

**REQUEST FOR PROPOSALS**  
for  
**CONSTRUCTION MANAGER-AT-RISK**  
for



**JACKSON COUNTY**  
**HISTORIC JAIL RENOVATION & ADDITION**  
**EDNA, TEXAS**

**RFP # 22-02**

**Architect**  
**CUTRIGHT & PRIHODA, INC.**  
**111 E. Travis, Ste. 222**  
**La Grange, Texas 78945**

**May 10, 2022**

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**REQUEST FOR PROPOSAL - CONSTRUCTION MANAGER-AT-RISK**  
**Jackson County Historic Jail Renovation & Addition, Edna, Texas**  
**RFP #22-02**

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Jackson County, the Owner, is requesting proposals for the selection of a Construction Manager-at-Risk for a Historic Jail Renovation & Addition to be located in 116 W. Cypress St., Edna, Texas. The project includes approximately 3,400 square feet of existing area to be renovated and approximately 1,180 square feet 2-story addition. The project budget for the Cost of the Work is \$750,000.

The selected Contractor will budget and schedule the project, solicit hard bids, have bids received in the presence of the Owner and Architect and construct the Project thereafter as a Construction Manager-at-Risk.

Attached to this RFP are In-Progress drawings dated 10 May 2022.

Proposals are to include the information requested in the Questionnaire and Fee Quote. Elaborate brochures or other presentations beyond those sufficient to present a complete and effective response to this solicitation are not desired. **Three (3) copies of the RFP are required.**

<b>Mandatory Pre-Proposal meeting:</b>	<b>Location:</b>	Jackson County Historic Jail 116 W. Cypress St. Edna, Texas, 77957
	<b>Date:</b>	Thursday, 26 May 2022
	<b>Time:</b>	10:00 a.m.

The Questionnaire and Fee Quote shall be bound and mailed or hand delivered in a sealed envelope clearly marked with the Proposer's name and "RFP#22-02 Jackson County Historic Jail Renovation & Addition" to the Jackson County Auditor:

**RFP**

<b>Due Location:</b>	<b>Jackson County Auditor</b> Michelle Darilek, County Auditor 411 N. Wells, Room 201 Edna, Texas 77957 361-782-2072
<b>Due Date:</b>	Thursday 09 June 2022
<b>Time:</b>	4:00 p.m.

The Owner will review the Proposals and reserves the right to interview any firm.

Questions about the Project and this Request for Proposal are to be addressed to the office of the Architect:	Cutright & Prihoda, Inc. 111 E. Travis, Ste. 222 La Grange, Texas 78945
<b>Attention:</b>	Brad Cutright, Vice-President, Architect
<b>Telephone:</b>	(979) 968-8888
<b>Email:</b>	<a href="mailto:brad@cutrightprihoda.com">brad@cutrightprihoda.com</a> , <a href="mailto:joanna@cutrightprihoda.com">joanna@cutrightprihoda.com</a> , and <a href="mailto:admin@cutrightprihoda.com">admin@cutrightprihoda.com</a>

The Owner reserves the right to reject any or all Proposals and to make the selection of the Construction Manager on the best value and most qualified firm to perform the Work. All information submitted by the firms shall remain in strict confidence with the Owner.

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**END OF REQUEST FOR PROPOSAL**

**PROPOSED PROJECT SCHEDULE**  
**Jackson County Historic Jail Renovation & Addition, Edna, Texas**  
**RFP #22-02**

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**Note that this is a Proposed Project Schedule and may be adjusted as the project continues.**

Release RFP Public Notice on dates	Wednesday, May 11, 2022 Wednesday, May 18, 2022
<b>MANDATORY</b> Pre-RFP/CM Submittal Conference At Jackson County Historic Jail	Thursday, May 26, 2022, 10 a.m.
Receive CM@R Proposals	Thursday, June 9, 2022, 4 p.m.
Select CM@R & Add CM@R recommendation selection to Commissioners Court Agenda	Friday, June 10, 2022, 9 a.m.
Commissioners Court Meeting/ Approval/CM@R	Tuesday, June 28, 2022
50% Complete Contract Documents to CM for GMP	Thursday, June 30, 2022
GMP from CM@R	Thursday, July 21, 2022
Add GMP to Commissioners Court Agenda	Thursday, July 21, 2022
Present GMP to Commissioners Court	Tuesday, July 26, 2022
100% Complete Construction Documents for Hard Bids	<b>TBD</b>
Construction Documents to CM	<b>TBD</b>
Receive Hard Bids from all Trades	<b>TBD</b>
Present Hard Bids to Commissioners Court	<b>TBD</b>
Start Construction	<b>TBD</b>
Substantial Completion	<b>TBD</b>

**PROPOSAL & PROJECT INFORMATION**  
**Jackson County Historic Jail Renovation & Addition, Edna, Texas**  
**RFP #22-02**

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**1. FORM OF AGREEMENT**

Jackson County shall use the Owner-Construction Manager (CM) Agreement on AIA Document A133, 2019 Edition for engaging the Construction Manager. Please note any exceptions or issues the submitter would have relative to this Agreement form.

