
REQUEST FOR PROPOSALS

Date

07/06/2009

To

Modular Building Companies

From

Houston Gateway Academy, Inc.

Project Title

RFP number: 1020 C2010

Send Proposal to:

Oscar De Los Santos
Houston Gateway Academy, Inc.
3400 Evergreen
Houston, Texas 77087
713-644-8292
www.hgaschools.org

*(Indicate RFP Number and Project Name
on lower left corner of envelope)*

RFP SCHEDULE		DATES
1.	Deadline for submittal of Vendor requests for clarifications, modifications or questions regarding the RFP	2 PM on 8/21/2009
2.	Modifications and/or answers to questions posted on the School website: www.hgachools.org	8/24/2009
3.	<u>Submittal Deadline for Proposal</u>	<u>4 PM on 9/14/2009</u>
4.	Posting of Short Listed Vendor (Estimated)	5 PM on 9/16/2009
5.	Notice of Intent to Award (Estimated)	9/30/2009

A PURPOSE OF THIS RFP

Houston Gateway Academy (HGA) seeks to contract for the services of two modular building vendors with expertise in all phases of the work associated with the design modification, construction, site preparation, transportation and installation of a turn-key modular building. The work will include, but is not limited to; modular building construction, pre-construction design modification, site design and preparation, , permitting, modular transportation, and installation. ,

Selected vendors will be responsible for the review of site conditions, design of specified modifications to the basic modular unit, building of the modified design, to the approved design, site preparation, transportation of the unit to the site, and unit installation. The selected vendors shall provide construction materials and assemblies according to applicable local codes, regulations and standards.

The RFP and all addenda will be posted www.hgaschools.org

B. SCOPE OF SERVICES

The scope required by this RFP includes the following categories:

Prototype Floor plan of classrooms and Performance Specifications of the unmodified Modular Building unit

Schedule: Work Orders shall be solicited and executed at various times throughout the life of the agreement, at the bequest of HGA. Requested design modifications, site details, and desired scheduling and commissioning date will be provided upon solicitation of a Work Order.

Legal Agreement: The work of this project will be performed using the processes and under the terms and conditions of the Legal Agreement provided with the solicitation.

C. RESPONDING TO THIS RFP

Statement of Qualifications. Vendor's Statement of Qualifications (SOQ) should clearly and accurately demonstrate the company's capabilities to perform all functions necessary in executing a modular courtroom via the turn-key process detailed herein.

Such functions will include:

- General contracting license.
- Ability to provide services for all phases of modular construction. Phases include, but are not limited to; lease financing, pre-construction/site work, permitting, installation, building design, construction, tenant improvement, and commissioning of modular buildings.

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- Ability to review site conditions, build to HGA provided prototype floorplan, and provide construction materials and assemblies according to applicable local codes, regulations and standards.
- HGA will only entertain proposals specifying that the goods and services described herein will be offered, at the vendor's discretion
- Ability to respond to items outlined in Scope of Services
- Specialized knowledge and experience as indicated via projects of similar size, scope, and complexity.

D. Building Specifications

Basic specifications for the modular building are as follows:

2.2.1 Size

- 60' Long (including hitch)
- 56' Box size
- 24' Wide
- 8' Ceiling

2.2.2 Interior Finish

- VCG wall covering
- Vinyl floors
- Gypsum ceiling
- Private offices (4)
- ADA compliant restrooms (2)
- Horizontal sliding windows with insect screens
- Single light doors with standard dead-bolts and security latch guards on exterior doors

2.2.3 Electrical

- Fluorescent ceiling lights
- (2) 100 amp electrical service, 120/240 volt, single phase, 3-wire, 60HZ with two breaker panels
- Central heating and air conditioning
- 10kw electric heat in A/C unit

2.2.4 Exterior Finish/Frame

- Aluminum exterior siding and trim with I beam frame
- Standard drip rail gutters
- Exterior lighting for night security on all four corners of the building
- Vinyl skirting
- (L) shaped ramp to ADA standards, site built with pressure treated wood
- Modular set up block, level, seam, and ties. 36" off ground.
- Cement Block Underpinning

E. SELECTION PROCESS

- 5.1. An evaluation panel composed of predominantly HGA staff will review and score the Proposals, based on the selection criteria
- 5.2. At any time, HGA may contact previous Clients and Owners to verify the experience and performance of the prospective Vendors, their key personnel, and their sub-consultants.

- 5.3. After the interviews the Vendors will be rescored based on the selection criteria and the highest-scoring companies will be contacted regarding contract execution.

F EVALUATION OF PROPOSALS

HGA will evaluate Proposals using the following criteria:

Points	Criteria	100 points maximum
35	<u>Qualifications:</u> Company’s ability to perform all functions necessary in executing a modular courtroom via turn-key process.	
35	<u>Experience of Company:</u> Demonstrated experience of the company in relation to the scope and quality of service provided to customers in the past	
30	<u>Cost:</u> Total project costs should be included to be all-inclusive to incorporate delivery and installation of unit, decks/steps/ramps, permits, applicable fee allowances, and interior fit-out costs.	

