



WORKFORCE SOLUTIONS
C O A S T A L B E N D

Pre-Proposal Conference

**RFP for
General Contractor
Services
Mission Plaza Phase III**
RFP 25-01





February 3, 2025



Proposers Need to Understand

- Background / Agency Information
- Purpose of RFP
- Procurement Timeline
- Scope of Work
- Submission Requirements
- Evaluation & Scoring
- Other Information
- Point of Contact

Coastal Bend Workforce Development Board dba Workforce Solutions Coastal Bend

-  501(c)(3) Non-Profit Organization
-  Funding from Department of Labor through Texas Workforce Commission
-  FY25 Budget \$46 million
-  Mission, Vision & Strategic Board Goals.

A sunburst graphic consisting of numerous thin white lines radiating from a central point at the top of the page, creating a starburst effect.

MISSION

At Workforce Solutions Coastal Bend, we invest in our regional success through access to jobs, training, and employer services.

VISION

We meet our mission through collaboration with industry, education, economic development, and labor to develop a comprehensive regional workforce strategic plan; develop a trainable and available workforce; and provide workforce relevant training opportunities for youth.

STRATEGIC BOARD GOALS

PARTNERSHIPS

Establish and Strengthen Partnerships

EFFICIENCY

Effectively and Efficiently Target Rural Area Services

AWARENESS

Increase Workforce Awareness

INNOVATION

Expand Innovative Services to Business

OPPORTUNITIES

Explore New Revenue Opportunities

TEAMWORK

Improve Internal Efficiencies

CULTURE

Refine Board Culture

Background: **CAREER CENTER LOCATIONS**




✦ Employer Driven: Career Center Services focus on employers' need for a knowledgeable, skillful workforce to help business become productive and competitive locally and in the global market.

✦ 11 County Coastal Bend Region


✦ 7 Full-Service Career Centers
Alice, Beeville, Corpus Christi,
Falfurrias, Kingsville, Rockport &
Sinton



Purpose of RFP: **General Contractor Services**

-  To solicit competitive proposals from licensed General Contractors with the qualifications and experience to remodel 6,340 sq ft of office space located at 4981 Ayers Road according to the approved architectural plans.
-  Services provided will include, but not be limited to, those listed in the Scope of Work.
-  Solicitation may result in a contract or after reviewing proposals submitted, WFSCB may decide not to enter into any agreement.

Procurement: **RFP TIMELINE**

- Jan 27 Release of RFP & Start of Question Period
- Feb 3 Pre-Proposal Conference
- Feb 7 End of Question Period @ 5 pm
- Feb 11 Answers Posted on WFSCB Website @ 5 pm
-  ○ **Feb 18 Proposals Due by 4 pm**
- Feb 24-28 Proposal Evaluation Period
- Mar 3 Notice of Award / Non-Selection *(projected)*
- Mar 10 Contract Start Date *(projected)*

Services to be Provided (Section 4.1 on page 5 of RFP)

Construction services for approximately 6,340 square feet of office space:

1. Visit site to ascertain the general character of the site and building to confirm local conditions and pertinent details.
2. Provide general construction related administration services including construction contract administration, and professional inspection of the construction work.
3. Has or shall obtain the means and personnel necessary to effectively implement this Scope of Work.
4. Establish project milestones with timeline.
5. Review and monitor construction progress against budget.
6. Work with regulatory agencies to comply with all applicable laws and rules.
7. Obtain all necessary permits.

Services to be Provided continued

8. Ensure construction will be in accordance with the building and design specifications and all city, county, state, and federal building construction codes.
9. Manage and adhere to all Davis Bacon requirements, certified payroll reviews, and any other requirements associated with projects receiving state and federal funds.
10. Execution of design plans to the written specifications.
11. Participate in regularly scheduled, periodic project meetings with architect.
12. Be available for impromptu project meetings, when necessary, with architect.
13. Preparation of inspection reports or assessments.
14. Conduct post construction/operations review with project architect and/or WFSCB staff.

Services to be Provided continued

15. Conduct a warranty inspection to verify and confirm installation of warranty items in accordance with drawings and specifications.
16. Advise on safety precautions and programs in connection with the project to prevent injury, damage or loss to employees, materials, equipment, building and/or property as required.
17. Prepare change orders, as required.
18. Correct and cure deficiencies identified by project architect.
19. Provide any other information that would affect cost to WFSCB.
20. Provide other special construction services, as required.
21. Comply with Texas Government Code, Chapter 2166, if applicable.