**2. SCOPE OF SERVICES**

Jackson County shall select a Construction Manager-at-Risk to provide the Pre-Construction and Construction Phase services for the construction of the proposed Historic Jail Renovation & Addition. The scope of services for the CM shall be as defined in AIA Document A133, 2019 Edition, and as follows:

- A. Pre-Construction - Cost of the Work and GMP  
An estimated cost of the Work, including an estimate of comprehensive General Conditions costs, shall be established based on 70% complete construction document drawings and preliminary specifications.
- B. Construction Phase  
Construction of the project as a CM@R.

**3. PROPOSAL FORMAT**

Proposals shall include the information requested in the Questionnaire (A through E, the Fee Quote, and General Conditions Quote) that follows, in the sequence and format prescribed which will be opened by the Selection Committee.

**4. RESPONSIBILITY OF COST FOR GENERAL CONDITIONS**

Be advised that the Owner reserves the right to examine contracts the Construction Manager has with subcontractors and that the cost of General Conditions shall be borne solely by the Construction Manager and shall not be transferred to the responsibility of any subcontractor.

**5. SELECTION CRITERIA**

Jackson County shall consider the following in determining to whom the Contract for Construction Manager-at-Risk for the project shall be awarded.

	<u>Points</u>	<u>Criteria</u>
a.	50	The Purchase Price(s) submitted on the Fee Quote
b.	25	Experience with renovation projects (list at least 5 most recent projects)
c.	15	Personnel Qualifications (Project Manager, Superintendent)
d.	5	Current Work Load
e.	5	Contract Time (submitted on Fee Quote)
	<b>100</b>	<b>total points</b>

Extrapolated from this list, the following criteria will be considered in the selection of a Construction Manager-at-Risk.

**6. PERFORMANCE & PAYMENT BOND, BID BOND & LIQUIDATING DAMAGES**

100% Payment and Performance Bond is required. A 5% Bid Bond is required. A TWO HUNDRED FIFTY DOLLARS, (\$250) per day Liquidating Damage shall be a part of the Agreement.

**7. INSURANCE**

The CM-at-Risk is required to maintain in full force and effect coverage that will include a minimum of \$1,000,000.00 in Excess Liability, Statutory Workers' Compensation, 100% replacement value of builder's risk, automotive insurance and additionally insure the owner, architect and consulting engineer.

**8. SAFETY**

List your organization's Workers' Compensation Modifier for the last four (4) years.

**9. Acknowledgement**

Include this paragraph at the end of Proposal. The foregoing is true and correct and the Owner or any authorized representative of the Owner is authorized by the undersigned to contact any firm, institution, or person listed above to obtain information about our firm's services, financial condition and any other information which the Owner might determine as being desirable.

Proposer: \_\_\_\_\_  
(Contractor)

By: \_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Printed Name)

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

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

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**END OF PROPOSAL & PROJECT INFORMATION**

**QUESTIONNAIRE FOR SELECTION CRITERIA**  
**(To be completed by Proposer)**  
**Jackson County Historic Jail Renovation & Addition, Edna, Texas**  
**RFP #22-02**

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**Organization Information**

Name of Organization: \_\_\_\_\_

Address of principal office: \_\_\_\_\_

Telephone and Fax Numbers: \_\_\_\_\_

Form of Organization: *(Public Corporation, Private Corporation, Partnership, Individual, Joint Venture, Other)*

Year Founded: \_\_\_\_\_

Primary individual to contact: \_\_\_\_\_

Attach a complete and fully executed copy of *AIA Document A305 Contractor's Qualification Statement*.

**SELECTION CRITERIA**

**A. PURCHASE PRICE (50 points)**

Jackson County shall enter into an AIA Agreement with the Construction Manager-at-Risk with information, fees and percentages provided in the Fee Quote sheet. The contract time may be negotiated. The fees shall be irrevocable until the date noted in the Fee Quote.

