



REQUEST FOR BIDS
ARCHITECT DESIGN SERVICES FOR TWO (2) ONSITE REMODEL PROJECTS
ADMINISTRATIVE WING EXPANSION & ANNEX RENOVATION

DATE: May 10, 2022

RE-RELEASE DATE: May 13, 2022

The Brazos Valley Food Bank, Inc. (BVFB)
1501 Independence Avenue
Bryan, Texas 77803
Phone (979) 779-3663
Website <http://www.bvfb.org>

USDA Nondiscrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](http://www.ascr.usda.gov/complaint_filing_cust.html), (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.

This document contains a Request for Bids for Architect Design SERVICES for TWO (2) ONSITE Remodel Projects. Funding for these projects is from American Rescue Plan Act funds, sub-granted by the United States Department of Agriculture (USDA) to the Texas Department Agriculture (TDA), then further sub-granted to the Brazos Valley Food Bank, Inc. (BVFB). Therefore, the USDA sets forth the terms and conditions applicable to the proposed procurement.

BVFB requires a quick turnaround for these Architect Design Services, since they are the beginning of BVFB's remodel that must be completed on or before November 7, 2023.

BVFB requires one (1) proposal that includes both projects..

More detail follows.

Table of Contents

| | |
|--|-------------|
| Brazos Valley Food Bank (BVFB) Overview | Page 3 |
| Scope of Work | |
| Administrative Wing Expansion Design Project | Pages 4-5 |
| Annex Renovation | Pages 6-7 |
| General Condition for Bidders | Page 8-10 |
| Instructions to Bidders | Pages 11-13 |
| Design Requirements | Page 14 |
| Proposal Requirements | Pages 15-16 |
| List of Required Certifications | Page 17 |

BRAZOS VALLEY FOOD BANK (BVFB) OVERVIEW



The Brazos Valley Food Bank (BVFB) is a 50,000 square foot nonprofit food bank, with warehouse, volunteer, office and conference rooms, located at 1501 Independence Avenue in the Brazos County Industrial Park off of 2818 in Bryan, Texas. The property also has an additional 6,000 square feet in a detached building we call the Annex.

BVFB's primary building has 32,750 square feet of metal building warehouse, over 20 feet height, that holds \$1 million worth of food inventory in racks and an industrial Cooler/Freezer. There is also 8,360 square feet of office space and another 2,380 square feet of volunteer and other meeting space. The detached Annex on the property is a metal building that currently includes racking, 2 story offices, as well as a bathroom (HVAC and electricity included).

Even though BVFB just completed renovations on this property in 2018, we have already run out of office and cooler space. The build out of the eastern covered ramp (3,300 square feet) will allow BVFB to expand office spaces off of the current Administrative Wing. The renovation of the detached Annex (6,000 square feet) into dedicated cooler space connected to the main building will allow BVFB increase needed refrigeration capacity.

BVFB is a tax exempt 501(c)(3) non-profit, our Tax Exemption Certificate shall be provided to the awarded bidder.

