

# Request for Proposal

## Clear and Rough Grade about 96 acres of Former Housing Area LUBBOCK REESE REDEVELOPMENT AUTHORITY (LRRRA) d/b/a/ Reese Technology Center (RTC)

The LRRRA will receive written and sealed proposals for clearing (to include removal of all concrete), and rough grading of the former housing area located on the east side of Research Blvd. There will be a **MANDATORY PRE-BID CONFERENCE** at **10:00AM CST on Wednesday, November 10, 2021** at the former base housing entrance located on Research Blvd. Sealed Proposals will be received until **10:00AM CST, Monday, December 6, 2021**, at LRRRA. Proposals received after that date and time will not be opened. Each proposal and supporting documentation must be in a sealed envelope or container plainly labeled: "*RFP for Former Housing Clearing*". Bid proposals are to include the contractor's company name and address on the front of the envelope or container. Questions regarding the bid proposals and all bid submissions are to be addressed to:

Chris Evans, Manager of Operations  
9801 Reese Blvd., Suite 200  
Lubbock, Texas 79416  
(806) 885-6592  
Email: [cevans@reesecenter.com](mailto:cevans@reesecenter.com)

Bids will be opened and evaluated on **Monday, December 6, 2021**. However, bids must be firm for a 60-day period from bid opening date in case the Board of Directors desires additional evaluation time. Bid will be awarded on **Wednesday, December 8, 2021**.

With uncertainty of mail delivery, the RTC cannot be responsible for bids which are not received before bid opening hour.

In as much as comparison sheets are sent to all bidders and posted to the RTC website, bid quotations will not be communicated by telephone. Interested bidders are encouraged to attend the bid opening should they desire quotations.

RTC reserves the right to accept or reject any or all bids submitted and shall be the sole judge in this matter.

RTC is exempt from all city, state, and federal sales tax. Your signed and otherwise correctly completed sealed bid (one copy only) should meet the following specifications or RTC may, at its option, refuse to consider the bid.

It is to be understood that upon the award of this bid the successful bidder(s) is/are responsible for complying with the Prompt Payment Act, effective July 1, 1986 (Government Code CHS. 2251.001-2251.043).

Vendors are required to have and maintain, at no cost to RTC, insurance of the types and amounts as required by law and/or the bid specification.

In those instances where manufacturer and/or model numbers of equipment/materials are referenced as "equal in quality", it is not RTC's intent to rule out other manufacturers, nor will the named manufacturer receive preferential treatment. RTC is the sole judge in determining the suitability of items bid.

Should vendors have deviations from bid specifications, all deviations must be listed on a self-scribed attachment. This attachment must also be signed by an authorized company representative and be attached to the vendor's original bid.

RTC is subject to the Texas Public Information Act, Chapter 552, Texas Government Code. Proposals submitted to RTC in response to this RFP are subject to release by RTC as public information. If the Proposer believes that the proposal, or parts of it, are confidential, as proprietary information, (s)he must specify that either all or part is excepted and provide specific and detailed justification for its claim of confidentiality. Vague and general claims to confidentiality are not acceptable. All proposals or parts of the proposals which are not marked as confidential will be considered public information after contract has been awarded. The successful proposal may be considered public information even though parts are marked confidential.

RTC assumes no responsibility for asserting legal arguments on behalf of Proposers. Proposers are advised to consult with their legal counsel concerning disclosure issues resulting from this proposal process and to take precautions to safeguard trade secrets and other proprietary information.

#### REQUIREMENTS

- Company to be established in business for a minimum of five years. Three business references are to be provided to LRRRA with the bid proposal (RFP).
- "Attachment A" Specifications and Scope of Work
- "Attachment B" BID FORM
- "Attachment C" Site Map
- Access to Website: [www.ReeseCenter.com](http://www.ReeseCenter.com), where all applicable documents and drawings are located ([www.ReeseCenter.com/rfp-docs](http://www.ReeseCenter.com/rfp-docs))
- Contractor to provide Certificate of Insurance with the bid proposal to RTC. Contractor to carry Worker's Compensation Insurance and Contractor's Public Liability in the amount of one million (\$1,000,000) and Property Damage and Loss Insurance, if contractor has any employees working with him / her on the job, otherwise the Workers Compensation is not required. All employees of contractor working at the RTC under this contract must be covered by Contractor's Workers Compensation Insurance.

