

City of Weslaco

"The City on the Grow"



David Suarez, Mayor
Olga M. Noriega, Mayor Pro-Tem, District 3
Leo Muñoz, Commissioner, District 1
Greg Kerr, Commissioner, District 2
Gerardo "Jerry" Tafolla, Commissioner, District 4
Letty Lopez, Commissioner, District 5
Fidel L. Pena, III, Commissioner, District 6

Mike R. Perez, City Manager

CITY OF WESLACO

Request for Proposals

The City of Weslaco hereby requests sealed bids for the purchase of the following:

Shade Canopies for Various City Parks – RFP No.: 2015-16-06

Sealed proposals addressed to Homer Rhodes, Purchasing Office, will be accepted at the Weslaco City Hall, 255 S. Kansas Avenue, Weslaco, Texas 78596, until **3:00 p.m. on February 26, 2016** at which time they will be opened and read aloud. Please mark envelope, **"Shade Canopies for Various City Parks, RFP No. 2015-16-06."**

Potential Respondents are advised that the proposal documents can be downloaded from the City of Weslaco web page address: www.weslacotx.gov, and may also be secured at the Weslaco City Hall Purchasing Office, 255 S. Kansas Avenue, Weslaco, Texas 78596, or by calling (956) 447-2240. Be advised that if your company is contemplating on responding to this project you must contact the Purchasing Office, so that any changes/additions via addendum form can be forwarded to your company. (Please include your company name, address, e-mail, telephone and fax, as well as contact person). **No electronic proposals will be accepted.**

The City of Weslaco reserves the right to accept or reject any or all proposals to waive any informalities in the proposal or to accept the proposal to be the best and most advantageous to the City and to hold proposals for a period of forty-five (45) days from the date of the proposal opening without taking action for the purpose of reviewing the proposal and investigation of respondent's qualifications prior to award. Proposals submitted past the aforementioned date and time will not be accepted.

City of Weslaco

A handwritten signature in blue ink that reads "Homer Rhodes".

Homer Rhodes,
Purchasing Office
hrhodes@weslacotx.gov



VENDOR'S NOTICE OF INTENT TO SUBMIT A PROPOSAL

If you intend to submit a proposal for **Shade Canopies for Various City Parks** with the City of Weslaco as outlined in the specifications, please indicate your intention by signing, dating, and returning this form to the address below prior to **February 26, 2016** so that you may receive any addendums to the specifications should the need arise.

Homer Rhodes
City of Weslaco
Purchasing Office
255 S. Kansas Avenue
Weslaco, Texas 78596
Phone: 956.447.2240
Fax: 956.969.8452
hrhodes@weslacotx.gov

Name: _____ Signature: _____
(print / contact person)

Title: _____ Company/Agency: _____

Mailing
Address: _____ City/State/Zip: _____

Phone: _____ Fax: _____

Email Address: _____

Bid No.: 2015-16-06



"The City on the Grow"

City of Weslaco / Request for Proposal
For Design/Build Shade Canopies
At the Various City of Weslaco Parks
In Weslaco, TX
(RFP No.: 2015-16-06 Shade Canopies)

1 INTRODUCTION:

The City of Weslaco is seeking proposals from potential qualified contractors that would demonstrate to the City that the firms would be “qualified” and competent to provide the services listed in this Request for Proposal (RFP).

To be considered “qualified,” firms must be independent and demonstrate the skills and experience necessary to perform, at a minimum, the services listed in this Request for Proposal (RFP). Services shall be undertaken in a manner consistent with the prevailing accepted standard for similar services with respect to projects of comparable function and complexity and with the applicable laws and regulations published and in effect at the time of performance of the services.

SCOPE OF SERVICES REQUESTED

See the attached scope of work.

2 INSTRUCTIONS AND CONDITIONS FOR SUBMITTING PROPOSALS:

In connection with this RFP, interested firms should limit their contact to the City of Weslaco by communicating with Homer Rhodes at (956) 447-2240 regarding this RFP.

Contact with persons other than Mr. Rhodes regarding this RFP may be grounds for eliminations from the selection process.

