



COMPETITIVE SEALED PROPOSALS (CSP)

BROOKS WATERFALL BASINS RENOVATIONS

July 13, 2020

Vision Statement

A San Antonio Community attracting local, national and international investment to achieve world-class opportunities that transform the campus, surrounding neighborhoods and the region, while respecting our rich and vibrant history.

Mission Statement

Our mission is to promote and develop a vibrant, sustainable community that serves as a catalyst for progressive economic development and regional prosperity.

Brand Statement

Brooks is a dynamic San Antonio community, rich in history and strategically located where you can Live, Work, Learn, Play & Stay.

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**COMPETITIVE SEALED PROPOSAL (CSP)
FOR
BROOKS WATERFALL BASINS RENOVATIONS**

I. GENERAL INFORMATION

Brooks Development Authority (Brooks) is a redevelopment authority and political subdivision of the state of Texas, formed under Chapter 379B of the Local Government Code of the state of Texas. Brooks’ mission is to promote and develop a vibrant, sustainable community that serves as a catalyst for progressive economic development and regional prosperity.

Brooks is releasing this Competitive Sealed Proposal (CSP) to solicit responses from a qualified contractor for renovations of the existing Brooks waterfall basins as outlined in the plans and specifications.

The estimated project budget for all four areas is \$400,000.

II. VENDOR CONTACT INFORMATION

VENDOR NAME:			
REMIT TO ADDRESS:		CITY:	STATE:
ZIP:	PHONE:	FAX:	POINT OF CONTACT:
FEDERAL ID NUMBER (PROVIDE COPY OF W9):		POINT OF CONTACT EMAIL	

III. SCOPE OF SERVICES

A. Contractor shall provide all skilled labor, equipment and supervision to perform renovations of the existing Brooks waterfall basins to include, but not be limited to: demolition of existing portions of concrete and concrete walls; and the installation of concrete walls and flooring in accordance with the plans and specifications. All debris is to be disposed of in an appropriate manner at an offsite location.

Brooks would like to perform work on all four (4) of the pond’s waterfall basins in one phase; however, due to budgetary constraints all of the work may not occur this fiscal year. Therefore, Brooks is requesting pricing for each waterfall basin.

IV. CRITERIA

CRITERIA	WEIGHTS
Criteria 1 – Background	30 Points
Criteria 2 – Proposed Plan	20 Points
Criteria 3 – Price	30 Points
Small Business Economic Development Advocacy	20 Points

1. Criteria 1 – Background

(30 points)

Brooks will consider the Respondent’s evidence of sufficient resources necessary to manage, staff, and successfully perform the work contemplated with the CSP. Respondent shall include the following:

- a. A description of the firm’s current business organization structure, stability of organization, organizational chart and number of years doing construction contracting work under current name and under previous business names;
- b. The availability of equipment, staff, facilities and current workload;
- c. A description of relevant similar experience, both as a firm and a team; including number/type of contract, number of change orders, original contract price versus the final contract price and similar types of projects;
- d. The qualifications of proposed Project Manager and/or Site Superintendent;
- e. A description of the Respondent’s approach to value engineering;
- f. A detailed description of quality work completed and a demonstration of excellence in workmanship;
- g. Examples of cooperation with design team, owner and project management company; and
- h. A detailed list of your safety record demonstrated and lost time accidents.

2. Criteria 2 – Proposed Plan

(20 points)

- a. Construction management approach and ability to coordinate work with all sub-contractors and suppliers and utility companies;
- b. Proposed work plan and project understanding; and
- c. Staffing plan including sub-contractors.

3. Criteria 3 – Price

(30 Points)

The proposal with the lowest price will receive the full points for this category. The other proposals will receive a percentage of the points based on a comparison with the lowest price proposal.

4. Criteria 4 – Small Business Economic Development Advocacy (SBEDA)

(20 Points)

- a. It is the policy of Brooks to encourage involvement of qualified Small, Woman, Minority-Owned Business Enterprises (SWMBE) and Local Business Enterprises in soliciting and awarding competitive contracts in accordance with the specific goals adopted by the Brooks’ Board of Directors.
- b. **Brooks has established an overall Minority/Woman-Owned Business Enterprise (M/WBE) contracting goal of 40% for this project.**
- c. Identify all solicited contracting areas, actual or anticipated. (Use additional sheets as needed).

COMPANY NAME & TRADE AREA	EST. PERCENTAGE/DOLLAR AMOUNT	DBE (Y/N)	SCTRCA M/WBE CERTIFICATION NUMBER

Please note: Brooks only accepts certifications from the South Central Texas Regional Certification Agency (SCTRCA). If not certified, please call the SCTRCA at (210) 227-4722, or Lucynda Massey at 210-678-3322.