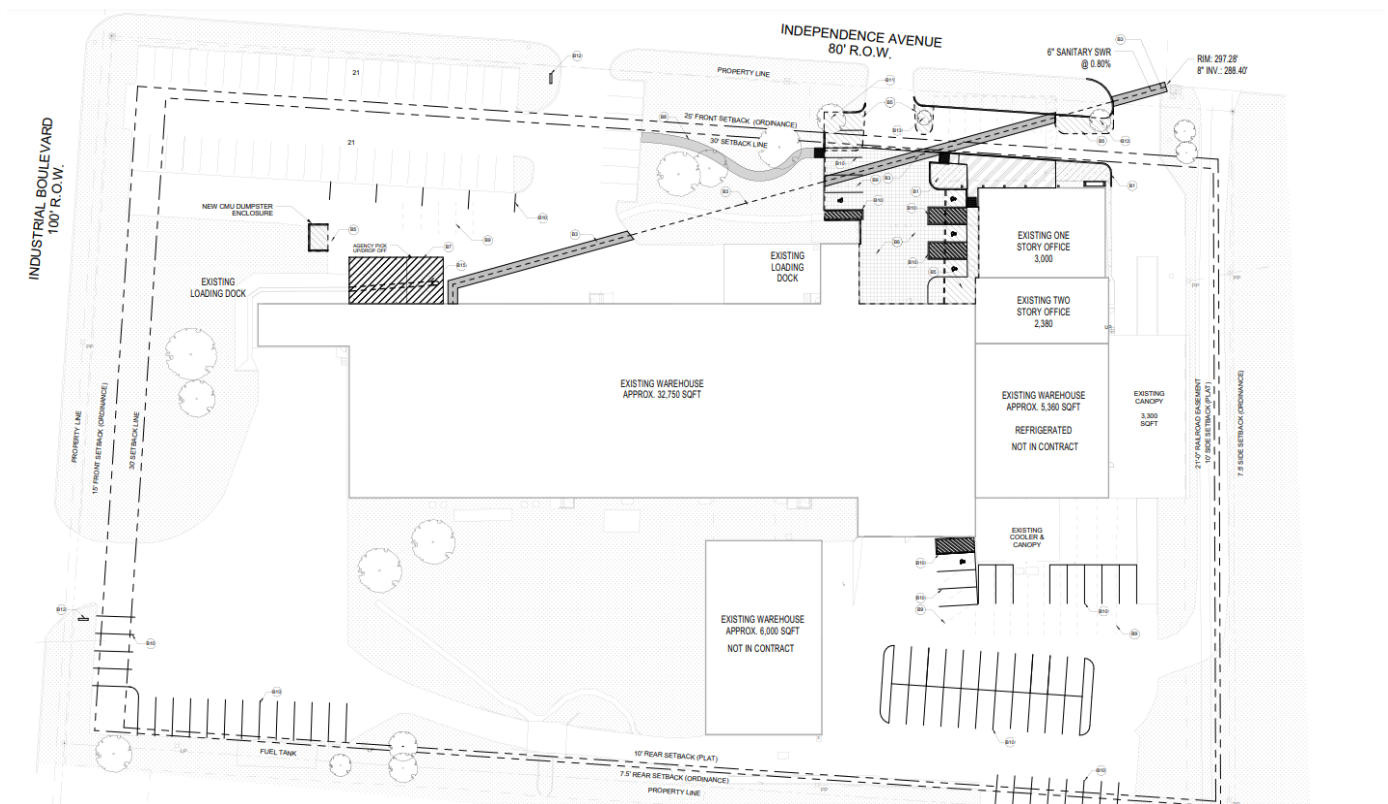
All materials are to be delivered to the Brazos Valley Food Bank, Inc. (BVFB) located at: 1501 Independence Avenue, Bryan, Texas 77803.

SCOPE OF WORK

The Brazos Valley Food Bank, Inc. (BVFB), is looking for an Architect to design and provide complete drawings and specifications for 2 remodel projects:

- 1) Administrative Wing Expansion: Build out of a covered ramp shell on the eastern end of the property at 1501 Independence Avenue into additional office space;
- 2) Annex Renovation: Renovation of a detached metal building on the south side of the property at 1501 Independence Avenue into an attached space for a commercial cooler install, as well as overflow racking

Administrative Wing Expansion Design Project



BVFB wants to convert the 3,300 square footage under existing canopy on the east side of the building into additional office space (and expansion of the Administrative Wing).

The existing covered area:

- Shares a wall with existing offices
- Has a metal roof, just recovered with TPO in early 2022
- Currently has open sides, with railings
- Is on a concrete elevation with concrete ramps on both its northern and southern sides
- Has a 500 KW Cummins diesel generator within 10 feet of this area

