

**REQUEST FOR COMPETITIVE SEALED PROPOSALS
FOR
COURTYARD RENOVATIONS**

CSP: 01-24-001

Project Name:

COURTYARD RENOVATION FOR CENTRAL COUNTIES SERVICES

Contracting Agency:

Central Counties Services

304 South 22nd Street

Temple, Texas 76501

Telephone: 254-298-7000

NOTICE OF REQUEST FOR COMPETITIVE SEALED PROPOSALS

Competitive sealed proposals for services will be received by the Contracting Agency, Central County Services (CCS) for **CSP: 01-24-001**.

The Contracting Agency is requesting qualifications-based proposals for Courtyard Renovations.

Proposals will be received at the **Office of the Executive Director, CCS, 304 South 22nd Street, Temple, Texas 76501 until April 15, 2024, at 2:00 p.m.**

Copies of the project description, scope of work, qualifications, Construction Documents and method of selection are attached and available at CCS, 304 South 22nd Street, Temple, Texas 76501, request at **254-298-7000**.

A Pre-Proposal Conference [] will [X] will not be held.

Executive Director

Johnnie Wardell, MS

Executive Director,

Central Counties Services

Date: 03/08/24

CCS REQUEST FOR PROPOSALS (CSP) FOR COURTYARD RENOVATIONS

A. Scope of Work

CCS is requesting competitive sealed proposals from qualified contractors, to provide various outdoor improvements to the existing courtyard, as shown in the construction documents prepared by: MRB Group, 303 W. Calhoun Ave., Temple, Tx. 76501

The scope of services for this project is listed below in general terms and in more detail in the construction documents. These plans are attached and shall be made available to interested bidders at CCS, 304 South 22nd Street, Temple, Texas 76501.

The following services and materials are included, but are not limited to, the following:

Select demolition and removal

Tree/shrub trimming, tree removal, weed removal/trimming

Furnish and install crushed granite with edging

Irrigation valve and irrigation evaluation. Line repairs and installation if necessary

Ground leveling and erosion control work

Install park benches furnished by CCS (7max.)

Install picnic tables furnished by CCS (2 max.)

Install bike rack furnished by CCS (1 max.)

Construct new sidewalk infill

Furnish and install new lighting fixtures

Repair and paint existing landscape islands

Contractor to coordinate directly with Native Plant Society of Texas to discuss site preparation.

Contact information for NPSOT: Linda C. Griffith Linda@tbc-group.com 254.466.9065

The offeror shall provide all necessary power tools and equipment, that are serviceable and in good working condition, required to perform these duties. **Must have a valid City and State Business License and be bonded. Please include a rate sheet to include all costs associated with services.**

B. Date and Location for Receipt of Proposals

Proposals pursuant to this request for proposals must be received by;

Johnnie Wardell
Executive Director
Central Counties Services
304 South 22nd Street
Temple, Texas 76501

Two copies of statements, limited to 20 pages, shall be submitted by 2:00 p.m. April 15, 2024. The outside envelope shall be plainly marked in the bottom left-hand corner "Courtyard Renovations CSP: 01-24-001."

C. Format for Courtyard Renovation Proposals:

1. Maximum of twenty (20) pages, excluding title, index, divider tabs, etc., cover or letter of transmittal.
2. Title page with proposal title, date, and firm's name (cannot include any other text); not included in 20-page limitation.
3. 8 ½" x 11" paper.
4. Printed on one side of sheet only.
5. All pages are to be numbered and organized neatly and securely.
6. Two (2) copies of the proposal are required.
7. Transmittal letter, if any, not be included in twenty (20) page limit.
8. No other material is to be included.

D. Envelopes

Sealed proposal envelopes shall be clearly marked "Courtyard Renovation CSP: 01-24-001" on the outside of the envelope. This information shall be placed on the lower left-hand corner of the envelope.

E. Award of Contract

The award shall be made to the responsible offeror or offerors whose proposals are most advantageous to CCS, taking into consideration the evaluation factors set forth in this request for proposal. After initial ranking of the proposals, CCS's sole option, CCS may decide to interview the top two or ranked firms to develop final rankings or may consider the rankings based on the proposals as being final. CCS will undertake negotiations with any finalist firm and make recommendations for approval. Selected firm fee negotiations will be completed at the convenience of both parties.

Approval will be at the next scheduled meeting of CCS following the conclusion of firm negotiations.

F. Contact with CCS or Staff Members

All correspondence regarding the RFP shall be directed solely to Johnnie Wardell, Executive Director, 304 South 22nd Street, Temple, Texas 76501.

Johnnie.wardell@ccs1967.org

G. Responsibility of Proposer

At all times, it shall be the responsibility of the Proposer to see that their proposal is delivered to CCS by the date and time set for the opening of bids or proposals. If the mail or delivery of said bid proposal is delayed beyond the deadline set for the bid or proposal opening, bids or proposals thus delayed will not be considered.

H. Costs of Preparing and Submitting Proposals

CCS will not pay for any costs associated with the preparation or submission of proposals.

EVALUATION CRITERIA

Criteria and Point Values

Proposals must address each of the following criteria. Each proposal may be awarded points up to the amount listed.

Selection Criteria	<u>Suggested Points</u>	<u>Points this CSP</u>
1. Response to Proposer Certification and Licensure Requirements as required by Local, State, and Federal Regulations.	<u>10</u>	
2. Response to Business of Firm Background; Includes such factors as location, years established, Facilities offered, financial strength, etc.	<u>30</u>	
3. Response to Current Clientele List; Also addressing availability and scheduling concerns.	<u>20</u>	
4. Response to Current Staff Qualifications; Includes Number of Staff, Number of Licensed Staff, Years Experience, etc.	<u>20</u>	
5. Response to Rate and Fee Structure; Must show a Complete breakdown on an hourly basis of all fees to be charged or paid; Also list any material discounts, if any.	<u>20</u>	