



First Baptist Church Sutherland Springs

REQUEST FOR PROPOSALS

("RFP")

for

Multipurpose Building Administrative Office Buildout

Release Date: April 15, 2024

Proposals Due: May 20, 2024; 11:00 AM Central Time

All communications or questions must be addressed via email to

First Baptist Church Building Committee

Building@SutherlandSpringsFBC.org

Project Title:

Multipurpose Building Administrative Office Buildout

Project Location:

216 4th Street, Sutherland Springs, Texas 78161 (Wilson County, Texas)

Description of Project:

First Baptist Church Sutherland Springs (FBCSS) seeks proposals from qualified firms with experience in construction of office and restroom space as indicated on Attachment 1. This will include any requirement to produce construction documents, building permits, final inspections as needed to allow occupancy of the building by Church staff.

FBCSS has recently completed a metal building as a shell for adding office space. We now need the office space as outlined in Attachment 1 to be further developed, designed, and constructed by the selected contractor. This includes development of all trades associated with a project of this nature including but not limited to the design and installation of HVAC, plumbing, fire, electrical, etc. required in the Wilson County Texas area. The selected general contractor would be responsible for any subcontractors needed to complete a finished project including framing, sheetrock, painting, flooring, doors and hardware, restroom construction, etc. The selected contractor would work with the project manager from FBCSS for item selections by providing samples, product brochures or color samples as needed to reach a final decision.

Additional Requirements:

FBCSS must remain open during the construction of the office space. For this reason, the construction area must be protected to prevent church members/families and visitors from accessing the site. Material stored on site can be secured inside the existing metal building at the selected contractor's discretion.

Due to FBCSS being an active church, construction will not be allowed during certain hours on certain days. See below for restricted times:

1. Sundays from 6 a.m. until 3 p.m.
2. Thursdays from 3 p.m. until 10 p.m.

FBCSS Food Pantry Ministry operates every Monday which results in an active parking lot from 5 to 7 p.m. For this reason, all contractors and subcontractors will need to park personally owned vehicles along Old Hwy. 87 on Mondays. We encourage using Old Hwy 87 for parking contractor personally owned vehicles every day to separate from visitors' vehicles.

The selected contractor will coordinate with FBCSS staff in the event situations arise.

During the construction phase, the selected contractor will be allowed to erect temporary fencing around up to four (4) parking spaces adjacent to the overhead door into the metal building. This fencing will be allowed to remain throughout the construction

process. The Contractor may also use the metal building to store non-hazardous materials needed for the construction but will need to secure the materials. FBCSS will not be liable for loss of materials stored on FBCSS property.

The selected contractor will be responsible for repairing any damage caused to the existing property by the contractor or subcontractors. The contractor is encouraged to take photographs of the facility and surroundings prior to beginning construction.

Schedule of Proposal

Following is a list of projected dates/times with respect to this RFP:

Event	Date of Event	Time of Event
RFP Release Date	April 15, 2024	N/A
Pre-Submittal Conference	May 2, 2024	2:00 PM
Final Questions Accepted	May 15, 2024	5:00 PM
Proposal Due:	May 20, 2024	11:00 AM
Evaluation Period	May 21 – June 1, 2024	N/A
Anticipated Award Date	June 7, 2024	N/A

A Pre-Submittal site visit will be held at 2:00 p.m. on May 2, 2024, at 216 4th Street, Sutherland Springs, Texas 78161 (Wilson County, Texas) to allow respondents the chance to become familiar with the site and ask any questions.

FBCSS would like this project to be completed as soon as practical. With the completion of this RFP and schematic drawings listed above, the construction schedule must be submitted within your response to this proposal. The construction schedule will be considered as a part of the evaluation process of any submittal.

Project’s Overview

FBCSS has developed schematic drawings for the administrative offices desired as well as restrooms and other common areas. This project would be to use our schematic ideas and turn them into a functional office space for occupancy. Materials should be of the same standard or better as materials in the new Sanctuary building. This would require the design of all mechanical, HVAC, plumbing, electrical systems.