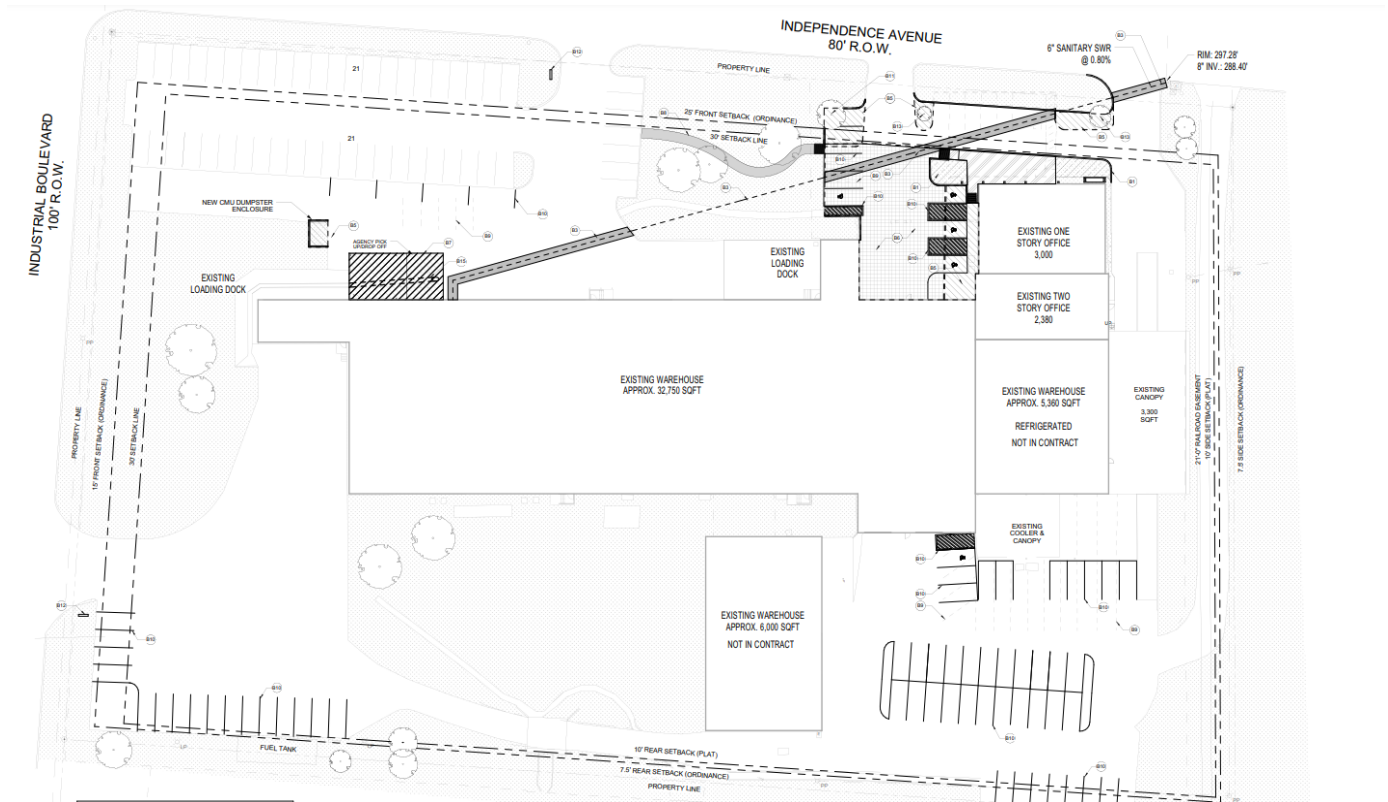


Design should include:

- Four offices
- Storage closet
- Small conference room
- Room for cubicles
- Style comparable to current back offices

SCOPE OF WORK, Con't

Annex Renovation



BVFB wants to convert the southern, 6,000 square foot detached metal building into a Produce Rescue Center connected to the main building.

The Annex has:

- Metal panel siding
- 3 bay doors on its eastside
- Roofing is TPO (installed early 2022)
- Non-finished offices (not currently in use), nonfood supplies, racking and overflow administrative documents.





Design should include:

- An effective and functional causeway from the Annex to main building so that forklift and workers can flow between each freely
- Design work need for placement of:
 - A 38' X 31' cooler unit (BVFB will acquire)
 - 12 additional rack spaces

GENERAL CONDITIONS FOR BIDDERS

| <u>Event</u> | <u>Date/s</u> | <u>Time</u> |
|-------------------------------------|------------------------------|--------------------|
| Release of Bids | May 10, 2022 | |
| Re-Release of Bids | May 13, 2022 | |
| Mandatory Pre-Bid Conference | May 19, 2022 | 2:00 pm |
| Bid Period | May 10, 2022 – June 10, 2022 | |
| Question & Answer Period | May 10, 2022 – May 27, 2022 | 5:00 pm |
| Bid Deadline | June 10, 2022 | 3:00 pm |
| Bid Opening | June 10, 2022 | 4:00 pm, via Zoom |
| Bid Awards | July 15, 2022 | 4:00 pm, via email |

Release of Bids

Original release was May 10, 2022. After withdrawal, Re-Release Date is May 13, 2022 and ends on June 10, 2022, at 3:00 pm.

Mandatory Pre-Bid Conference

Will be held on May 19th at 2:00 pm, at BVFB's location, 1501 Independence Avenue, Bryan, Texas 77803.

Parking: Please park in the fenced in Volunteer Parking Lot, take the walking path through the gate, walk across the front parking lot and enter through the main Lobby (blue façade with aluminum awnings, close the tall BVFB sign).