- (a) **Pre-Construction Services Fee:** There will be limited Pre-Construction Value Engineering Services required for this project. Once a Construction Manager has been selected, the documents will be 70% completed and ready for setting the GMP. The Pre-Construction Services & Fee shall be submitted as a **Lump Sum**.
- (b) **General Conditions for the Work:** refer to the Fee Quote for services and costs. This number shall be a **LUMP SUM** amount and based on the duration of the project and the tasks and services listed.
- (c) **Construction Phase Services Fee:** This fee shall include profit to administer the project construction including, but not limited to, the services enumerated in the AIA Document A133, 2019 Edition for the Construction Phase of the project. See also the Pricing Schedule. The number shall be a **PERCENTAGE (%)** of the Cost of the Work. All overhead cost shall be included in the General Conditions.
- (d) **Change Order:** The mark up or credit for Change Orders shall be submitted as a **PERCENTAGE (%)** of the Change Order Amount
- (e) **Cost Information:** Your firm will be required to make all cost information during the Bid Phases of the Project available to the Owner and Architect. The Owner and Architect shall be present when sub-bids are due at the CM's office. Any portion of the work that the CM wishes to provide with his own services, the cost for said services shall be in a sealed envelope and presented to the Owner prior to receiving other competitive sub-bids.

**B. Experience with Historic Renovation Projects (25 points)**

Provide references for three (3) completed projects. Identify a representative of both the Owner or Architect, including each reference's address, telephone number, fax number and email. Provide construction cost and completion date.

**C. Personnel Qualifications (15 points)**

List **specific personnel proposed** for the Project, their role and responsibility, and resumes of each. Personnel listing must include those for the project manager, estimator, and job superintendent.

**D. Current Work Load (5 points):** Provide the following information for all projects the proposer currently has under contract.

1. Project Name
2. Location
3. Owner/contact name/telephone
4. Architect/contact name/telephone
5. Current Contract Amount
6. Percent Complete
7. Specified Contract Completion Date
8. List separately all other projects under contract at this time (pre-design through final construction completion) to include project name, owner, contract amount and percent complete.

**E. Contract Time (5 points)**

The Project shall be Substantial Complete as noted on the Fee Quote.

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**END OF QUESTIONNAIRE**



**FEE QUOTE**  
**CONSTRUCTION MANAGEMENT-at-RISK**  
Jackson County Historic Jail Renovation & Addition, Edna, Texas  
RFP #22-02

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**To:** **Jackson County Auditor**  
Michelle Darilek, County Auditor  
411 N. Wells, Room 201  
Edna, Texas 77957

**Project:** **Jackson County Historic Jail Renovation & Addition**  
**Edna, Texas**

**Offer:** (Company Name) \_\_\_\_\_  
(Address) \_\_\_\_\_  
(Telephone and Fax) \_\_\_\_\_

We, the undersigned, hereby offer to enter into an Agreement to furnish Construction Management-at-Risk/Contractor Services for the following Fee Structure as outlined below.

**Proposal A - Fees for Construction Manager-at-Risk for Pre-Construction Phase Services**

In Words  
(A LUMP SUM OF \_\_\_\_\_) \$ \_\_\_\_\_

**Proposal B - GENERAL CONDITIONS FOR THE WORK (Available in EXCEL format upon request)**

See the attached spreadsheet "GENERAL CONDITIONS LUMP SUM" for all items to be priced as a Lump Sum.

In Words  
(A LUMP SUM OF \_\_\_\_\_) \$ \_\_\_\_\_

**Proposal C - Contractor's Mark Up for Profit the General Conditions in Proposal B are subject to the Contractor's mark up.**

In Words ( \_\_\_\_\_ PERCENT) \_\_\_\_\_ %

**Proposal D - Change Order Markups and Credits as a %**

In Words ( \_\_\_\_\_ ) \_\_\_\_\_ %

**Proposal E - Contract Time in Calendar Days**

\_\_\_\_\_ days.

**ACCEPTANCE**

This offer shall be open to acceptance and is irrevocable 30 days from the Due Date.

**PROPOSAL FORM SIGNATURE(S)**

The Corporate Seal of: \_\_\_\_\_

(Seal)

was hereunto affixed in the presence of:

\_\_\_\_\_  
(Signature of Authorized Signing Officer)

\_\_\_\_\_  
(Title)

If the Proposal is a joint venture or partnership, add additional forms of execution for each member of the joint venture in the appropriate form or forms as above.

