

**PROJECT: Playground Shade Structures at Various Elementary Schools
NISD RFCSP# 2021-010**

The following addenda are issued to change, amplify or further explain the plans and specifications and shall therefore take precedence over the original contract documents in the event of conflict:

SPECIFICATIONS

Item 1 thru 7

ATTACHMENTS

SUBSTITUTION REQUEST FORM	(1 – 8.5” x 11”)
PROPOSAL FORM	(3 – 8.5” x 11”)
PRE-PROPOSAL SIGN-IN SHEET	(1 – 8.5” x 11”)
PRE-PROPOSAL CONFERENCE AGENDA	(3 – 8.5” x 11”)



SPECIFICATIONS

Item No. 1 – SITE VISIT

A campus site visit will be held on Tuesday, January 12, 2021. We will meet at 9:00 am at Krueger Elementary School. All Contractors and Suppliers shall meet at the front office to check in.

Item No. 2 – SUBSTITUTION REQUESTS

Substitution requests will be accepted until Friday, 1/15/2021 at 5:00 PM to allow for the Owner’s team to review all material prior to issuance of the last addendum. Send all substitution request digital files to ssmith@mtrengineers.com and bpowell@mtrengineers.com and physical samples to 12770 Cimarron Path, Suite 100, San Antonio, TX 78249. The substitution request should include as much information as possible to include, but not limited to detailed specifications, layout, and colors. Contractor to utilize the attached substitution request form.

Item No. 3 – QUESTIONS

Questions regarding the contract documents will be accepted until Wednesday, 1/20/2021 at 5:00 PM to allow for the Owner’s team to review and respond in the last addendum.

Item No. 4 – PROPOSAL FORM

Contractor to reference the attached proposal form for additional unit prices. Perforated storm pipe and engineered wood fiber have been added to the unit prices list.



- Engineers
- Surveyors
- Planners

Moy Tarin Ramirez Engineers, LLC

FIRM TBPE NO. F-5297 & TBPLS NO. 10131500
12770 CIMARRON PATH, SUITE 100 TEL: (210) 698-5051
SAN ANTONIO, TEXAS 78249 FAX: (210) 698-5085

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Item No. 5 – OWNER’S SPECIAL CONDITIONS

A project sign and job trailer will not be required for this project.

Item No. 6 – SITE ACCESS

Contractor is responsible for accounting for site access in their proposal. The Contractor will be fully responsible for gaining access to the playground area, including but not limited to, vertical clearance and gate/fencing access. Contractor is to field verify all access. There will be no additional payment for site access.

Item No. 7 – PRE-PROPOSAL SIGN-IN SHEET & AGENDA

Reference the attached Sign-In Sheet & Pre-Proposal Agenda.

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END OF ADDENDUM



• *Engineers*
• *Surveyors*
• *Planners*

Moy Tarin Ramirez Engineers, LLC

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12770 CIMARRON PATH, SUITE 100 TEL: (210) 698-5051
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SUBSTITUTION REQUEST

(During the Bidding/Negotiating Stage)

Project: _____ Substitution Request Number: _____

From: _____

To: _____ Date: _____

A/E Project Number: _____

Re: _____ Contract For: _____

Specification Title: _____ Description: _____

Section: _____ Page: _____ Article/Paragraph: _____

Proposed Substitution: _____

Manufacturer: _____ Address: _____ Phone: _____

Trade Name: _____ Model No.: _____

Attached data includes product description, specifications, drawings, photographs, and performance and test data adequate for evaluation of the request; applicable portions of the data are clearly identified.

Attached data also includes a description of changes to the Contract Documents that the proposed substitution will require for its proper installation.

The Undersigned certifies:

- Proposed substitution has been fully investigated and determined to be equal or superior in all respects to specified product.
- Same warranty will be furnished for proposed substitution as for specified product.
- Same maintenance service and source of replacement parts, as applicable, is available.
- Proposed substitution will have no adverse effect on other trades and will not affect or delay progress schedule.
- Proposed substitution does not affect dimensions and functional clearances.
- Payment will be made for changes to building design, including A/E design, detailing, and construction costs caused by the substitution.

