



**Request for Proposals For
General Contractors 2022—2023**

**Proposals accepted until:
October 28, 2022**

Rolling Plains Management Corporation

**118 N. 1st Street
Crowell, Texas 9227
940-684-1571**

Rolling Plains Management Corporation is an equal opportunity employer and encourages all Historically Underutilized Businesses and Disadvantaged Business Enterprises to participate

TABLE OF CONTENTS

- I. General Information**
 - i. Contact Person**
 - ii. Termination of Contract**
 - iii. Limitations and Reservations**
 - iv. Modifications and Renewals**
 - v. Signature**

- II. Scope of Work**

- III. RFP Timetable**

- IV. Submission Guidelines**
 - i. Submission Requirements**

- V. Evaluation Criteria**

- VI. Additional Information**
 - i. Protest Rights**
 - ii. Conflict of Interest/Nepotism**
 - iii. Subcontracting**

Appendices

- General Contractual Requirements for Contractors**
- Schedule A: Bidder's Experience & Integrity**
- Schedule B: Technical & Financial Resources**
- Schedule C: Proposal Agreement**

I. GENERAL INFORMATION

Rolling Plains Management Corporation (RPMC) is requesting proposals from qualified companies/contractors for general services to improve home accessibility including but not limited to installation of modular handicap ramps meeting ADA guidelines at homes of eligible clients in the Rolling Plains service area.

General contract services *will include but not be limited to installation of modular ramps for wheelchair accessibility*. Contractor(s) will be expected to provide all materials and labor to install and retro fit ramps to the home based on an assessment of each unit. Winning bidder will also be able to perform services for all properties owned and leased by RPMC and all other programs offered by the agency.

Rolling Plains is seeking the above services in its twenty-eight county service area. These counties are Archer, Baylor, Brown, Callahan, Clay, Comanche, Cottle, Eastland, Foard, Hardeman, Haskell, Hood, Jack, Jones, Kent, Knox, Montague, Palo Pinto, Parker, Shackelford, Stephens, Stonewall, Taylor, Throckmorton, Wichita, Wilbarger, Wise, and Young counties.

i. Contract Type

The winning contractor(s) will be offered a contract from November 7, 2022 to June 30, 2023 with Rolling Plains Management Corporation for the services specified in this proposal. At the option of Rolling Plains Management Corporation, the contract period can be extended and renewed up to four (4) years, contingent upon funding.

ii. Termination of Contract

The successful contractor agrees to comply with all requirements of the contract as detailed in ATTACHMENT A, General Contractual Requirements for Contractors. In the event contractor is unable to comply with the General Requirements as determined by Rolling Plains Management Corporation, Contractor will be notified in writing of intent by RPMC to terminate the contract.

iii. Limitations and Reservations

Rolling Plains Management Corporation reserves the right to accept or reject any and all proposals received as a result of this request, to negotiate with all qualified sources, or to cancel in part or in its entirety this request for proposals, if found to be in the best interest of the needs of RPMC.

This request for proposals does not commit RPMC to award a contract, to pay any costs incurred for the preparation of proposals or to procure or contract for any services. All proposals will become part of this agency's official files.

RPMC specifically reserves the right to vary the provisions set forth herein any time prior to the execution of a contract where such variance is deemed to be in the best interest of the needs of RPMC.

If selected for negotiations, contractor(s) may be required to prepare and submit additional information prior to final award selection, in order to reach terms for the provision of services, which are agreeable to both parties.

iv. Modifications and Renewals

RPMC reserves the right to negotiate modifications or renewal of contract and/or repair services in connection with any executed contract funded through this request for proposals without repeating the bid process for a period of up to four (4) additional years from the original bid initiation.

Modifications and renewals shall be considered based upon the provider's ability to meet RPMC's needs.

v. Signatures

This request for proposal shall be signed by the contractor/company's official authorized to bind that contractor/company and shall contain a statement to the effect that the proposal is a firm bid for a thirty (30) day period from the date that proposal is received by RPMC. The proposal shall also provide the name, address and telephone number of the individual(s) with the authority to negotiate during the period of proposal evaluation.