3 RFP SUBMISSION:

All responses to this RFP must be received by **3:00 P.M. Central Standard Time, February 26, 2016**. Proposals will be opened immediately after the closing deadline. Proposal openings are open to the public and will be at the proposal delivery address. Proposals must be sent to the **City of Weslaco, Attention: Homer Rhodes, Purchasing Office, 255 South Kansas Avenue – Weslaco, Tx. 78596**.

Delivery by telephone facsimile will not be accepted. All proposals should be mailed in and envelope clearly marked “Shade Canopies for Various City Parks - RFP No.: 2015-16-06.”

4 RESPONSIVENESS:

4.1 The detailed requirements set forth below are mandatory. Failure to respond to a specific requirement may result in disqualification. The submission should be concise and limited to no more than necessary pages to describe your proposed style of canopy to include a 8 1/2" x 11" drawing of the proposal. Brochures of your style may be added to your proposal.

5 PLEASE SUBMIT THE INFORMATION IN THE FOLLOWING ORDER:

5.1 State the name of the firm submitting proposals, the primary address, telephone, telefax and Federal Employer Identification (FEIN) numbers (W9), the name and title of the person who will serve as key contact person for the firm with respect to the proposals, and the name of the person submitting the proposals as an authorized representative of the firm..

5.2 List and describe the firm’s professional relationships involving the City of Weslaco for the past five years, together with a statement explaining why such relationships do not constitute a conflict of interest relative to performing the requested Services.

5.3 Provide a statement explaining the special resources or qualifications the firm possesses to make it uniquely qualified to provide the services listed and related management advisory services.

5.6 Provide a list of at least five organizations with the name of a contact person and phone number that can be used as references for performance of similar or related services. Selected organizations may be contacted to determine quality of work performed and personnel assigned to the project.

6 SCHEDULE OF EVENTS:

The City of Weslaco intends to use the following schedule of events for issuance of and response to this Request for Proposal:

<u>Date of Completion</u>	<u>Description of Event</u>
February 10, 2016	Issue RFP
February 26, 2016 (3:00 p.m.)	Deadline for submission of RFP
March 15, 2016	City of Weslaco Selection by City Commission

7 AWARDS AND EVALUATION PROCESS:

7.1 The contents of the proposals of the successful firm shall become contractual obligations if procurement ensues. In the event of any conflict in the terms and /or conditions of this RFP and any subsequent contract resulting from this RFP, then the terms and conditions of this RFP shall take precedence. Failure to accept these obligations in the contractual agreement would result in cancellation of the award.

7.2 Evaluation Criteria:

All Proposals will be reviewed by a designated committee with staff assistance as needed. Firms may be asked to give formal presentations to those committees. Their findings may be submitted to the City of Weslaco for consideration and /or award.

7.3 Cost

7.4 Delivery, installation, and performance time

7.5 Quality of equipment/ material being presented

7.6 Design

7.7 References

7.8 The review committee will determine the relative importance of each category

8 STANDARD TERMS AND CONDITIONS:

8.1 Proposal Cost Incurred:

The City of Weslaco is not liable for any costs, including postage, incurred by firms responding to RFP.

8.2 Propriety Information:

The firms are hereby notified that information submitted will be handheld in accordance with applicable laws, regulations, and policies of the City of Weslaco.

8.3 Anti-Collusion and Independence:

The attached "Non-Collusion Bidding Certificate" and "Disclosure of Independence and Relationships" must be signed and notarized and included with the proposal.

8.4 Insurance and Indemnifications Requirements:

8.4.1 The firm shall protect, indemnify, save and hold harmless the City of Weslaco, its officers, agents, and employees from all suits, actions, or claims of any kind or character brought because of injuries or damages received or sustained by any person, persons, or property on account of any operation of the firm, its agents, employees, sub-contractors or any others authorized by the firm to perform work as specified under any contract for services which may result from responding to this solicitation.

8.4.2 The firm shall at its own expense procure coverage provided hereunder from companies authorized to do business in the state of Texas prior to executing a contract for services. Before commencing any work hereunder, the firm shall furnish to the City of Weslaco certificates of insurance as required herein showing that it has complied with this section.

8.4.3 In the event any of the work performed by the firm is sublet or assigned, or is otherwise to be performed by anyone other than the firm's own employees, the insurance specified in this section shall extend to cover such work.