Submitted by: _____

Signed by: _____

Firm: _____

Address: _____

Telephone: _____

A/E's REVIEW AND ACTION

- Substitution approved - Make submittals in accordance with Specification Section 01 25 00 Substitution Procedures.
- Substitution approved as noted - Make submittals in accordance with Specification Section 01 25 00 Substitution Procedures.
- Substitution rejected - Use specified materials.
- Substitution Request received too late - Use specified materials.

Signed by: _____

Date: _____

Supporting Data Attached: Drawings Product Data Samples Tests Reports _____

PROPOSAL FORM
(Competitive Sealed Proposal)

PROPOSAL OF:

(Name of Offeror)

TO: Director of Purchasing

FOR: Playground Shade Structures at Various Elementary Schools

PROPOSAL # 2021-010

Attention Owner:

The Offeror named herein (hereinafter called "Offeror"), in compliance with the Invitation to Offerors and Instructions to Offerors for the Playground Shade Structures at Various Elementary Schools ("Project") for the Northside Independent School District, San Antonio, Texas ("Owner"), having inspected the Project site and carefully examined the Project Drawings, Specifications, Addenda Nos. _____, and all other Contract Documents (as such term is defined in the Instructions to Offerors), hereby offers to enter into a contract to furnish all labor, materials, tools, equipment, transportation, machinery, supplies, insurance, permits, (per owners special conditions chapter 3, section 3.2) taxes and services necessary to complete the Work in accordance with the Contract Documents, within the time set forth herein, and at the prices stated herein. The Offeror fully understands the intent and purpose of the Contract Documents and the conditions of offer as set forth herein and in the Invitation to Offerors and the Instructions to Offerors. The Offeror hereby covenants and agrees that claims for additional compensation or extensions of time because of Offerors failure to familiarize itself with the Contract Documents or any condition at the Project site, which might affect the Work, will not be allowed.

Base Proposal: The Offeror agrees to execute all of the Work described in the Drawings, Specifications and other Contract Documents, including allowances, for the sum of _____ and ___/100 DOLLARS (\$ _____). In case of a difference between written words and numbers in this Proposal Form, the amount stated in written words shall govern. This sum includes a contingency and allowance of \$45,000.00.

1. Unit Prices: The Offeror agrees that the Base Proposal may be adjusted by the amounts indicated below for each unit price:

1. Unit cost per FIVE (5) linear foot (LF) to remove existing 4" perforated PVC storm drain pipe and replace with new, per detail No. 4, Sheet C2.0.

_____ and ___/100 DOLLARS (\$ _____)

2. Unit cost per TEN (10) cubic yards (cu. yds.) of Engineered Wood Fiber delivered and installed. Reference Specifications.

_____ and ___/100 DOLLARS (\$ _____)

2. Time for Completion: *If awarded the Contract, the Offeror agrees to commence the Work within 10 days after Notice to Proceed is given by the Owner, and assuming such notice of award is given on or before February 24, 2021, to achieve Substantial Completion of the Work on or before August 12, 2021.*

3. Completion Date Alternate: *In the event the Offeror elects to provide a completion date / contract time **earlier** than the Base Proposal requirement, the Completion Date Alternate below should be completed in full. If no alternate date is provided by the Offeror, the Completion Date Alternate may be left blank. The Owner reserves the right to accept or reject any alternate in the order of the Owner's own choosing.*

The Offeror agrees to achieve Substantial Completion of the work on or before _____, (_____) consecutive calendar days to Substantially Complete the work from a notice of award given no later than _____.