Changes to the schematic drawings might be necessary for various reasons. Please discuss any proposed change with the FBCSS contacts listed at the end of this document prior to any change. The site does have an existing septic tank adjacent to the building. Electrical and plumbing stub outs exist in the building foundation where proposed restrooms are located. Revisions might be needed to these locations. In the event saw

cutting the foundation is needed, care must be exercised to avoid structural damage to foundation beams.

Letter of Intent

We anticipate questions will arise and clarification might be needed during the advertising period. For this reason, we request a Letter of Intent to be submitted to ensure clarification information is equally disseminated as needed. The letter should provide a contact name, email address and phone number to receive updates. A Letter of Intent is not a requirement to submit a proposal for this project but is highly recommended.

Site Tours

Contractors and subcontractors will need to visit the site for many reasons prior to any submission to this RFP. The site will be available Monday through Friday between the hours of 9 a.m. to 2 p.m. Access during other times might be scheduled by contacting the Building Committee representative at the email provided.

Selection Criteria

FBCSS Building Committee will evaluate each submittal based on the criteria listed below. FBCSS also reserves the right to conduct interviews of any, all or none of the Respondents prior to the completion of the evaluation process.

- A. Experience, Background, Qualifications (up to 20 evaluation points):
Provide three (3) reference projects of a similar scope with point of contact information for each project.
- B. Proposed Plan (up to 35 evaluation points):
- C. Price (up to 25 evaluation points):
- D. Preference for local businesses headquartered for a minimum of one year within Wilson County. Local based subcontractors will also be considered. (up to 10 evaluation points)
- E. Contractor/Manufacturer warranty (up to 10 evaluation points)

Submission Requirements:

Respondents' submittals shall be submitted electronically to the email address Building@SutherlandSpringsFBC.org

The submittal should be constructed in an organized manner which is easy to follow. No Respondent's submittals will be shared by FBCSS with anyone outside of the FBCSS Building Committee.

Award of Contract:

FBCSS reserves the right to award the contract to the most qualified submittal. Additionally, FBCSS reserves the right to decline all submittals should it be deemed to be in the best interest of FBCSS by the Building Committee.

General Notes:

1. The open area above the office space will be used for general storage. This will require a design to be completed similar to a second floor in a residence. (live load of 40 pounds per square foot)
2. Administrative area should have a lay in ceiling at a minimum of eight (8) feet.
3. The two (2) exterior doors including new Double Door entry) and three (3) interior doors (D6, D7 and D12) will have electric strike access control which will be added by others. To allow for this access, provide a ¾" conduit from the card reader location to above the drop ceiling. Also provide doorframes which will allow a pathway for wires to reach the electric strike.
4. Comm. room will not receive a drop ceiling.
5. All door locks will be keyed by using a master key hierarchy to be developed after award of the contract.

Known Changes from Drawings:

1. The room labeled "Closet" will be used for electronic connections. To support this function, ¾" plywood sheets are needed on the wall opposite the door. Two (2) quad outlets are needed under the plywood.
2. Relocate Copy/Work room door as mentioned in Note #6 above.
3. Please provide at a minimum, two (2) duplex outlets in walls opposite door swing and one (1) duplex outlet in other walls in each office.
4. Please provide one (1) junction box with a blank cover with a ¾" conduit and pull string to above the drop ceiling to be used for phone and data. These will be located next to the electrical outlets. This will be used to support the phone system. The phone system will be done by others and is not included in this project.

Additive Alternates:

FBCSS must remain in budget for this project. To allow flexibility, the following items have been identified as possible additions to the base cost. Please provide a cost to complete the following items:

1. Provide stonework around new double doors to enhance the entryway into the Administrative Offices
2. Provide matching stonework to complete the face of the building to a height of approximately four (4) feet above ground.
3. Provide a cost to install an additional duplex electrical outlet in a sheetrock wall should the need arise.

