



**Coastal Plains Community Center
200 Marriott Drive
Portland, Texas 78374
(361) 777-3991**

SPECIFICATIONS

Due on December 2, 2011 at 3:00 p.m.

REQUEST FOR APPLICATIONS (RFP 2012-PUR-3)

This RFP is issued by COASTAL PLAINS COMMUNITY CENTER (CPCC), an agency, authorized by Article 5547-203 of the Texas Revised Civil Statutes Annotated (1965), as amended, establishes the duties and authority of the community centers of mental health and developmental disability services. This RFP contains the requirements that all proposers must meet to be considered by CPCC for selection. Failure to conform to requirements of the RFP will result in rejection of the proposal without further consideration. The offeror is solely responsible for the preparation and submission of a proposal in accordance with instructions contained in this RFP.

Coastal Plains Community Center is seeking proposals for construction of a four bedroom home in Beeville, Texas. The finished site will be utilized to provide supervised living services for residents of Bee County. The construction shall be built to suit and shall meet the following specifications:

1. Location

The space should be located at Beeville, Texas, on a residential lot, adequate to meet Bee County codes.

Terms

The Center's Board of Trustees will accept the proposal, which (in their opinion) represents best value. Board members shall take into consideration the specifics of the RFP such as:

- Proposal is responsive to the RFP criteria
- Cost
- Design and location
- HUB vendor, HUB eligible, HUB subcontractors
- Other attributes cited by the proposal as "selling points"
- Energy efficiency
- Proven track record for residential construction (include sample locations). Builder to provide expressed warranties covering workmanship and construction. Bidder is required to state terms and lengths of warranties.
- Other significant attributes

Respondents are responsible to demonstrate in clear, evaluable terms each of the above selection criteria to facilitate the award process.

CPCCC will make arrangements for payment of the total purchase price, which will be obligated contractually. Proposals may include payout based upon percent of construction completed.

2. The space shall provide sufficient square footage as to allow for CPCCC operations, which require total square footage of no less than 1,800 square feet of living space. Builder expected to bring lot and home as a package. The home will have four (4) bedrooms of equal size at a minimum of 12 by 12 square feet each. (See Item J, Page 4)
3. Premises shall be equipped with an approved smoke and fire detection system. (As per office of the state Fire Marshall.)
4. Premises shall be equipped with high efficiency central heat and central air of sufficient capacity to maintain comfort of occupants.
5. Premises shall be equipped with all necessary utility connections for provision of electric, water and gas services. Cost of furnishing electric fixtures and wiring shall be at the Respondent's expense. Respondent shall provide standard residential lighting fixtures in all rooms, or applicable areas, and recessed lighting in the kitchen and living room. Kitchen appliances will be purchased by the Center. Builder will coordinate installation with the Center's primary contact.
6. Premises shall be equipped with self-closing, solid core bedroom doors, per state fire code standards relative to residential group homes housing four persons (See 8. A.)
7. Premises shall have necessary electrical and phone connections. Cable connections should be installed in living area and in all 4 bedrooms. Areas designated as kitchens shall be equipped with necessary utility connections to support kitchen appliances and GFI equipped electrical outlets throughout the home. (See Item J, Page 4)
8. Respondent certifies that the proposed space will comply with all applicable governmental provisions required for buildings of this nature.
 - A. Compliance with National Fire Protection Association, Life Safety Code (NFPA 101) and other recognized safety standards. The building must be equipped with appropriate fire and smoke alarm detection equipment.
 - B. The ADA Accessibility Guidelines promulgated under the American's with Disabilities ACT of 1990, Public Law 101-336, US Code 12101. A continuous "accessible route" complying with ADAAG Standards shall be available to each entrance of the tenant space occupied by CPCCC, and accessible toilet facilities shall be available in each home occupied by CPCCC. Home must be a single story home with level floors throughout (due to accessibility and fire safety issues, no sunken living spaces, etc.)

9. Special Requirements

- A. CPCC anticipates that during its normal hours of operation there will be (1) employee and four (4) consumers utilizing the home. Respondent, at Respondent's expense, shall utilize an architect or professional space planner to develop, based upon the advertised specifications and the expressed needs of the occupying agency, a space layout which will accommodate the occupying agency's personnel, equipment and work flow.
- B. Floor plans of the space to be occupied by CPCC shall be submitted to the Center primary contact for final approval prior to initiation of construction.

[Note: Only the successful Respondent is required to submit floor plans. Floor plans are not required at the time of proposal opening.]