II. SCOPE OF WORK

The scope of work will consist of purchase and installation of aluminum modular ramp sections to allow accessibility to eligible client homes. All projects will include the following:

- Demolition and remove existing ramp (if applicable)
- Prepare site and location for new ramp
- Install and attach modular ramp sections and landings to existing structure
- Obtain signatures and pictures to ensure client satisfaction

III. RFP TIMETABLE

RPMC reserves the right to adjust these time frames if a critical addendum is required or if the proposal deadline needs to be extended due to unforeseen circumstances in the best interest of RPMC.

<u>Action</u>	<u>Dates</u>
Public Notice of RFP	10/14/22
Bidder's Conference	10/19/22
Deadline for Question Submission	10/24/22
Final Addendum of Q&A Posted	10/26/22
Proposal Submission Deadline	10/28/22
Review Process	10/31/22

Interviews (if necessary)	11/2/22
Contract Awarded	11/7/22]

IV. SUBMISSION GUIDELINES

The deadline for submission of proposals is at 5:00p.m. (CST) October 28, 2022].

Respondents may e-mail proposals to mark.halsell@rollingplains.org or mail proposals to the address below:

Rolling Plains Management Corporation
P.O. Box 490
118 N 1st Street
Crowell, Texas 79227
ATTENTION: Weatherization Department

i. Submission Requirements

To be considered responsive and receive an evaluation, a bid must fully address all sections of the bid request. A list of required items is as follows:

- 1) Cover letter – contractor(s) letterhead which includes the following:
 - Contractor's contact person's name
 - Telephone number
 - Fax number (if available)
 - E-mail address (if available)
- 2) Description of Company:
 - Number of employees available to work on this contract
 - Number of years in business
 - Services provided by your company
- 3) Bid Form:
 - Schedule A: Bidder's Experience and Integrity
 - Schedule B: Technical & Financial Resources
 - Schedule C: Price List

All questions concerning this bid packet should be directed in an email to Mark Halsell, Deputy Director, at mark.halsell@rollingplains.org.

V. EVALUTATION CRITERIA

The selection of contractor(s) is to be made after a careful evaluation of prevailing prices in the area and of the proposals received. The successful contractor(s) must be responsive to the terms of the proposal and must demonstrate that he/she is a responsible bidder.

- 1) A responsive bidder is one who submits a complete proposal within the stated time and in accordance with the proposal specifications.
- 2) A responsible bidder is one who demonstrates, via his or her responses to the selection criteria, his or her ability to deliver the supplies, equipment or services solicited for procurement.

Proposals will be based on information received from Schedules A, B, and C. This information will be evaluated and scored using a proposal rating table from which a contractor(s) will be selected. Rolling Plains reserves the right to reject any incomplete proposals.

VI. ADDITIONAL INFORMATION

i. Protest Rights

All protest or complaints regarding this proposal process shall be referred to the RPMC Executive Committee for resolution.

ii. Conflict of Interest/Nepotism

To avoid any real or apparent conflict of interest or nepotism in the procurement of the bid proposal, no RPMC employee, agent, consultant, officer, family member of employees, official of RPMC and who exercises or has exercised any functions or responsibilities with respect to contract decision making process or gain inside information with regard to such activities, may obtain personal or financial interest or benefit, directly or indirectly, from any award connected with this request.

RPMC's employees, officers, and/or agents shall neither solicit nor accept gratuities, favors or anything of monetary value from potential bidders.

iii. Subcontracting

The services of any contractor(s) awarded from this RFP must be delivered by the contractor named on the bid. Subcontracting will not be allowed, unless authorization from RPMC is given in writing.

General Contractual Requirements for Contractors

1. Must provide all tools needed to accomplish installation/repair.
2. Provide and transport materials, tools, and workers/employees to all job sites.
3. All debris from job must be removed and disposed of at contractor's expense.
4. Each home must be completed within 14 days of receipt by contractor of assessment prepared by RPMC. If availability of materials presents a problem and/or other delays occur, RPMC is to be alerted immediately.
5. All work must be completed according to ADA guidelines and conform to all applicable codes and general specifications.
6. Adhere to all applicable federal, state and local laws and regulations
7. Provide adequate, fully trained, on-site supervision of all work performed under the contract.
8. Report only fully completed homes with itemized labor and material invoices sent to RPMC.
9. Take any necessary corrective action which may arise as a result of the agency's final inspection; this would be in the area of incomplete or unsatisfactory work. This work must be completed within 5 working days from date of notification and a second final inspection will be performed before payment of invoice.
10. Must provide proof of and maintain liability insurance in the amount of \$100,000.
11. Must provide proof of and maintain vehicle liability insurance and a valid Texas driver's license
12. The sub-contractor is responsible for any, job related illness or injury to workers under his/her employment, and indemnify and hold harmless RPMC, RRMC staff, and RPMC clients in the event of on-the-job illness or injury occurs.