\_\_\_\_\_  
**END OF FEE QUOTE**

**Jackson County Historic Jail Renovation & Addition - Edna TX**

**RFP#22-02**

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**GENERAL CONDITIONS**

**LUMP SUM**

<b>Item No.</b>	<b>General Conditions</b>	<b>Lump Sum</b>
<b>100</b>	<b>FIELD ADMINISTRATION</b>	
100.1	General Manager	
100.2	As-built Drawings	
100.3	Project Manager	
100.4	Schedules/Scheduling/Meeting Notes	
100.5	Secretary	
100.6	Accounting	
100.7	Payroll	
100.8	Estimating - Pre-Construction & Hard Bid	
100.9	Jobsite Operations	
100.10	Allowances:	
	• Contractor's Allowances	25,000
	• Owner's Betterment Allowance	10,000
<b>101</b>	<b>FIELD SUPERVISION</b>	
101.1	Project Superintendent (Full Time)	
101.2	Project Assistant Superintendent	
101.3	Field Office - Construction Personnel Only	
101.4	General Labor	
101.5	Punch Labor	
<b>102</b>	<b>FIELD ENGINEERING</b>	
102.1	Field Engineer (Site Layout)	
<b>103</b>	<b>TEMP. STRUCTURES</b>	
<del>103.1</del>	Not Used	0
103.2	Tool Room	
103.3	Temporary Toilet	
103.4	Construction Fence (Contractor's Option)	
103.5	Barricades	
103.6	Project Sign at Contractor's option	0
<del>103.7</del>	Not Used	0
<del>103.8</del>	Not Used	0
103.9	Temporary Inside-Protection	
<b>104</b>	<b>SAFETY WORK</b>	
104.1	Safety Supervisor	
104.2	Fire Extinguishers	
<b>105</b>	<b>TEMP. UTILITY SERVICE</b>	
105.1	Set and Connect Temp. Elec. to Owner's Service	0
105.2	Set and Connect Temp. Water to Owner's Service	0
<b>106</b>	<b>UTILITIES</b>	
106.1	Telephone	

**Jackson County Historic Jail Renovation & Addition - Edna TX**

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**GENERAL CONDITIONS**

**LUMP SUM**

106.2	Electricity paid for by Owner	0
106.3	Water paid for by Owner	0
106.4	Jobsite Radios	
<b>107</b>	<b>TEMP. SERVICES</b>	
107.1	Ice Cups Water	
107.2	Office Supplies	
107.3	On-Site Material Storage	
107.4	Office Equipment	
107.5	Postage/Express	
<b>108</b>	<b>GEN. TRASH REMOVAL</b>	
108.1	Dumpster Rental & Dumps - paid for by Owner	0
<b>109</b>	<b>CLEANING</b>	
109.1	Site/Building Cleaning during Construction	
109.2	Clean Building and Site	
<b>110</b>	<b>EQUIPMENT RENTAL</b>	
110.1	Not Used	0
110.2	Small Tools	
110.3	Air Compressor	
110.4	Table Saw	
110.5	Power Hand Saws	
110.6	Electric Drills	
110.7	Portable Generators	
110.8	Transits	
110.9	Levels	
110.10	Consumable Tools	
<b>111</b>	<b>EQUIPMENT SUPPORT</b>	
111.1	Fuel	
111.2	Maintenance	
111.3	Repair	
<b>112</b>	<b>TRAVEL/LIVING EXPENSES</b>	
112.1	Travel & Living Expenses Out of Town	
112.2	Project Manager's Auto	
112.3	Project Manager's Mileage	
112.4	Superintendent's Pickup Truck	
112.5	Superintendent's Mileage	
112.6	Assistant Superintendent Mileage	
<b>113</b>	<b>FEES/PERMITS/TAX</b>	
113.1	Building Permit paid for by Owner	0
113.2	Labor Taxes and Benefits on CM employees	
113.3	Material Tax	0
113.4	Equipment Tax	

**Jackson County Historic Jail Renovation & Addition - Edna TX**

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**GENERAL CONDITIONS**

**LUMP SUM**

113.5	Owners Protective/Owner Contractors Protective	
113.6	Additionally Insured (5 Parties)	
113.7	100% Labor and Material Payment/Performance Bond (based on \$750,000 Cost of Work)	
113.8	Builders' Risk	
113.9	General Liability & Auto Liability	
<b>TOTAL - LUMP SUM</b>		

**County of Jackson, Texas**

**BIDDER/PROPOSER'S SDNs/BLOCKED PERSONS AFFIRMATION**

*NOTE: FAILURE TO SIGN AND RETURN THIS FORM WITHIN 10 DAYS OF THE AWARDED BID MAY RESULT IN THE TERMINATION OF ANY RESULTING PURCHASE ORDER OR CONTRACT.*

1. Pursuant to 44 CFR Part 13.35, the Bidder/Proposer, hereby affirms that Bidder/Proposer:

***(Please check all that are applicable)***

\_\_\_\_\_ Is **not** excluded from doing business at the federal level.