4. Proposal Security: *Proposal security in the form of a certified check or proposal bond in the amount of five percent (5%) of the Base Proposal, plus all additive alternates, if applicable, is attached hereto, as a guaranty that the Offeror will unconditionally execute a satisfactory contract and furnish the payment and performance bonds, insurance and satisfy all other requirements for execution and delivery of the Contract Documents and commencement of the Work. NOTE: Please see the following link for information on Owner's Proposal Security Requirements: <https://nisd.net/sites/default/files/pdf/business/purchasing/bonds.pdf>*

5. Contractor's Personnel: *The Offeror agrees to employ the following individuals for the entire duration of the Work, as noted in A201 Article 3, at the positions indicated, and agrees not to remove them from the Work nor replace them with others except as otherwise allowed in the Contract Documents or approved in writing by Owner:*

Project Manager: _____

Project Superintendent: _____

6. Representations: *By execution and submission of this Proposal, the Offeror hereby covenants, represents and warrants to Owner as follows:*

(a) The Offeror has prior experience on construction projects of the same or similar type, nature and class as the Work for the Project.

(b) The Offeror has read and understands the "Proposal Documents", including the Contract Documents, and this Proposal is made in accordance with the "Proposal Documents".

(c) The Offeror has carefully inspected the Project site, and that from the Offerors own investigation, the Offeror has satisfied itself as to the nature and location of the Work and the character, quality, quantities, materials and difficulties to be encountered; the kind and extent of equipment and other facilities needed for the performance of the Work; the general and local conditions and other items which may in any way affect the Work or its performance; and the Offeror has correlated the Offerors site observations with the requirements of the Contract Documents. The Offeror understands and accepts the difficulties and costs associated with the Work and the Project site and the potential delays, disruptions in work and costs associated therewith and has included such considerations in its construction schedule and the Proposal amount.

(d) To the fullest extent permitted by applicable law, the Offeror hereby waives any and all claims it has or may hereafter have against the Owner, the Consultant, and their respective trustees, officers, shareholders, directors, partners, agents, contractors, sub-consultants and employees arising out of or in connection with, or related to (i) the administration, evaluation, ranking, or recommendation of any proposals; (ii) any requirements under the "Proposal Documents" or the Contract Documents; (iii) acceptance or rejection of any proposals; and (iv) the award of the Contract. The Offeror knows and understands that the Offeror, by this waiver, is relinquishing current and future rights, benefits and advantages, and the Offeror hereby does so voluntarily and intentionally.

7. Attached Schedules and Selection Criteria Exhibits: The following Schedules and Exhibits are attached to this Proposal Form, and by this reference are expressly incorporated herein:

Schedule 1 - Contractor's Qualification Statement (AIA Form A305)

Schedule 2 - Proposed Subcontractors and Suppliers

Schedule 3 - Felony Conviction Notification

Schedule 4 - Hold Harmless Agreement

Schedule 5 - Financial Statements

Schedule 6 - Insurance and Bonding Certification

Schedule 7 - Conflict of Interest Questionnaire

Exhibit A - Relevant Experience

Exhibit B - Project Management Ability

Exhibit C - Past Performance

OFFEROR

By: _____
(Signature with Blue Ink required: Original Proposal Form required for consideration. Copies will not be accepted.)

Name: _____

Title: _____



Meeting Sign-In Sheet

Project: 2020 Playground Shade Structures at Various
 Elementary Schools
 Place/Room: Via WebEx

Date: 1/8/2021

Time: 9:00 AM

	PRINT NAME	ORGANIZATION	PHONE	EMAIL
1	Sean Smith	MTR Engineers, LLC	210-698-5051	ssmith@mtrengineers.com
2	Ben Powell	MTR Engineers, LLC	210-698-5051	bpowell@mtrengineers.com
3	Pollyanne Johnson	Northside ISD	210-397-1226	pollyanne.johnson@nisd.net
4	Jonathan McJunkin	Lea Park and Play	830-302-6938	jonathan@leaparkandplay.com
5	Brad Tatum	CGC General Contractors	210-733-3600	brad@cgctexas.com
6	Jake Beardshear	T.F. Harper & Associates	512-440-0707	jbeardshear@tfharper.com
7	Irving Allande	TENOSHADE-Fabric Structures	210-888-0128	irving@tenoshade.com
8	Bob Ahrens	Park Place Recreation Designs, Inc.	210-821-5878	bob@miracleparkplace.com
9	Mike Boehmer	RL Rohde General Contracting	210-649-3130	bids@rlrohde.com
10	Lydia Riordan	Basic SDV, Inc.	512-791-5343	lriordan@basicsdv.com
11	Michelle Botha	USA SHADE & Fabric Structures	512-937-6430	mbotha@usa-shade.com
12	Carlos Guadarrama	TENOSHADE-Fabric Structures	210-888-0128	carlos@tensoshade.com
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Playground Shade Structures at Various Elementary Schools