- d. Business Location
 - i. Where is the Respondents Headquarters?
 - ii. How many employees are located at the Respondents Headquarters?
 - iii. If the Respondent’s Headquarters is not located in San Antonio; how many employees are located in San Antonio?

V. GENERAL EVALUATION PROCESS CRITERIA

Brooks will conduct a comprehensive, fair and impartial evaluation of all submittals received in response to this CSP. An evaluation team will be established to evaluate the proposals. The team will include employees of Brooks and may include other impartial individuals who are not Brooks employees. The evaluation team may select all, some or none of the Respondents for interviews. If Brooks elects to conduct interviews, Respondents may be interviewed and re-scored based upon these same criteria, or other criteria to be determined by the evaluation team. Brooks may also request additional information from Respondents

at any time prior to final approval of a selected respondent. Brooks reserves the right to select one, more than one, or none of the Respondents to provide services. Final approval of a selected Respondent is subject to the action of the Brooks Board of Directors. Brooks shall require that all Respondents provide the qualifications and licenses for the services to be provided.

VI. SCHEDULE

The proposal phase schedule is as follows:

Task	Date and Time
Release RFP	Monday, July 13, 2020
*Virtual Mandatory Pre-Proposal Meeting	Thursday, July 23, 2020 – 11:00 am
**Mandatory Pre-Proposal Site Visit	By Appointment Only (July 23 rd & 24 th , 2020)
***All Questions	Wednesday, July 29, 2020 – 10:00 am
Post Questions	Friday, July 31, 2020 – 4:00 pm
Proposals Due	Thursday, August 6, 2020 – 2:00 pm

* Brooks will host a Virtual Pre-Proposal Meeting via Zoom on Thursday, July 23, 2020 at 11:00 am. The meeting information will be added as Attachment VI.

**Contractors are to contact Lucynda Massey at lucynda@livebrooks.com to schedule an appointment for the mandatory pre-proposal site visit.

**All inquiries shall be submitted in writing to Lucynda Massey by email to lucynda@livebrooks.com.

VII. PROCEDURES FOR SUBMISSION

1. Respondent must submit one original hard copy of the proposal in a three ring binder and one copy on a USB flash drive. The original set of documents must be signed by a person with the ability to bind the Respondent to a legal document. It is the responsibility of the bidder to ensure that all copies on the USB drives are readable and not corrupt. The proposal must be submitted in a sealed envelope prior to **2:00 pm, August 6, 2020, (SUBMISSIONS WILL NOT BE ACCEPTED AFTER THIS DEADLINE. SUBMISSIONS TRANSMITTED BY FAX OR EMAIL WILL NOT BE ACCEPTED)**, marked on the outside as follows:

Brooks Proposal #07132020-008
 Attn: Procurement Manager
 3201 Sidney Brooks
 San Antonio, Texas 78235

2. Brooks reserves the right to reject any or all Proposals and reserves the right to issue a subsequent CSP or cancel the entire CSP process. Brooks reserves the right to contact any Respondent for clarification after responses are opened and/or to further negotiate with any Respondent if such clarification is deemed desirable by Brooks. Brooks reserves the right to evaluate the responses submitted, to waive any informalities and irregularities therein, to select candidates for interview, or to reject any or all submittals should it be deemed in Brooks’ best interest. Brooks reserves the right to negotiate with any, all or none of the Respondents.

3. All Proposals and any related documents received in response to this Request for Proposal shall become the property of Brooks without any restriction on usage and are non-returnable. Respondent may maintain a copy of any such material for their records. BDA shall own the entire copyright of whatever nature or extent and in all media whatsoever to any documents (records) produced through the expenditure of public funds as provided by Section 201.005, Texas Local Government Code.

VIII. ADDITIONAL INFORMATION (ATTACHMENTS)

In addition to responding to the criteria, the Respondent must include the following attachments with their bid:

1. Attachment I - Bid Form
2. Attachment II – W9
3. Attachment III - Insurance and Bonding Requirements
4. Attachment IV - Indemnification Requirements
5. Attachment V - Certificate of Interested Parties
6. Attachment VI – Zoom Meeting Notification

IX. POST AWARD

Upon award of a contract, the awarded respondent must complete and agree to the terms of the following documents:

1. Contractor’s Vendor Profile
2. Debarment and Suspension Certification
3. Confidentiality Statement