- C. All time limits stated in this Invitation for Proposal are of the essence of the contract. Home should be completed ninety (90) days from issuing of building permit. Extensions to the completion time frame may be granted by the Center primary contact in the event of unforeseen circumstances.
- D. CPCC shall have the right to approve the design and quality of workmanship of the space (interior and exterior). This will be enforced by periodic on-site visits of the Center primary contact person.
- E. Space shall be contiguous on the ground floor.
- F. Within thirty (30) days after award of RFP, Respondent shall provide CPCC a schedule (Gant or Pert Chart) showing all critical dates in construction.
- G. The space to be occupied by CPCC, pursuant to the terms of this RFP, must comply with all applicable federal, state or local laws, statutes, ordinances, codes, rules and regulations relating to public and employee health, safety and welfare, and Respondent hereby covenants that the space made the subject of this RFP will so comply. CPCC reserves the right, during construction, prior to occupancy of the space, to inspect the premises to verify the Respondent's compliance with the covenant herein made. In the event the Respondent requests payout based on percent of construction, said payments shall occur in connection with the aforementioned inspection of premises. CPCC may perform the inspection, or have it performed on behalf of CPCC.
- H. The Kitchen shall have a base wood cabinet with granite countertops, tile backsplash and a standard size double kitchen sink with hot and cold water and garbage disposal. Kitchen is also to have receptacles for electric stove (and vent hood), one refrigerator, dishwasher, and plumbing for icemaker. Pantry shall be adjacent to kitchen with shelves for food storage. Tile flooring will be consistent with tile throughout the home.
- I. A covered patio area should be included. Details regarding patio area are to be included in the bidder's response.

- J. Respondent shall provide two (2) Bath Rooms within the home. Bath rooms shall have granite counters and walk-in showers with grab bars with bench seating. Toilet seating will be raised handicapped toilets. The bath rooms must be vented to the outside. Bath rooms must meet handicapped accessibility requirements as prescribed in ADAAG.
- K. Respondent shall furnish energy efficient exterior lighting for the home and garage area, as necessary for security.
- L. The home will include a laundry room with washer & dryer connections and a janitor sink, as part of laundry room, or garage area.
- M. The home will have attic access with a pull-down ladder and be partially decked for storage purposes.
- N. The home must have a ventilation system capable of providing an indoor environment, which is healthful, comfortable, and free of objectionable odors. A minimum of 20 cubic feet per minute (20 CFM) outside make up air must be provided per building occupant (employees plus normal number of visitors at a given time). Standards set forth in ASHRAE 62-1989 ventilation for Acceptable Indoor Air Quality shall be employed to achieve this requirement. Bath rooms must be provided with exhaust ventilation ducted to the outside of the building (not into attic or other interior spaces). An exhaust capacity of at least 75 CFM per water closet must be provided.
- O. Respondent shall provide, at a minimum, a one-car garage, width and height to accommodate van access.
- P. The exterior of the home shall be brick on 4 sides. Roof shall be rated to 110 MPH. Shingle shall be 30-year rating.
- Q. Respondent shall provide high grade ceramic tile throughout the home, bedrooms included. CPCC shall have the right to approve tile and granite color and type.
- W. Any exterior windows shall have a method for sun glare protection and be energy efficient.
- X. All interior walls shall be painted, textured sheetrock or equal.
- Y. Respondent shall provide and install all telephone and cable television conduit and preparation necessary per telephone company specifications.
- Z. All telephone and electrical conduit shall be hidden between walls or in ceilings.
- AA. Each bedroom and living area shall have ceiling fans and double light switches to separately control lights and ceiling fans.

BB.The home will include a standard wooden privacy fence on both sides and to the back of the property/lot.

CC.The Respondent agrees to make diligent efforts to landscape the space with indigenous landscaping, to the extent that it is economically feasible.

DD.The Respondent shall certify that no asbestos containing materials (ACM) will be used for construction. At or prior to the commencement date of possession of space, Respondent shall cause to be delivered to the occupying agency and CPCC a written certification issued by an independent, qualified industrial hygienist or environmental engineer in full compliance with all applicable state and federal statutes and public building (the "Engineer") that the home is free from all ACM.

Summary

Invitations for Proposals should allow sufficient time for receipt of the preferred mail response. Proposals will be opened on December 2, 2011 at 3:00 p.m. Proposal and inquires should be and directed to:

Ron Dollins, Procurement Officer
200 Marriott Drive
Portland, Texas 78374
(361) 777-3991

All Proposals must be labeled RFP 2012-PUR-3 and sealed. Proposals received after closing will not be considered. Proposals may be withdrawn with written request prior to Proposal opening date. RFP 2012-PUR-3 is available electronically on the Coastal Plains Community Center Web site at www.coastalplainsctr.org.

Pre-Proposal Conference

Coastal Plains Community Center will conduct a Pre-Proposal Conference on November 22, 2011 at 2:00 p.m. for the purpose of responding to potential Respondent queries. Conference location will be 200 Marriott Drive, Portland, Texas.