Pre-Proposal Conference Agenda

January 8, 2021

1. Northside ISD Team

- Director of Engineering Services – Martin Hernandez
- Project Manager – Pollyanne Johnson

2. Project Team

- Prime Consultant – MTR Engineers
 - Project Engineer – Sean Smith, P.E.

3. Project Information

- **Playground Shade Structures at Various Elementary Schools** (Allen, Aue, Blattman, Boone, Braun Station, Cable, Carlos Coon, Carnahan, Carson, Cody, Colonies North, Driggers, Ellison, Elrod, Esparza, Evers, Fernandez, Fisher, Glass, Glenn, Glenoaks, Hatchett, Howsman, Krueger, Leon Springs, Linton, Martin, Mary Hull, May, Meadow Village, Michael, Murnin, Myers, Passmore, Powell, Raba, Valley Hi, and Villarreal)
- RFCSP# 2021-010
- Proposals will be received by the NISD Purchasing Dept. in person at 607 Richland Hills Dr. #700, San Antonio, TX 78245-2149 or electronically through the District's ESM solution on or before January 27, 2021 at 2:00 p.m. Please refer to NISD Purchasing website for details and instructions on the use of the District's ESM Solution.
- **Brief Project scope description.** Provide shade structures at the upper and lower-level playgrounds at 38 elementary schools and general site work as indicated on the drawings and specifications to include all general construction, site work, and all other work as indicated on the construction documents.
- Successful Offeror will be notified on or before February 24, 2021.
- Project must be complete and ready for occupancy no later than August 12, 2021.
- The project budget is listed as **\$1,596,000.**
- Plans are available through the consultant or certain plan houses. Coordinate with consultant. Please sign the sign in sheet which will be distributed as an addendum. If attending virtually please identify yourself, the company you're representing, and your email in the chat. If you are joining us through phone conference, please email **Sean Smith, P.E.** at **Ssmith@mtrengineers.com** to ensure your presence is documented in the sign in sheet.
- Request for clarifications or interpretations shall be submitted in writing no later than five days prior to the last date for receipt of proposals. All request shall be submitted to the consultant and questions will be responded to where appropriate in the form of an addendum to all plan holders and interested parties.

4. Proposal Documents

- Proposal shall be submitted with the proper proposal security as defined in the Front End Specification and shall include all alternates, project name and number and original copies with original signatures and seals. Proposal security needs to be submitted with the proposal package meeting the requirements listed on NISD Purchasing website.
- Contractors are encouraged to refer to Proposal Checklist listed in the Table of Contents, which identifies forms to be submitted and the number of copies for consideration.
- Proposal Form
 - o Offeror will list bid pricing both numerically and written for base bid and alternate(s). Base bid sum will include allowance(s) as listed in Item #1 of the Proposal Form. **(Contingency \$45,000)**
 - o Offeror will list the names of the Project Manager, Project Superintendent. A single person

Playground Shade Structures at Various Elementary Schools

Pre-Proposal Conference Agenda

January 8, 2021

cannot be listed as a Project Manager and Project Superintendent. If two names are provided for Project Manager and/or Project Superintendent, both resumes will be reviewed and the points will be issued based on the individual with the least amount of experience. **Please note resumes for the Project Manager and Project Superintendent will need to be submitted under Exhibit B-Project Management Ability. Any other resumes provided may be reviewed, but will not be considered for experience as a Project Manager and/or Project Superintendent.**