\_\_\_\_\_ Is **not** listed as Specially Designated Nationals (SDN)s/Blocked Persons (individuals and companies owned or controlled by or acting for or on behalf of targeted Countries; or individuals, groups and entities, such as terrorists and narcotics traffickers designated under programs that are not country-specific).

2. Pursuant to Government Code Chapter 2270, Subtitle F and Government Code Chapter 2252, the Bidder/Proposer hereby affirms that Bidder/Proposer:

\_\_\_\_\_ Does **not** boycott Israel or invest in companies that boycott Israel

\_\_\_\_\_ Does **not** conduct business with Iran, Sudan, or a foreign terrorist organization

The County of Jackson may not make procurement transactions with SDNs/Blocked Persons, companies that boycott Israel and/or companies that conduct business with any known terrorist organization. By signing below the authorized official does hereby depose and verify the truthfulness and accuracy of the contents and the statements on this certification.

Proposer/Respondent  
Company Name

Proposer (Signature)

Date:

Proposer (Print Name)

Title/Position with Company

***Corporate Vendors Shall Furnish the Following Information:***

Where Incorporated \_\_\_\_\_

Charter Number \_\_\_\_\_

# CONFLICT OF INTEREST QUESTIONNAIRE

## FORM CIQ

For vendor or other person doing business with local governmental entity

### OFFICE USE ONLY

Date Received

This questionnaire reflects changes made to the law by H.B. 1491, 80th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code by a person who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the person meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code.

A person commits an offense if the person knowingly violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.

**1 Name of person who has a business relationship with local governmental entity.**

**2**  **Check this box if you are filing an update to a previously filed questionnaire.**

(The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)

**3 Name of local government officer with whom filer has employment or business relationship.**

\_\_\_\_\_  
Name of Officer

This section (item 3 including subparts A, B, C & D) must be completed for each officer with whom the filer has an employment or other business relationship as defined by Section 176.001(1-a), Local Government Code. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer named in this section receiving or likely to receive taxable income, other than investment income, from the filer of the questionnaire?

Yes       No

B. Is the filer of the questionnaire receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer named in this section AND the taxable income is not received from the local governmental entity?

Yes       No

C. Is the filer of this questionnaire employed by a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership of 10 percent or more?

Yes       No

D. Describe each employment or business relationship with the local government officer named in this section.

**4**

\_\_\_\_\_  
Signature of person doing business with the governmental entity

\_\_\_\_\_  
Date

# County of Jackson

411 N. Wells, Room 201  
Edna, Texas. 77957

Michelle Darilek, CPA  
Jackson County Auditor

Phone: 361.782.2072  
Fax: 361.782.0856  
e-mail: auditor@co.jackson.tx.us

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A new House Bill 1295 went into effect January 1, 2016. This Bill added section 2252.908 to the Texas Government Code and requires that a governmental entity receive a **Disclosure of Interested Parties (Form 1295)** before entering into a contract with a vendor that requires an action by Commissioners' Court. Accordingly, we are needing your assistance in complying with the new Form 1295 requirements. The form must be completed electronically on the Texas Ethics Commission website. Here is the link to the website which has a video explaining how to complete and file the Form 1295.

[https://www.ethics.state.tx.us/whatsnew/elf\\_info\\_form1295.htm](https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm)

If you haven't already done so, your first step in completing Form 1295 will be to create an account. Form 1295 must then be electronically completed. **The completed Form 1295 must then be printed, signed and submitted in the sealed envelope with the other Owner Required Forms.** A contract number must be entered when completing Form 1295. Your Company's contract number is 22-02.

Though purchases may be made on the new contract, no payment can be processed until the County has received your completed, signed and notarized Form 1295.

The videos on the State Ethics Commission website are very informative. If you have any questions, please do not hesitate to contact my office. Thank you for your prompt attention to this matter.

Michelle Darilek, CPA  
Jackson County Auditor  
(361)782-2072