8.4.4 All policies required under this solicitation and any ensuing contract shall be maintained in force until completion of the work and shall include an endorsement requiring thirty (30) day prior written notice to the Authority before any change or cancellation is made effective

8.5 Types and minimum limits of insurance required:

8.5.1 Comprehensive General Liability Insurance shall be carried for a combined amount of not less than one million (1,000,000) of coverage for all damages arising out of bodily harm, death, and property damage for each occurrence.

8.5.2 Worker's Compensation and Employer's Liability Insurance shall be carried to cover the Offerer's liability under the Worker's Compensation Law of the State of Texas.

8.5.3. Automobile liability of \$1,000,000 combined single limit per accident for bodily injury and property damage.

9 PUBLIC AVAILABILTY TO RFB RECORDS:

Copies of the proposals will be available for public inspection, (after award has been made) under supervision of Homer Rhodes from 8:00am-5:00pm Monday through Friday at the Weslaco City Hall, 255 S. Kansas Ave. Weslaco, TX 78596.

10 DEVIATIONS AND EXCEPTIONS:

Deviations and exceptions from terms, conditions, or specifications shall be described fully on the firm's letterhead. In the absence of such statement, the proposals shall be accepted as in strict compliance with all terms, conditions, and specifications.

Scope of Services

1. Contractor shall design, permit, fabricate, and install shade structures, based on the following design criteria and enclosed sketch of a typical flat canopy shade structure:

Harlon Block Sports Complex

- a. Eight (8) Shade Structures, each with minimum dimensions of 40 long x 20 wide x 20 high, and each having two (2) Column Beams.
- b. Four (4) shade structures each with minimum dimensions of 20 long x 20 wide x 12 high, and each having four (4) columns.

Isaac Rodriguez Park Baseball Fields

- a. Four (4) shade structures, to meet the needs of the existing bleachers.

Mayor Pablo G. Pena City Park

- a. Six (6) shade structures, to meet the needs of the soccer fields existing bleachers.
 - b. Two (2) shade structures, to meet the needs of the baseball fields existing bleachers.
2. Contractor is responsible for the complete design layout, permitting application and approval process, fabrication, delivery and offloading, security and storage on site and complete installation of the shade structures.
 3. Shade fabric shall be made of UV stabilized cloth material. Shade color option provided. The proposed shade fabric material specifications shall be included with bid proposal.
 4. Columns concrete footing should be reinforced.
 5. Contractor shall prepare all documentation and submit the application for Building permits from the City of Weslaco. Each park location project will require a separate building permit. Documentation included signed and sealed engineered drawings, internal park locations clearly indicated by each of the structures and any other supporting documentation necessary to obtain building permits for the shade structures. All permit fees will be waived but requires all documentation.
 6. The design drawings for the shade structure shall comply with all applicable sections of the IBC 2012 edition. The shade structures shall be designed for a 75 mph wind loading with the shade canopies in place, per the Texas Building Code. The shade structure poles shall be designated as permanent structures with a wind loading of 130mph with the canopies removed.
 7. Contractor is responsible for saw cutting of concrete, removal of spoils, trash, and any excess materials, and must restore surface areas to stable and safe conditions. City will inspect the surface restoration work to ensure acceptable quality, appearance, and safety.
 8. The City will perform all required above-ground demolition, including the removal and haul-off of the existing shade structures. City will designate the work area

locations adjacent for staging of materials and machinery, if needed. City will also designate pathway for vehicular traffic, trailers and rental equipment.

9. All steel components shall have a 10-year warranty against structural failure. All workmanship shall have a minimum 1-year performance warranty. Shade Fabric material shall have a 10-year manufacturer's warranty.
10. Construction dumpsters are not on site and must be supplied by the Contractor or hauled off site.
11. All surface concrete directly or indirectly disturbed by the contractor or said representatives, including suppliers, shall be fully restored by Contractor and approved by City for appearance and safety of users.
12. Shade structures shall be designated for easy installation and removal.
13. Contractor, once awarded the project, shall supply a construction schedule for delivery of materials, start of construction, duration, inspection dates, estimated completion date for project, and final walkthrough date.