Sign-In Sheet: Please make sure that you and each member of your team sign BVFB's Pre-Bid Conference Sign-In sheet

Bid Period

May 13, 2022 (bid re-release date), and ends on June 10, 2022, at 3:00 pm.

Question & Answer Period

May 13, 2022-May 27, 2022, 5:00 pm

Any explanation/questions by a bidder regarding the meaning or interpretation of the RFB specifications, etc., must be requested by email to tmangapora@bvfb.org by May 27th at 5:00 pm to allow sufficient time allowed for a reply to reach all bidders before bid opening. Oral explanations or instructions given before the award of the contract shall not be binding. Any information given to a prospective bidder concerning an RFP shall be furnished to all prospective bidders as an amendment to the RFP, no later than June 3, 2022.

Bid Deadline

June 10, 2022, at 3:00 pm. Bids received prior to the time of opening will be securely kept, unopened.

1. Bids shall be executed and submitted via e-mail.
2. Please submit to Carl Prihoda (BVFB Growth & Planning Committee Chair), cprihoda@csbtx.bank AND Theresa Mangapora (Executive Director), tmangapora@bvfb.org

Bid Opening

June 10th at 4:00 pm, via Zoom

- <https://us02web.zoom.us/j/89437149252?pwd=ZEZWMzVHc1NPN2VicGFJekFHUmYyZz09>
- Meeting ID: 894 3714 9252; Passcode: 247479
- Bidders are invited, but not required to be present

Bid Award Notification

July 15, 2022, no later than 4:00 pm via email

GENERAL CONDITIONS FOR BIDDERS, Con't

Length of Contract

Preferably two months from signed contract

Payment

Invoices should be e-mailed to tmangapora@bvfb.org.

It is BVFB's policy to pay in full in NET 30 days.

Evaluation/Scoring Rubric

| Each bidder will be evaluated on the following factors: | Total Possible Points |
|---|------------------------------|
| Representation at the Pre-Bidder Conference | Required |
| One copy of the bid submitted by deadline via email with signatures, all sections completed | Required |
| Bidder representative signatures on the following certifications: <ul style="list-style-type: none">• Independent Price Determination• Clean Air and Water• Contract Work Hours and Safety Standards Act-Overtime Compensation• Energy Policy and Conservation Act• Equal Opportunity• Debarment, Suspension, Ineligibility And Voluntary Exclusion• Lobbying | Required |
| Description of Bidder | Required |
| Technical Expertise and Experience | 50 |
| Statement of Understanding of the Services Requested | 25 |
| Past Work References | 5 |
| Schedule/Early Completion | 10 |
| Legal Concerns | 5 |
| Other | 5 |
| Max Possible Points | 100 |

Termination Clause

The successful bidder's contract must include the following termination provisions:

- a) **For cause** - by BVFB or contractor with thirty (30) days written notification.
- b) **BVFB's right to terminate** - If the contractor fails to comply with any of the requirements of the contract. BVFB shall notify the contractor of specific instances of noncompliance, in writing. In instances where the contractor has been notified of noncompliance with the terms of the contract and has not taken immediate corrective action, BVFB shall have the right, upon written notice, of immediate termination of the contract and the contractor shall be liable for any damages incurred by the Institution. BVFB shall negotiate a repurchase contract on a competitive basis to arrive at a fair and reasonable price.

- c) BVFB shall, by written notice to the contractor, terminate the right of the contractor to proceed under this contract if it is found by BVFB that gratuities in the form of entertainment, gifts, favors, anything of monetary value or otherwise were offered or given by the contractor or contractor's employees or subcontractors to any officer, employee or agent of BVFB.
- d) In the event this contract is terminated as provided in paragraph (b) hereof, BVFB shall be entitled: (i) to pursue the same remedies against the contractor as it could pursue in the event of a breach of the contract by the contractor;
- e) and (ii) as a penalty, in addition to any other damages in any amount which shall not be less than three, nor more than ten times the costs incurred by the contractor in providing any such gratuities to any such officer or employee.
- f) The rights and remedies of BVFB provided in this clause, shall not be exclusive, and are in addition to any other rights and remedies provided by law or under this contract.

