMENT CODE §262.0276), Legislative Certification Form, and the Disclosure of Interested Parties (1295). These are all available on the Brazos County Purchasing website.
5. List of Exhibits that vendor has confirmed they have reviewed before signing and submitting this response:
 - a. Exhibit G: Pricing and Project Delivery Proposal Form
 - b. Exhibit H: Update to Site & Building Plans
6. By submitting a response to this RFP, the proposer is agreeing to sign the County's Contract, originally posted in the RFQ.
7. The proposal shall be limited to 30-pages, not including any pages that they county has provided (for example, the RFP or pricing and project delivery proposal form).
8. All submittals shall be submitted in a sealed envelope bearing the name of the individual or firm, their address, and labeled with the title of this RFP.
9. Upon award of this contract, profit (either percentage or actual cost) must be identified and negotiated as a separate element of the price for any contract in excess of \$50,000.00.

C. PRICING

Complete Exhibit G attached and submitted with the proposal.

D. SCOPE OF SERVICES

Proposers will help the County fulfill State and Federal ARPA statutory and regulatory responsibilities related to recovery from COVID-19.

The Proposer shall provide a response to each of the following items to receive consideration in the evaluation of qualifications for providing preconstruction and construction management services for this project. Any false or misleading information included in the proposals can be grounds for the removal of the firm's proposal from consideration. Please provide the following information in the sequence and format prescribed by this questionnaire. If the firm is a joint venture, provide information for all firms. Supplemental materials providing additional information may be attached to the back of the required information.

The information requested below is to be provided in this format at the front of the proposal.

1. Pre-Construction Phase Services Plan (10 Points)
 - a. Describe your plan for providing Pre-Construction Phase services for this project.
 - b. Reconfirm your organizational chart and confirm team member's availability for this project.
 - c. Describe what your team perceives to be the critical Pre-Construction issues for the project.
 - d. Describe your approach to interface with the Projects Architect and its consultants to enhance the design and planning process for the project.
 - e. Please indicate the web-based Project Management Information system(s) you plan to utilize for project control and reporting.
 - f. List any subcontractors or trades that you would propose for early award packages prior to completion of the Issue for Construction documents, if allowed by the county.
 - g. The Owner expects your constructability program to maintain the project budget without sacrificing program or quality. Describe how your program will meet these expectations and be reported in the form of recurring deliverables at project milestones.

2. Quality Control Plan (10 Points)
 - a. Describe how your quality control team will measure the quality of construction performed by subcontractors, and how you will address non-conforming work on this project.
 - b. Identify how you will document and report deficiencies, including communication of resolution to the Owner and third-party quality assurance inspectors.
 - c. Describe how you intend to create, track, complete, and closeout punch lists for this project.
 - d. Describe how and when you intend to facilitate mock-ups for the Owner's approval.

3. Project Delivery Schedule (15 Points)
 - a. Provide a Milestone schedule for this project using the Project Planning Schedule in the previously issued RFQ.
 - b. Identify the schedule assumptions that are included in your CPM schedule submittal.

- c. Describe your process for ensuring Owner compliance with ARPA-funding deadlines; 12/31/2024 – all ARPA funds encumbered; 12/31/2026 – all funds expended.
 - d. Describe your plan for meeting or improving the Owner’s proposed schedule, and describe any impact on quality of services, materials, or workmanship that may occur.
4. Warrant Phase Services (10 Points)
- a. Describe your warranty services support philosophy, and warranty service implementation plan for this project.
 - b. State your understanding of the time allotted to promptly remedy defects once notified by the Owner.
 - c. Describe how you will monitor the quality of service provided to the Owner.
5. Pricing and Delivery Proposal (55 Points)
- a. Complete the attached “Pricing and Delivery Proposal” form (Exhibit G).

