COMPETITIVE SEALED PROPOSALS
CSP # J2120-22-02
Tyler Junior College

Campus Services
1327 South Baxter, Tyler, Texas 75701
Phone: 903-510-3313

Project Description: Tyler Junior College is accepting Proposals in response to this request for Competitive Sealed Proposals.

COMPETITIVE SEALED PROPOSALS
A. Sealed Proposals for the TJC-West Energy Center Building 3rd Floor Partial Interior Finish-Out will be received until:
1. Bid Date: November 9, 2021
2. Bid Time: 2:00 p.m.
3. Location: Campus Services Building
   Attn: Dana Ballard
   1327 South Baxter
   Tyler, Texas 75701

Proposals must be enclosed in a sealed envelope (box or container) addressed to the location/person above and clearly identify the submittal deadline, the CSP number, and name and return address of the proposer. Documents received after the deadline indicated herein will not be considered. The College reserves the right to accept or reject any informality, or cancel this CSP for any reason at any time. The College will not accept Proposals that are delivered by telephone, facsimile (fax), or electronic mail (e-mail). Selected vendor will be required to submit Form 1295 through the Texas Ethics Commission (TEC).

B. Project Identification and Location: TJC-West Energy Center Building, 3rd Floor partial interior finish-out, 1540 SSW Loop 323, Tyler, Texas

C. Owner: Tyler Junior College
   P. O. Box 9020
   Tyler, TX 75711

D. Architect: Fitzpatrick Architects
   5201 South Broadway, Suite 200
   Tyler, Texas 75703
   903.592-0728
E. Project Description: Approximately 4,700 square feet interior finish-out of the existing TJC-West Energy Center building (3rd Floor).

CONTRACT DOCUMENTS
A. Construction documents and specifications will be available for pick up on October 4, 2021 after 10:00 a.m. at the office of the Architect. There will be a refundable deposit of $75 for hard copy plans and specifications. Digital plans and specifications, and any issued addenda, can be downloaded from the project OneDrive website, https://aro365525280-my.sharepoint.com/:f:/g/personal/sjm_fitzpatrickarchitects_com/EswDgI2goTtCn_BY8h9rKxABHc7a2KxGBHv_1pgJT1717g?e=YCHZcA

B. Competitive Sealed Proposal Advertisement and any issued addenda can also be found on the Tyler Junior College website, https://www.tjc.edu/rfp.

C. All copies of any portion of the Construction Documents shall remain the property of the Architect no matter how secured and shall be returned to the Architect immediately after the bid date.

PROPOSAL SECURITY
In the event that the proposal amount exceeds $25,000.00, Proposal Security in the form of a Bid Bond in an amount 5% of the bid will be required with the submission of the proposal. The proposal security shall be retained by the Owner if the Bidder fails to execute the contract within three (3) days after the Notice to Proceed.

GUARANTY BONDS
A. In the event that the proposal amount exceeds $25,000.00, Guaranty Bonds in the form of a Performance and a Labor and Materials Payment Bond in an amount equal to 100% of the proposal will be required.

B. Bonding Companies furnishing bonds (either bid or guaranty) shall be rated A or A+ in Best's Key Rating Guide and be listed in the Federal Register. Bonding Companies must also possess license to operate and furnish bonds for public work in the State of Texas.

SELECTION CRITERIA
A. All properly submitted Proposals will be reviewed, evaluated, and ranked by the Owner based on the following weighted selection criteria:
   1. The proposer’s proposed cost for services - 35%
   2. Qualifications and reputation of the proposer - 45%
   3. The proposer’s past relationship with the district and/or design team - 10%
   4. Specific experience in the scope of the proposed project - 10%
B. Proposer to submit two (2) copies of information documenting how proposer meets the selection criteria. This information to be attached to the proposal form.

C. Tyler Junior College will select the proposal that offers the best value for the District based on the above-published selection criteria and on its ranking evaluation. By submitting a proposal, Proposer acknowledges (1) Proposer’s acceptance of the Proposal Evaluation Process, and (2) Proposer’s recognition that some subjective judgments must be made by Owner during this process. In determining best value for the District, the District is not restricted to considering price alone, but may consider any other factors stated in the selection criteria. The Owner reserves the right to divide the Project into multiple parts, to reject any and all Proposals and re-solicit, or to reject any and all Proposals and temporarily or permanently abandon the Project. Owner makes no representations, written or oral, that it will enter into any form of agreement with any offeror to this solicitation and no such representation is intended or should be construed by the issuance of this solicitation. Acceptance of a Proposal for consideration does not waive this reservation of rights, nor does it imply any obligation by Owner.

MANDATORY PRE-BID CONFERENCE

A. October 19th, 2021 at 2:00 p.m.; TJC-West Energy Center Building, 1540 SSW Loop 323, (project site), Tyler, TX. Wait in the front lobby of the building.

B. There will be registration at the pre-bid conference and guided tour of the site. The pre-bid conference will allow all proposers an opportunity to ask representatives relevant questions and clarify provisions of this Bid. Bids will be accepted from only those proposers recorded as attending this meeting. There will be no exceptions to this requirement.

ADDENDA

Any questions must be submitted to the Architect before 5:00 pm on October 22nd. If necessary, an addendum will be issued.

It is Proposer’s responsibility to make sure they have obtained all addenda prior to submitting a bid. Addenda, if any, will be posted on Owner’s website at http://www.tjc.edu/rfp, and on the project OneDrive website https://aro365525280-my.sharepoint.com/:f:/g/personal/sjm_fitzpatrickarchitects_com/EswDgI2goTtCn_BY8h9rKxABHc7a2KxBHv_1pgJT1Z1Zg?e=YCHZcA

TIME OF COMPLETION

Proposers shall begin the Work within three (3) days of receipt of the Notice to Proceed and shall complete the Work within the Contract Time. Tentative timeline is as follows:

November 18, 2021 Notice to Proceed issued to Contractor.
Week of November 22, 2021 Contractor mobilizes on site and begins construction activities.

Substantial Completion to be determined with selected contractor.

PROPOSER’S QUALIFICATIONS
Proposers must be properly licensed under the laws governing their respective trades and be able to obtain insurance and bonds required for the Work.

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Tyler Junior College
Dr. Juan Mejia, President