Procurement: **SUBMISSION REQUIREMENTS**

Proposal Outline: PDF File #1

- Cover Page
- Table of Contents (with page numbers)
- Profile & Certification
- Executive Summary
- Completed Work
- Current Work
- Change Order Fee Percentage
- References
- Certifications & Assurances




 **Proposals Due February 18, 2025 by 4:00 PM**

Procurement: **SUBMISSION REQUIREMENTS**

Proposal Outline: PDF File #2

- Bid / Construction Contract Amount


WORKFORCE SOLUTIONS
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BID / PROPOSED CONSTRUCTION CONTRACT AMOUNT
General Contractor Services Mission Plaza Phase III
RFP 25-01

Proposed or negotiated costs must remain firm through project completion.

Base Bid Phase III \$ _____

Bids for Alternates referenced in Section 01 23 00 on PDF page 19 of the Project Manual:

Alternate No. 1 \$ _____

Alternate No. 2 \$ _____

Alternate No. 3 \$ _____

Estimated time for construction after issuance of building permit: _____ Calendar Days

Name of Certifying Person

Title of Certifying Person

Signature of Certifying Person

Date

Bid in Response to RFP 25-01 Page 1 of 1

 **Proposals Due February 18, 2025 by 4:00 PM**

Procurement: **SUBMISSION REQUIREMENTS**

Proposal Format

- Proposals may be submitted in paper or electronically.
- If submitting in paper, an electronic version is also required.
- Electronic versions should be submitted as two (2) separate PDF files and emailed to:
Nelda.Rios@workforcesolutionscb.org



Proposals Due February 18, 2025 by 4:00 PM

Initial Screening for Responsiveness

- Proposal must be submitted by the RFP deadline.
- Electronic versions must contain e-signatures.
- Proposal must be for the specific services requested and described in the RFP.
- Proposal must be in the outline and order described in the RFP.



Proposals Due February 18, 2025 by 4:00 PM

Procurement: **EVALUATION & SCORING**

Criteria & Points

- **Professional Competence & Experience 45 Points**
 - Executive Summary 11 Points
 - Completed Work 11 Points
 - Current Work 11 Points
 - References 12 Points
- **Change Order Fee Percentage 5 Points**
- **HUB Certification 5 Points**
- **Bid / Proposed Construction Contract Amount 50 Points**
- **Total Possible Points 105**



Proposals Due February 18, 2025 by 4:00 PM

Procurement: **EVALUATION & SCORING**

Cost / Price Scoring Methodology

Points for base cost/price will be awarded using the following methodology:

Assume the following cost proposals are received (examples only):

Company A	\$50,000
Company B	\$38,000
Company C	\$45,000

The lowest offer will be divided by each offer amount to determine a percentage:

Company A	$\$38,000 \div \$50,000 = .76$
Company B	$\$38,000 \div \$38,000 = 1.00$
Company C	$\$38,000 \div \$45,000 = .84$

Available points (50) will then be multiplied by each percentage to determine number of points awarded to each offeror.

Company A	$50 \times .76 = 38$ points
Company B	$50 \times 1 = 50$ points
Company C	$50 \times .84 = 42$ points

The same scoring methodology will be applied to bid alternates.



Proposals Due February 18, 2025 by 4:00 PM

Procurement: **OTHER INFORMATION**

Term

- Initial contract will be awarded for a period not to exceed 12 months ending on September 30, 2025. Option to renew for an additional one-year period.

Insurance

- Contractor is required to maintain insurance coverage throughout the contract term.

Restrictions on Communication

- Communication promoting qualifications to WFSCB staff, Board of Directors or CEO Council is strictly prohibited until contract is awarded.



Proposals Due February 18, 2025 by 4:00 PM

Procurement: **POINT OF CONTACT**

Nelda Rios, Contracts and Procurement Specialist

Email: Nelda.Rios@workforcesolutionscb.org

Fax: 361.885.3057 *(for questions only, no proposals)*

Mail: Workforce Solutions Coastal Bend
400 Mann Street, Suite 800
Corpus Christi, TX 78401

- Questions must be submitted in writing.
- **Deadline for questions is February 7, 2025 @ 5 pm.**
- No questions will be accepted after the deadline.

 **Proposals Due February 18, 2025 by 4:00 PM**