Change Orders:

In the event a change to the awarded scope of work is needed, an agreement must be reached between the Contractor and Building Committee. This will include an agreement on the modified scope of work and price. Every change must be in writing and must be signed by both the responsible party from the General Contractor and one (1) FBCSS Building Committee representative as listed in the below section titled FBCSS Contact Information.

Payment Structure:

The successful Respondent will be able to invoice FBCSS for a percentage of construction complete. Payment amounts will be based on a Schedule of Values submitted by the contractor to FBCSS within 2 weeks of receiving a Notice to Proceed.

Additionally, the contractor can invoice for materials stored on site if requested. Payments for materials stored on site will be made based on the amount the contractor has paid the supplier, verified by a copy of the supplier's invoiced amount to the contractor or subcontractor.

FBCSS will withhold 10% of each payment until the completion of the project. Materials stored on site will be paid at 100% upon request and the submission of Suppliers invoice.

Please indicate on your submittal if an alternate payment structure needs to be discussed.

Liquidated Damages:

Office staff will be temporarily relocated during this project. Any delay past the agreed-on finish date would result in damages in the amount of fifty dollars (\$50.00) for each weekday past the scheduled completion date.

Project Closeout:

At the completion of construction, Contractor will supply AS-BUILT drawings indicating actual locations of any items deviating from schematic drawings. This will include all mechanical and electrical routing, outside routing into the building.

Additionally, Contractor will furnish a book containing all fixtures and equipment used during construction as well as any manufacturer warranty. The 10% retainage of payment will not be released until receipt of these items.

The Contractor and FBCSS Building Committee representatives will physically walk the project to ensure satisfaction. Once satisfied with the construction, a Letter of Acceptance will be given to the Contractor.

Warranty:

FBCSS expects a warranty period of a minimum of one year from the time of final acceptance. Any manufacturer’s warranty is also expected to be passed on to FBCSS. Any change to this expectation must be stated by the contractor and will be considered during the Selection Criteria.

Independent Contractor:

The selected contractor must acknowledge they are acting as an independent contractor and be responsible for the actions of their employees or subcontractors. FBCSS will not be responsible for any actions taken by the contractor of this project. Likewise, the contractor will not be held responsible for any actions taken by FBCSS staff, members/families, or guests.

Insurance Requirements:

INSURANCE TYPE	LIMITS
1. Workers' Compensation 2. Employers' Liability	Statutory \$1,000,000/\$1,000,000/\$1,000,000
3. Commercial General Liability Insurance to include coverage for the following: a. Premises/Operations b. Products/Completed Operations c. Personal/Advertising Injury d. Contractual Liability e. Independent Contractors	For Bodily Injury and Property Damage \$1,000,000 per occurrence. \$2,000,000 general aggregate, or its equivalent in Umbrella or Excess Liability Coverage. Coverage to be maintained and in effect for no less than one year after the completion of the professional service
4. Business Automobile Liability a. Owned/leased vehicles. b. non-owned vehicles c. Hired Vehicles	Combined Single Limit for Bodily Injury and Property Damage of \$1,000,000 per occurrence.
.5. Professional Liability (Claims-made Coverage)	\$1,000,000 per claim damages by reason of any act, malpractice, error, or omission in the professional service.

FBCSS Contact Information:

Contact can be made at Building@SutherlandSpringsFBC.org

Pastor Abner Neill

Bill Grayson

Submittal Price Sheet:

Base price: _____

1. Additional cost to provide stonework around new double doors to enhance the entryway.

Additional Cost: _____

2. Provide matching stonework to complete the face of the building to a height of approximately four (4) feet above ground.

Additional Cost: _____

3. Provide a cost to install an additional electrical outlet in a sheetrock wall to a planned circuit.

Additional Cost: _____

Construction Timeline to Completion: _____