5. Proposal Selection Criteria

- NISD ranks offerors by best value and not by lowest bid. Therefore, it is important to submit a complete proposal package as identified in the Front End Specifications.
- Proposals are evaluated on five divisions
 - Relevant Experience
 - Project Management Ability
 - Past Performance
 - Subcontractor and Supplier Support Capability
 - Price Proposal
- Per the Evaluation Matrix provided in the Front End Specifications each division will be evaluated by but not limited to a committee consisting of NISD Administrators, NISD Project Manager and Consultant(s).
 - **Relevant Experience (Max 10 Pts)**
 - Experience as a Contractor (Max 3 Pts) – Number of years as a contractor under the submitted Contracting name and as listed in the A-305 - Contractor Qualification Statement. In order to receive max points, the contractor will need to reflect 9 or more years in business on the Contractor Qualification Statement A-305 under the submitted contracting name.
 - Representative Projects (Max 7 Pts) – List of projects of similar dollar value (**in relation to the Budget) and scope, which are substantially complete.** List shall include Project Name, Architect/Engineer, Cost of Project, date of completion, scope of project and Contact Person. Projects are not required to be K-12 or education related facilities. In order to receive max points contractor will need to provide 7 or more projects and will not be penalized for submitting additional projects.
 - **Project Management Ability (Max 15 Pts)**
 - Project Manager Experience (Max 6 pts) – Offeror shall provide a resume(s) for the individual(s) listed on the Proposal Form for review under Exhibit B-Project Management Ability. Resume(s) shall provide experience of the individual(s) as a Project Manager, with the current or past employers. Total years of construction experience will not suffice. Years as an owner of a contracting company can supplement experience.
 - Project Superintendent Experience (Max 6 pts) – Offeror shall provide a resume(s) for the individual(s) listed on the Proposal Form for review under Exhibit B-Project Management Ability. Resume(s) shall provide experience of the individual(s) as a Project Superintendent, with the current or past employers. Total years of construction experience will not suffice. Years as an owner of a contracting company can supplement experience.
 - Project Support (Max 3 Pt) – Offeror shall provide written evidence of sufficient resources necessary to manage, staff and successfully complete the project. This written description shall include the year the company was founded, number of offices, number of employees and additional resources to ensure the completion of the project by the listed deadlines. Offeror is encouraged to provide an organizational chart.
 - **Past Performance (Max 15 Pts)** – Contractors with no prior experience with any NISD will be

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given points based on the references/information provided by clients/End users listed in the Exhibit A – Relevant Experience portion of the proposal. All contractors with experience with NISD will be evaluated based on their recent substantially complete projects.

- o Timely Completion (Max 3 pts)
- o Cooperation with Owner(s) Owner's Representative, and Consultants (Max 3 pts)
- o Coordination of Trades (Max 3 pts)
- o Quality of Workmanship (Max 2 pts)
- o Warranty Responsiveness (Max 2 pts)
- o Punchlist Length & Completion (Max 1pts)
- o Safety Record (1pt)
- o **Subcontractor and Supplier Support Capability (Max 25 Pts)** – Offeror will be evaluated based on subcontractors and suppliers listed under Schedule 2 in the proposal package. **Please note all Items of Work need to have the name of subcontractor/supplier. If multiple names are provided for a single item of work, contractor runs the risk of submitting a non-compliant bid. The district reserves the right on how to evaluate the bid. If the prime contractor is self-performing the work, the prime contractors name needs to be listed on the Schedule 2 and the type of work being performed needs to be listed on the A-305 - Contractor's Qualification Statement under paragraph 3.1. All omissions on the Schedule 2 will receive no points for the Item of Work omitted. Any licensed trades need to be registered with TDLR.**
 - o Concrete (3 Pts)
 - o Site Utilities (2 Pts)
 - o Shade Structure Installer (10 Pts)
 - o Shade Structure Manufacturer (10 Pts)
- o **Price Proposal (Max 35 Pts)** – Offeror submitting the lowest bid proposal will receive the maximum points and all other offerors will receive points based on the price percentage above the lowest bid. The percentage scale will be based on the size and budget of the project. NISD reserves the right to accept alternates in any order or combination to determine the total cost of the submitted bids.

6. Detailed Scope and Plan Discussion

- At this time all questions need to be submitted to the consultant via email for a formal response through addendum.
- We will proceed with the review of the current bid set made available by the consultant. A site visit will be arranged for those interested on TBD.