ASSURANCES AND CERTIFICATIONS

I understand that I, or my organization, known collectively as "Offeror", must comply with each of the assurances listed below if awarded a contract in response to this solicitation. I am legally authorized to bind my organization to the following assurances, as signified by my signature at the end of this section. I understand that my failure to sign this section and certify all of these assurances may result in disqualification of this application.

- 1) Offeror will comply with all federal statutes relating to nondiscrimination. These include but are not limited to Title VI of the Civil Rights Act of 1964 (Public Law 88-352) which prohibits discrimination on the basis of race, color or national origin; Title IX of the Education Amendments of 1972, as amended (20 U.S.C. Sections 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; Section 504 of the Rehabilitation Act of 1973 (Public Law 93-112), which prohibits discrimination on the basis of handicaps; the American with Disabilities Act of 1990 (Public Law 101-336); and all amendment to each, and all requirements imposed by the regulations issues pursuant to these acts, especially 45 CFR Part 80 (relating to race, color and national origin), 45 CFR Part 84 (relating to handicap), 45 CFR Part 86 (relating to sex), and 45 CFR Part 91 (relating to age).
- 2) Offeror certifies that neither it nor its officers or employees is involved in other activities or relationships with other persons that cause Offeror to be unable or potentially unable to render impartial assistance or advice to CPCC, or that impair or might impair the Offeror's objectivity in performing work under the contract or that cause Offeror to have an unfair competitive advantage.
- 3) Offeror accepts the terms, conditions, criteria and requirements set forth in the RFP.
- 4) Offeror accepts CPCC's sole right to cancel the RFP at any time CPCC so desires.
- 5) Offeror accepts CPCC's sole right to alter the timetables for procurement as set forth in the RFP.
- 6) Offeror agrees that no claim will be made for payment to cover costs incurred in the preparation of the submission of the application or any other associated costs.
- 7) Offeror owes no funds to CPCC or the State of Texas for unresolved audit exceptions. An unresolved audit exception is an exception for which the Offeror has exhausted all administrative and/or judicial remedies and has failed to comply with any resulting demand for payment.
- 8) Offeror agrees that all processes and products resulting from this contract award will be the property of the State of Texas.
- 9) Offeror agrees to ensure that information about individuals served by CPCC will be kept confidential according to federal and state laws and regulations.
- 10) Offeror agrees that all processes and products resulting from this contract award will be the property of the State of Texas.
- 11) Offeror certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this contract by any federal or state Agency or agency.
- 12) Offeror, if it is a corporation, is either not delinquent in its franchise tax payments to the State of Texas, or is not otherwise subject to payment of franchise taxes to the State of Texas.
- 13) Observation, granting permission for CPCC to verify information with third parties, and allowing inspection of Offeror's records. Offeror understands that failure to substantiate any statements made in the application as requested by CPCC may result in disqualification of the offer.
- 14) As provided by Texas Family Code, Section 231.006, a child support obligor who is more than 30-days delinquent in paying child support and a business entity in which the obligor is a sole proprietor, partner, shareholder, or owner with an ownership interest of at least 25% is not eligible to receive payments from state funds under a contract to provide property, materials, or services or receive a state-funded grant or loan. Offeror certifies that it is not ineligible to receive the payments under this contract and acknowledges that this contract may be terminated and payment may be withheld if this certification is inaccurate.
- 15) Offeror certifies that any Health and Human Services agency or Public Safety and Criminal Justice agency has not revoked its license, permit, or certificate.

- 16) Neither Offeror nor its officers and employees have given, offered to give, or intend to give any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public employee in connection with the submitted offer.
- 17) Offeror certifies that none of the funds paid by CPCC pursuant to any contract resulting from this RFP will be used to pay any person for influencing or attempting to influence an officer or employee of any agency, a member, officer or employee of Congress or the state legislature or for obtaining any federal or state contract.
- 18) Offeror certifies that it has not filed for protection under any state or federal bankruptcy law.
- 19) Offeror certifies that none of Offeror's property, plant or equipment has been subject to foreclosure or repossession within the preceding 10-year period.
- 20) Offeror certifies that it has not had any debt declared in default and accelerated to maturity within the preceding 10-year period.

Offeror: _____

Address: _____

Person to contact regarding inquiries:

Name _____ Title _____ Phone _____

Signature of Offeror

Date

Respondent Summary Page

Instructions – To facilitate the review process, all respondents are requested to complete the following form to be included in their RFP.

Company Name: _____

Physical Address: _____

Contact Person: _____

Phone Number of Contact Person: _____

HUB Status: _____

Nature of Proposal:

Please provide a brief narrative description of proposed construction.

Availability Date _____

Total Cost _____

Price Per Square Foot _____

Nature of Construction _____

Signature: _____ **Date:** _____