E. EVALUATION AND AWARD

As the basis of award, the County intends to utilize the determination of best qualified to provide the required services for the best value, based on the evaluation criteria below. There is no guarantee expressed or implied that the County will provide work to all or any of the Respondents that submit a response to this RFP. The selection of the firm to provide services in connection with this project shall be on the basis of demonstrated competence and on the professional qualification necessary for the satisfactory performance of the services required. A Construction-Manager-at-Risk agreement will be entered into with the most qualified responsible individual or firm who complies with the prescribed requirements. No service contract will be awarded until all necessary investigations have been completed regarding the responsibility and qualifications of the firm or individual. Proposals will be reviewed and evaluated by a selection committee, and rated based on the following criteria:

P1	Pre-Construction Phase Services Plan	10 Points
P2	Quality Control Plan	10 Points
P3	Project Delivery Schedule	15 Points
P4	Warranty Phase Services Plan	10 Points
P5	Pricing and Delivery Proposal	55 Points
	TOTAL	100 Points

In the event that the County requires additional information or clarification, interviews may be conducted with selected individuals or firms. The County Purchasing Department will make a recommendation to the Commissioner’s Court for the final selection and award.

- 1. Brazos County, at its sole discretion, reserves the right to reject any or all Proposals, reject any item on a Proposal, and/or waive immaterial formalities, and accept the offer most advantageous to the County.
- 2. All proposals are evaluated for compliance with the RFP. Failure to comply with the listed Conditions of Proposal may result in disqualification of the Proposal.
- 3. Brazos County does not reimburse firms submitting proposals, nor for costs incurred while preparing for and responding to this RFP. County staff understands the time and

expense that go into preparation of these proposals and are committed to a fair evaluation process.

4. This RFP is the second step of a two-part selection process. This RFP has been issued to a short-list of qualified firms and will be followed by firm interviews with the county if needed.
5. Any contract made, or purchase order issued, as a result of this RFP shall be entered into the State of Texas and under the laws of the State of Texas. In connection with the performance of work, the Respondent agrees to comply with the Fair Labor Standard Act, Equal Opportunity Employment Act, and all other applicable Federal, State, and local laws, regulations, and executive orders to the extent that the same may be applicable. Respondent further understand and agrees that venue shall be in Brazos County, Texas.

F. PROPOSAL EVALUATION WAIVER

By submitting a proposal or response, each Proposer/offeror indicated below agrees to waive any claim it has or may have against Brazos County (the Owner), Architect, Engineers, Consultants and their respective Commissioners, directors, employees, or agents arising out of or in connection with (1) the administration, evaluation, or recommendation of any proposal or response (2) any requirement under the Request for Proposal or related documents; (3) the rejection of any proposal or response or any part of any proposal or response; and/or (4) the award of a Contract, if any.

The Proposer further agrees the Owner reserves the right to waive any requirements under the proposal documents or the Contract Documents, with regards to acceptance or rejection of any proposals, and recommendation or award of the contract.

Note: The Statement of Affirmation Must be Notarized.

STATEMENT OF AFFIRMATION

The undersigned affirms that he/she is duly authorized to execute this waiver by the person(s) or business entity making the proposal.

Firm's Name: _____

Address: _____

Proposer's Name: _____

Position/Title: _____

Proposer's Signature: _____

Date: _____

Subscribed and sworn to me on this _____ day of _____ in the year _____

Notary Public

My Commission expires _____

G. ADDENDA

The undersigned acknowledges responsibility for all addenda issued prior to closing date. No addenda will be issued less than 48 hours prior to the solicitation submission deadline.

No. _____ No. _____ No. _____

Date _____ Date _____ Date _____

H. CERTIFICATION OF PROPOSAL

The undersigned affirms that they are duly authorized to execute this contract, that this bid has not been prepared in collusion with any other Contractor, and that the contents of this bid have not been communicated to any other Contractor prior to the official opening.

Signed By: _____ Title: _____

Typed Name: _____

Company Name: _____

Mailing Address: _____

P.O. Box or Street City State Zip

Employer Identification Number: _____

CORPORATE SEAL IF SUBMITTED BY A CORPORATION
END OF RFP NO. CIP 24-603

By signing below, Brazos County agrees that this RFP CIP 24-603 will be awarded to the respondent whose name appears above and both parties agree to the terms and conditions contained herein.

By: Brazos County Commissioner's Court _____

Date: _____

Attest: Brazos County Clerk _____