ADDITIONAL INSTRUCTIONS TO BIDDERS

1. Definitions

As used herein:

- a) The term “bid” means an offer to perform an offer to perform a contract for work, labor, or supplying materials at a specified price.
- b) The term “bidder” refers to a company submitting a bid in response to this Request for proposals.
- c) The term “contractor” means a successful bidder who is awarded a contract by an Institution under the U. S. Department of Agriculture.
- d) The term “Request for proposals”, hereafter referred to as RFP, means the document soliciting bids through the formal advertising method of competitive sealed bid procurement.
- e) The term “BVFB” means Brazos Valley Food Bank which is issuing this RFP.
- f) The Institution’s contact is Carl Prihoda, Growth & Planning Committee Chair - cprihoda@csbt.bank or Theresa Mangapora, Executive Director – tmangapora@bvfb.org.
- g) The term “responsive” means the bidder conforms to all material terms and conditions of the RFP.
- h) The term “responsible” means the bidder is capable of successfully performing under the terms and conditions of the contract.

2. Submission of Bids

- a) Bidders are expected to examine carefully the specifications, schedules, attachments, terms and conditions of this RFP. Failure to do so shall be at the bidder’s risk.
- b) Bids shall be executed and submitted by email.
- c) The copy marked “original” shall be governing should there be a variance between that copy of the bid and other copies submitted by the bidder. No changes in the specifications or general conditions are allowed. Erasures on this bid shall be initialed by the bidder prior to submission.
 - i) If accepted, this RFP will be signed by an authorized representative of the Institution and a fully executed copy will be forwarded to the successful bidder as the notice of award.
- d) The successful bidder shall provide a contract, using the specifications outlined in this RFP to the Brazos Valley Food Bank, Inc.
- e) An interested party may protest the solicitation, the cancellation of the solicitation, or the award or proposed award of a contract in writing by contacting Theresa Mangapora via email at tmangapora@bvfb.org.

Failure to comply with any of the above shall be reason for rejection of the bid.

3. Acknowledgment of Amendments to Submitted Bids

Receipt of an amendment to a bid by a bidder must be acknowledged by signing and returning the amendment. Such acknowledgment must be received prior to the hour and date specified for bid opening.

4. Bidders Having Interest in More than One Bid

If more than one bid is submitted by any one person, by or in the name of a clerk, partner, or other person, all such bids shall be rejected.

5. Error in Bids

Bidders or their authorized representatives are expected to fully inform themselves as to the conditions, requirements and specifications before submitting bids; failure to do so shall be at the bidder's own risk and he cannot secure relief on the plea of error.

6. Award of Contract

- a) The contract will be awarded on the basis of the bidder's demonstrated competence and qualifications to perform the services.
- b) BVFB reserves the right to reject any or all bids when there are sound documented business reasons in the best interest of the Program and to waive informalities and minor irregularities in bids received.
- c) BVFB reserves the right to reject the bid of a bidder who has previously failed to perform properly or complete on time contracts of a similar nature, or the bid of a bidder who investigation shows is not in a position to perform the contract. Other factors that may be considered include, but are not limited to the bidder's integrity, compliance with public policy, and financial and technical resources.

7. Late Bids, Modifications of Bids or Withdrawals of Bids

- a) Any bid received after the exact time specified for receipt will not be considered.
- b) A bid may also be withdrawn in person by a bidder or his authorized representative, provided his identity is made known and he signs a receipt for the bid, but only if the withdrawal is made prior to the exact time set for receipt of bids.
- c) The only acceptable evidence to establish the date of emailing of a late bid, modifications or withdrawal is providing evidence of the sent time of the email in the form of a screenshot displaying the time and date with the subject line listed above.

8. Confidentiality

- a) Bidder covenants that all data, documents, discussion, or other information developed or received by bidder or provided for performance of this Agreement are deemed confidential and shall not be disclosed by Bidder without written authorization by BVFB.

- b) BVFB shall grant such authorization if disclosure is required by law. Bidder's covenant under this Section shall survive the termination of this Agreement.

9. Bidder Selection

- a) BVFB intends to select the bid on the basis of the bidder's demonstrated competence and qualifications to perform the services.

DESIGN REQUIREMENTS

BVFB is looking for a "turnkey" approach for each remodel: 1) Administrative Wing Expansion and 2) Annex Renovation.