**ATTACHMENT A**  
**Specifications and Scope of Work**  
**Clear and Rough Grade Former Housing Area**

**PART 1 GENERAL**

**1.01 DESCRIPTION**

- A. The area of work is located east of Research Blvd. just across from the main entrance. Chris Evans, Manager of Operations (MOO), is the Owner's Representative and may be contacted regarding any questions or for a pre-bid job site inspection at (806) 549-9699.
- B. The project consists of clearing the existing site of all existing brush, trees, concrete, and debris followed by rough grading of the entire site. The existing streets will remain in place.

**1.02 EXTENT OF WORK**

- A. Provide all labor, materials, tools, equipment, and supervision necessary to complete the clearing and rough grading of the site per the scope.
- B. The earthwork contractor shall be fully knowledgeable of all requirements of the contract documents and shall make themselves aware of all job site conditions that will affect their work.
- C. The earthwork contractor shall confirm all given information and advise the MOO, prior to bid, of any conflicts that will affect their cost proposal.

**1.03 SUBMITTALS**

- A. Not required for this project

**1.04 PRODUCT DELIVERY, STORAGE, AND HANDLING**

- A. Deliver materials to the job site in the manufacturer's original, unopened containers or wrappings with the manufacturer's name, brand name and installation instructions intact and legible. Deliver in sufficient quantity to permit work to continue without interruption.

### 1.05 WORK SEQUENCE

- A. Schedule and execute work to prevent minimal disruption to work and traffic at this location.

### 1.06 USE OF THE PREMISES

- A. Before beginning work, the earthwork contractor must secure approval from the property owner's representative for the following:
  - 1. Areas permitted for personnel parking.
  - 2. Access to the site.
  - 3. Areas permitted for storage of materials and debris.
  - 4. Areas permitted for the storage of equipment.

### 1.07 EXISTING CONDITIONS

- A. The site is the former housing area. This area includes concrete sidewalks, block dugouts, block snack bar and restroom facility, trees, and underground water and sewer lines. All water and sewer lines are shut off and abandoned.

If discrepancies are discovered between the existing conditions and those noted on the drawings, immediately notify the owner's representative by telephone, and solicit the owner's approval prior to commencing with the work.

### 1.08 PRECONSTRUCTION CONFERENCE

- A. A pre-bid meeting will be held at the job site on **Wednesday, November 10, 2021** at **10:00 AM**. Contact the owner's representative, Chris Evans, Manager of Operations (MOO), at (806) 549-9699 if there are any questions. The entrance to the jobsite is located directly east of the main entrance to the campus.
- B. Prior to bid submittal, the earthwork contractor should schedule a job site inspection to observe actual conditions. The job site inspection may occur on the day of the pre-bid meeting or prior to such a meeting. Should access to the site be necessary before or after the pre-bid meeting, the contractor must contact the owner's representative to coordinate an appropriate time.
- C. Bids must be forwarded to the following address no later than **10:00 AM on Monday, December 6, 2021: Reese Technology Center, ATTN: Chris Evans, 9801 Reese Blvd, Ste. #200, Lubbock, TX 79416.**

- D. Any conditions which are not shown on the shop drawings should be indicated on a copy of the shop drawing and included with bid submittal, if necessary, to clarify any conditions not shown.

#### **1.09 TEMPORARY FACILITIES AND CONTROLS**

- A. Temporary Utilities:

- 1. Water, power for construction purposes, and lighting are not available at the site and will not be made available to the earthwork contractor. Water is nearby and can be provided by the owner.

- Temporary Sanitary Facilities:

- 2. Sanitary facilities will not be available at the job site. The earthwork contractor shall be responsible for the provision and maintenance of portable toilets or their equal.

- B. Building Site:

- 1. The earthwork contractor shall use reasonable care and responsibility to protect the property and site against damages. The contractor shall be responsible for the correction of any damage incurred as a result of the performance of the contract.
- 2. The earthwork contractor shall remove all debris from the job site in a timely and legally acceptable manner so as to not detract from the aesthetics or the functions of the property.

- C. Security:

Obey the owner's requirements for personnel identification, inspection, and other security measures.

#### **1.10 JOB SITE PROTECTION**

- A. The earthwork contractor shall adequately protect building, paved areas, service drives, lawn, shrubs, trees, etc. from damage while performing the required work. Provide canvas, boards, and sheet metal (properly secured) as necessary for protection and remove protection material at completion. The contractor shall repair or be responsible for costs to repair all property damaged during the course of work

- B. Protect against fire and flame spread. Maintain proper and adequate fire extinguishers.

- C. Provide proper erosion control measures for the entire site area to include silt fence, drive off plates, and other measures

### **1.11 SAFETY**

The earthwork contractor shall be responsible for all means and methods as they relate to safety and shall comply with all applicable local, state, and federal requirements that are safety related. **Safety shall be the responsibility of the earthwork contractor.** All related personnel shall be instructed daily to be mindful of the full-time requirement to maintain a safe environment for the facility's occupants including staff, visitors, customers, and the occurrence of the general public on or near the site.