G ADDITIONAL REQUIREMENTS

Proposals should be sent by registered mail, certified mail, overnight courier, or by hand delivery. Incomplete proposals and/or proposals received after the deadline may be rejected without review.

DVBE PARTICIPATION FORM

Proposer Name: _____

RFP Project Title: _____

RFP Number: _____

The State of California Judicial Branch's goal of awarding of at least three percent (3%) of the total dollar contract amount to Disabled Veterans Business Enterprise (DVBE) has been achieved for this Project. *Check one:*

Yes _____ (Complete Parts A & C only)

No _____ (Complete Parts B & C only)

"Contractor's Tier" is referred to several times below; use the following definitions for tier:

0 = Prime or Joint Contractor;

1 = Prime subcontractor/supplier;

2 = Subcontractor/supplier of level 1 subcontractor/supplier

PART A – COMPLIANCE WITH DVBE GOALS

Fill out this Part ONLY if DVBE goal has been met; otherwise fill out Part B.

INCOMPLETE DOCUMENTATION MAY RESULT IN DISQUALIFICATION FROM FURTHER PARTICIPATION IN SELECTION PROCESS FOR THIS SOLICITATION

PRIME CONTRACTOR

Company Name: _____

Nature of Work _____ Tier: _____

Claimed Value: DVBE \$ _____

Percentage of Total Contract Cost: DVBE _____%

SUBCONTACTORS/SUBCONTRACTOR/VENDORS/SUPPLIERS

1. Company Name: _____
 Nature of Work: _____ Tier: _____
 Claimed Value: _____ DVBE \$ _____

Percentage of Total Contract Cost: DVBE _____%

2. Company Name: _____
 Nature of Work _____ Tier: _____
 Claimed Value: _____ DVBE \$ _____

Percentage of Total Contract Cost DVBE _____%

3. Company Name: _____
 Nature of Work _____ Tier: _____
 Claimed Value: _____ DVBE \$ _____

Percentage of Total Contract Cost DVBE _____%

GRAND TOTAL: DVBE _____%

I hereby certify that the "Contract Amount," as defined herein, is the amount of \$_____. I understand that the "Contract Amount" is the total dollar figure against which the DVBE participation requirements will be evaluated.

<i>Firm Name of Proposer</i>	
<i>Signature of Person Signing for Proposer</i>	
<i>Name (printed) of Person Signing for Proposer</i>	
<i>Title of Above-Named Person</i>	
<i>Date</i>	

PART B – ESTABLISHMENT OF GOOD FAITH EFFORT

Fill out this Part ONLY if DVBE goal will not be met but you have made a good faith effort to meet such goal.

INCOMPLETE DOCUMENTATION MAY RESULT IN DISQUALIFICATION FROM FURTHER PARTICIPATION IN SELECTION PROCESS FOR THIS SOLICITATION

1. List contacts made with personnel from state or federal agencies and with personnel from DVBEs to identify DVBEs.

<i>Source</i>	<i>Person Contacted</i>	<i>Date</i>

2. List the names of DVBEs identified from contacts made with other state, federal, and local agencies.

<i>Source</i>	<i>Person Contacted</i>	<i>Date</i>

3. If an advertisement was published in trade papers and/or papers focusing on DVBEs, attach proof of publication.

<i>Publication</i>	<i>Date(s) Advertised</i>

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4. Solicitations were submitted to potential DVBE contractors (list the company name, person contacted, and date) to be subcontractors. Solicitation must be job specific to plan and/or contract.

<i>Company</i>	<i>Person Contacted</i>	<i>Date Sent</i>

5. List the available DVBEs that were considered as subcontractors or suppliers or both.
(Complete each subject line.)

<i>Company Name:</i>	
<i>Contact Name & Title:</i>	
<i>Telephone Number:</i>	
<i>Nature of Work:</i>	
<i>Reason Why Rejected:</i>	

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<i>Company Name:</i>	
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Request For Proposal

Contact Name & Title:	
Telephone Number:	
Nature of Work:	
Reason Why Rejected:	

PART C – CERTIFICATION (to be completed by **ALL** Vendors)

I hereby certify that I have made a diligent effort to ascertain the facts with regard to the representations made herein and, to the best of my knowledge and belief, each firm set forth in this bid as a Disabled Veterans Business Enterprise complies with the relevant definition set forth in section 1896.61 of Title 2, and section 999 of the Military and Veterans Code, California Code of Regulations. In making this certification, I am aware of section 10115 *et seq.* of the Public Contract Code that establishes the following penalties for State Contracts:

Penalties for a person guilty of a first offense are a misdemeanor, civil penalty of \$5,000, and suspension from contracting with the State for a period of not less than thirty (30) days or more than one (1) year. Penalties for second and subsequent offenses are a misdemeanor, a civil penalty of \$20,000 and suspension from contracting with the State for up to three (3) years.

IT IS MANDATORY THAT THE FOLLOWING BE COMPLETED ENTIRELY;
FAILURE TO DO SO WILL RESULT IN IMMEDIATE REJECTION.

Firm Name of Proposer:	
Signature of Person Signing for Proposer	
Name (printed) of Person Signing for Proposer	
Title of Above-Named Person	
Date	

End of RFP Form