

ECTOR COUNTY UTILITY DISTRICT
REQUEST FOR PROPOSAL AND QUALIFICATION (RFQ)

To provide a detailed bid including a floor plan drawing, material list, and labor cost. This project will include matching the exterior front and back of the addition to the existing office building.

OFFICE SPACE ADDITION

ECTOR COUNTY UTILITY DISTRICT
1039 N Moss Avenue
Odessa, Texas 79763
(432) 381-5525

REQUEST FOR PROPOSAL AND QUALIFICATION
OFFICE SPACE ADDITION
Odessa, Texas

Questions submitted deadline: May 10, 2023
Qualification and Proposal submission deadline: May 17, 2023

Questions may be submitted in written form to:

Contact name: Debi Hays
Contact address: 1309 N Moss Avenue
Odessa, Texas 79763
Telephone Number: 432-381-5525
Email: d.hays@ecud.org

INTRODUCTION:

Ector County Utility District invites and welcomes qualification and proposal for their office space addition project. Based on your previous work experience, your firm has been selected to receive this request and is invited to submit a proposal. Please take the time to carefully read and become familiar with the proposal and qualification requirements. All proposals submitted for consideration must be received by the time specified above under the "Submission Deadline."

LOCATION:

The project associated with this request is located at 1309 N. Moss Ave, Odessa, Texas 79763.

PROJECT OBJECTIVE:

The objective and goal for this project is the connection of the existing office building and existing warehouse to add additional office space.

PROJECT SCOPE AND SPECIFICATIONS:

The project consists of connecting the existing office building to the existing warehouse. The joining of these two buildings should result in the addition of no less than three additional offices and a workspace for a copier and office supply storage. Construction should include foundation, framing to match all existing looks and elevation, roofing, windows, stucco and paint to match existing office structure, insulation "R" 30 in attic and "R" 19 in all walls, ½" sheetrock in walls and ceiling, all lighting, switches, plugs to match existing office space, all paint and stain to match existing office space, internet connections, 3 ton HAVC high efficiency unit, hollow metal door jambs and solid core wood office doors, and tie into and connect into existing plumbing.

The contractor will supervise the project; be responsible for any equipment rental, dumpster rental, all sub-contractors, and continues cleanup of the work site.

PROJECT MANAGER CONTACT INFORMATION:

Debi Hays
General Manager
432-381-5525
d.hays@ecud.org

SCHEDULED TIMELINE:

The following timeline has been established to ensure that our project objective is achieved; however, the following project timeline shall be subject to change when deemed necessary by management.

Question submission deadline	May 10, 2023
Proposal and Qualification submission deadline	May 17, 2023
Bid awarded	May 24, 2023
Project completion	September 30, 2023

PROPOSAL AND QUALIFICATION BIDDING REQUIREMENTS:

PROJECT AND QUALIFICATION PROPOSAL EXPECTATIONS:

Ector County Utility District shall award the contract to the proposal that best accommodates the various project requirements. Ector County Utility District reserves the right to refuse any proposal or contract.

DEADLINE TO SUBMIT PROPOSAL AND QUALIFICATION:

All proposals must be received by Ector County Utility District no later than 3:00pm on May 17, 2023, for consideration in the project proposal selection process.

PROPOSAL AND QUALIFICATION SELECTION CRITERIA:

Only those proposals received by the stated deadline will be considered. All proposals submitted by the deadline, will be reviewed and evaluated based upon information provided in the submitted proposal. In addition, consideration will be given to cost and performance projections. Furthermore, the following criteria will be given considerable weight in the proposal selection process:

1. Proposals received by the stipulated deadline must be in the correct format.
2. Bidder's alleged performance effectiveness of their proposal's solution.
3. Bidder's performance history and alleged ability to timely deliver proposed services.
4. Bidder's ability to provide and deliver qualified personnel having the knowledge and skills required to effectively and efficiently execute proposed services.
5. Overall cost effectiveness of the proposal.

Ector County Utility District reserves the right to cancel, suspend, and/or discontinue and proposal at the time, without obligation or notice to the proposing bidder.

PROPOSAL AND QUALIFICATION SUBMISSION FORMAT:

The following is a list of information that the Bidder should include in their proposal submission.

Summary of Bidder:

1. Bidder's name (s)
2. Bidder's address
3. Bidder's contact information and preferred method of communication.
4. Bidder's legal formation (sole proprietor, partnership, corporation)

Financial Information:

1. State whether the bidder has ever filed for bankruptcy or any form of reorganization under the bankruptcy code.
2. State whether the bidder has ever received any sanctions or is currently under investigation by any regulatory or governmental body.

Proposed Outcome:

1. Summary of timeline and work to be completed.
2. List any accommodation, service, or space required from Ector County Utility District, along with a brief explanation.

Cost Proposal Summary and Breakdown:

1. A detailed list of any and all expected costs or expenses related to the proposed project.
2. Summary explanation of any other contributing expenses to the total cost.
3. Brief summary of the total cost of the proposal.

Insurance:

1. Details of any liability or other insurance provided with regard to the staff or project.
2. Bidder will be liable for making sure sub-contractors have insurance coverage.

References:

1. Provide three references.

By submitting a proposal, bidder agrees that Ector County Utility District may contact all submitted references to obtain any and all information regarding bidder's performance.