### **1.12 WORKMANSHIP**

- A. All work shall be of highest quality and in strict accordance with industry standard specifications and to the owner's satisfaction.
- B. There shall always be a supervisor on the job site while work is in progress.

### **1.13 QUALITY ASSURANCE**

- A. Inclement Weather: When operations are interrupted due to weather (rain, snow, freezing, etc.), construction can not resume until the soil strength has been verified and if it has been adversely affected then the area will need to be re-scarified and dried as required.
- B. Inspection: The earthwork contractor shall conduct daily inspections and more often, if necessary, to verify that the specifications are being met
- C. Coordination: The earthwork contractor shall coordinate with the owner's representative on the schedule of work in advance.
- D. Utilities: Prior to start of work the contractor shall verify the locations of all utilities which may be in the area.
- E. Drainage: The earthwork contractor shall be responsible for the proper drainage of the site during construction of the project. Water shall not be allowed to accumulate in any of the excavated areas. Storm or ground water collecting on the site during construction shall be removed by pumping, ditching, or other suitable means

## **PART 2 EXECUTION**

### **2.01 Excavation**

- A. Excavation shall be unclassified. After topsoil removal has been completed, excavation of every description, regardless of material encountered, within the grading limits of the project shall be performed to the lines and limits of the work. All unsuitable material including any soil that is disturbed during operations shall be disposed of. The degree of finish shall be that ordinarily obtainable from blade-grader operation.

### **2.02 Clean Up**

- A. Perform daily clean up to collect all wrappings, empty containers, paper, and other debris from the project site. Upon completion, all debris must be disposed of in a legally acceptable manner.

**END OF SPECIFICATION**

**Attachment B**

**BID FORM**

**Clear and Rough Grade of Former Housing Area**

Date: \_\_\_\_\_ 2020

Reese Technology Center  
9801 Reese Blvd., Suite 200  
Lubbock, Texas 79416

Gentlemen:

The undersigned, having carefully examined the specifications, drawings, and related documents entitled:

Reese Technology Center  
Clear and Rough Grade of Former Housing Area  
9801 Reese Blvd, Ste. #200  
Lubbock, Texas 79416

All as prepared by Reese Technology Center 9801 Reese Blvd. Suite 200, Lubbock, Texas, 79416 as well as made an on-site inspection of the premises and all other conditions affecting the cost and/or execution of the work, proposes to furnish all materials, labor, and equipment necessary to complete the work in accordance with said documents, of which this bid is a part, for the following sum:

I. BASE BID: \_\_\_\_\_ Dollars (\$ \_\_\_\_\_)

We have included, in the Bid sum all contingency allowances.

(Note: All amounts shall be shown in both written and figure form. In case of discrepancy between the written amount and the figure, the written amount will govern.)

The undersigned acknowledges receipt of addenda to the Drawings and Scope of Work as follows:

No.      Date                      No.      Date                      No.      Date \_\_\_\_\_

No.      Date                      No.      Date                      No.      Date \_\_\_\_\_

(The Bidder is to fill in I.D. Number and date of each thereby acknowledging receipt of Addenda). If awarded the contract, the undersigned agrees to commence work under this contract on or before a date to be specified in Written Notice to Proceed, within \_\_\_\_\_ (Bidder to fill in days) calendar days from said commencement date, unless modified by change order.

If notified of the acceptance of this bid within thirty (30) days of the time set for the opening of bids, bidder agrees within ten (10) days of notification, to execute a Contract Agreement between Owner and Contractor Where the Basis of Payment Is a Stipulated Sum

It is understood that the Owner reserves the right to accept or reject any and all Bids and to waive all formalities in accordance with State law.

Reese Technology Center  
Clear and Rough Grade of Former Housing Area

Respectfully Submitted,

By: \_\_\_\_\_

Title: \_\_\_\_\_

Business Address with Zip Code

(SEAL: If Bid is by Corporation)

\_\_\_\_\_  
\_\_\_\_\_

Telephone Number with Area Code \_\_\_\_\_

FAX Number with Area Code \_\_\_\_\_

Fill in the applicable information:

A Corporation, chartered in the State of \_\_\_\_\_.

Authorized to do business in the State of Texas.

A Partnership, composed of \_\_\_\_\_, and

\_\_\_\_\_ and \_\_\_\_\_.

An individual operating under the name of \_\_\_\_\_.

Corporate Seal:

END BID FORM

BID FORM

# Former Housing Area

# Legend