SCHEDULE A: Bidder's Experience & Integrity

References [Max Total: 30 points]: Please list three (3) references of persons or firms whom you have worked as a contractor/subcontractor for in the past twelve (12) months and who are familiar with your work including ramp construction, excluding Rolling Plains.

Reference 1

Name: _____

Address: _____

Phone: _____

Reference 2

Name: _____

Address: _____

Phone: _____

Reference 3

Name: _____

Address: _____

Phone: _____

Integrity [Max Total: 10 points]: These are the questions that will be asked when we contact the reference. Two points (2 Pts.) will be awarded per reference for each favorable answer (10 Points). No points will be awarded for references, which cannot be verified, or who indicate that the work performed or staff conduct was unsatisfactory. Listed below are the questions that will be asked of each reference and the point value attached to their response:

- 1) Was the quality of work of this firm or person satisfactory or poor?
 - If satisfactory, specify in what way.
 - If not satisfactory, specify in what way.
- 2) Has this firm or person been timely in completing projects?
- 3) Has this firm or person's crew operated, to the best of your knowledge, with good behavior at work sites?
- 4) Did the firm or person offer and explain the warranty for the products they installed?
- 5) If the occasion arose, would you contract/subcontract with this firm or person to do a job for you in the future?

A. General Experience [Max Total: 5 points]:

Previous general contracting experience will be awarded 1 point per year up to five years: _____

B. Minority Owned Or Woman Owned Company [Max Total: 5 points]:

Are you a minority owned or woman owned enterprise? _____

SCHEDULE B: Technical & Financial Resources

References: Please list two references of persons or firms that you have obtained credit from, or a loan, in the past twelve months and who are familiar with your work.

Reference 1

Name: _____

Address: _____

Company: _____

Phone: _____

Reference 2

Name: _____

Address: _____

Company: _____

Phone: _____

Reference Integrity [Max Total: 18 Points]:

These are the questions that will be asked when we contact the references. Three points (3 Pts.) will be awarded per question per reference for each favorable answer.

- 1) Would you characterize this person or firm to be fair, honest and responsible?
- 2) Would you extend credit to this person or firm?
- 3) Has this firm or person been past due on any of their payments during the last six months?

Financial Statement [Max Total: 15 Points]: Five points will be awarded for providing a financial statement. One point will be awarded for “No” responses to questions 1-4 (maximum of 4 points). No points will be awarded for references, which cannot be verified, or who indicate that the work performed or staff conduct was unsatisfactory. Listed below are the questions that will be asked of each reference and the point value attached to their response:

1) Are you or have you been involved in a Chapter 13 proceeding? _____

2) Are there any liens against your firm? _____

3) Are there any lawsuits against your firm? _____

4) Have any complaints been filed against your firm with the Better Business Bureau? _____

If yes, describe the nature of complaints:

Financial Resources [Max Total: 6 points]:

Resource Questions	Yes/No
1) Can you provide documentation that you have a minimum line of credit of at least \$20,000 for up to 60 days. If yes, attach documentation. (5 pt.)	<hr/>
2) Are you willing to wait 30 days after final inspection to receive payment? (1 pt.)	<hr/>

SCHEDULE C: Price List

All materials used in the ramps must be aluminum and meet and be installed according to ADA 2010 standards set forth for Accessible Design. The maximum points is 100 for a proposal that matches all finance and budget criteria, then proceeds to decrease by 10 for every proposal after the fact.

Item	Labor	Material
Aluminum Ramp/Ft		
Landing Pad		
Platform 5'x5'		
Threshold		
Entry		
Labor/Hr		

Proposal Agreement

I understand that selected contractor(s) may be required to undergo background and credit verification prior to execution of contract.

I understand that Rolling Plains Management Corporation reserves the right to reject any/all bids.

No board member, officer, agency or employee of Rolling Plains Management Corporation shall be personally liable concerning any matters arising out of or in relation to the commitment of weatherization and repair funds with regards to feasibility or validity of the proposed subject.

Contractor's Name (Print)

Contractor's Signature

Date