Plans and specifications should include, at a minimum:

- Demo plans
- Demising walls, as needed
- Finishing existing walls, ceiling tiles
- HVAC ductwork and diffusers for existing HVAC and new
- Electrical for LED lighting and receptacles/power outlets per code

The architecture firm will provide the following (not listed in order of preference):

1. **Conceptual Plans** incorporating the latest thinking in the field concerning requirements
 1. For the Administrative Wing Expansion
 2. For the Annex remodel
2. **Building Systems Recommendations** relative to the installation of different building systems (e.g., heat pumps vs. VAV)
 1. For the Administrative Wing Expansion
 2. For the Annex remodel
3. **Specific Drawings** that will serve as the basis for both bidding and construction by a general contractor
 1. For the Administrative Wing Expansion
 - i. Specific conceptual drawings
 - ii. Detailed engineering
 - iii. Detailed construction drawings
 2. For the Annex remodel
 - i. Specific conceptual drawings
 - ii. Detailed engineering
 - iii. Detailed construction drawings
4. **Construction Firm Selection Assistance**
 1. Help with selection of construction firms that should be given an opportunity to bid on the project based on their
 - i. Reputation for quality
 - ii. Experience (previous nonprofit projects are given specific attention)
 - iii. Reputation for on-time and on-budget performance
 - iv. Financial credibility
5. **Bid Document Preparation:** preparation of necessary bid documents to be sent to construction firms for the project.
6. **Scheduled Site Visits:** In coordination with BVFB staff, make scheduled site observations to ensure contractor and subcontractors have completed the work as planned
7. **Government Approval Process:** Assistance, where necessary, with the government approval process (i.e., permits).
8. **Final Sign-Off on the Project,** assuring that the final project represents what was originally conceptualized and captured in the working drawings.

PROPOSAL REQUIREMENTS*

**BVFB has provided a separate, fillable form, for your convenience*

Please address each of the questions below in detail. For Questions 2, 3, and 6, please provide specific detail for both the Administrative Wing Expansion, as well as the Annex Renovation.

1. Description of Bidder

Provide the following information:

- a. Name of firm
- b. Complete address
- c. Contact person (for project and for administrative concerns)
- d. Telephone number
- e. E-mail address

2. Technical Expertise and Experience

Provide descriptions and documentation of the technical expertise and experience of the specific staff who will be involved in each project (Administrative Wing Expansion and Annex Renovation)

- a. List the professional and support positions and number of personnel in each position.
- b. List professional consultants outside your firm whom you propose would provide services not available in your firm. Provide specific information documenting their work on similar projects.

3. Statement of Understanding of the Services Requested

Include a narrative and work plan for each remodel project (Administrative Wing Expansion and Annex Renovation) outlining an approach for addressing the requirements of the RFP

4. Past Work/References

a. **For your last two design projects**, provide the following, if possible:

- 1) Name of project
- 2) Client contact
- 3) Owner's total initial budget
- 4) Total project cost
 - i. Number of change orders
 - ii. Total cost of change orders
- 5) Date of bid
- 6) Scheduled completion date
- 7) Actual completion date

b. Explain your firm's nonprofit space expertise.

5. Schedule

Considering current design projects that you are fulfilling, what might interfere with the start and finish date of our particular project? Please discuss the schedule and timeline for our projects. How will you ensure timely completion?

6. Architect/Engineering Services

Indicate the services you intend to supply

| Architect Service | Administrative Wing Fee | Annex Renovation Fee |
|---|--------------------------------|-----------------------------|
| Pre-Design and Schematic Design Phase | | |
| Permit/Construction Documents Phase | | |
| Procurement Phase | | |
| Construction Administration Phase | | |
| Consultant Services | | |
| Specifications | | |
| Engineering Services (separate line for each different type of engineer please) | | |

6. Legal Concerns

- a. Explain the circumstances and outcome of any litigation, arbitration, or claims filed against your company by a client or any of the same you have filed against a client.
- b. Explain your General Liability Insurance coverage.
- c. Explain your Professional Liability Insurance coverage.

7. Additional information the bidder deems appropriate to assist in evaluating the proposal. Additional points will be awarded to Minority (MBE), HUB, Women-owned (WBE), Disadvantaged (DBE), Persons with Disabilities (PDBE), Veteran (VBE), Service Disabled Veteran (SDVBE) or Small (SBE) Business Enterprises with proof of these classifications.

LIST OF REQUIRED CERTIFICATIONS TO SIGN & RETURN*

**BVFB has provided separate, fillable forms, for your convenience*

- Independent Price Determination
- Clean Air and Water
- Contract Work Hours and Safety Standards Act-Overtime Compensation
- Energy Policy and Conservation Act
- Equal Opportunity
- Debarment, Suspension, Ineligibility
And Voluntary Exclusion
- Lobbying