



TOWN OF SUNNYVALE
127 N COLLINS RD
SUNNYVALE, TEXAS 75182

REQUEST FOR PROPOSALS (RFP) AND BID

**REMODELING AND SECURITY IMPROVEMENTS TO THE
CUSTOMER SERVICE AREA LOCATED INSIDE TOWN HALL**

AUGUST 9, 2019

TOWN OF SUNNYVALE REQUEST FOR PROPOSALS

I. INTRODUCTION

A. General Information

The Town of Sunnyvale, Texas is requesting proposals from qualified companies to remodel and add security improvements to the customer service area located inside Town Hall.

B. Submittal Requirements

1. **Identification** – Identify with names, physical addresses, email addresses, fax numbers and phone numbers of key representatives. Provide relevant qualifications and identify the person or persons with authority to represent and make legally binding commitments on behalf of the respondents.
2. **References** – Provide contact information of three (3) other agencies (preferably public) that you have worked with to provide similar services.
3. **Additional Information** – As appropriate, provide any additional information, documentation, photos, renderings, references or examples that may be helpful in demonstrating that your proposal is the best fit for the Town and community.

II. INSTRUCTIONS TO PROPOSERS

Pre-Proposal/Bid Meeting

A pre-proposal meeting shall be scheduled with the Town Secretary no later than Friday, Aug. 30, 2019, prior to final submittal to understand and make any necessary changes to the full scope of work.

Examination of Proposal Documents

By submitting a proposal, the proposer represents that it has thoroughly examined and become familiar with the services required under this RFP and Bid, and that it is capable of delivering quality services to the Town.

Addenda/Clarifications

Questions or comments regarding this RFP and Bid request must be submitted to:

Rachel Ramsey, Town Secretary
Town of Sunnyvale
127 N. Collins Rd. Sunnyvale, TX 75182
Or emailed to: rachel.ramsey@townofsunnyvale.org

Submission of Proposals

All proposals shall be delivered to: Town of Sunnyvale, Office of the Town Secretary, 127 N. Collins Rd. Sunnyvale, TX 75182

Proposals must be received (not postmarked) by **3 p.m. on Tuesday, Sept. 10, 2019**

All proposals received after that time will not be considered.

The Proposer shall submit three (3) copies and a jump drive of its proposal and bid in a **sealed** envelope, addressed as noted above, bearing the proposers name and address and clearly marked:

“RFP and BID – REMODELING AND SECURITY IMPROVEMENTS TO THE CUSTOMER SERVICE AREA LOCATED INSIDE TOWN HALL”

Withdrawal of Proposals

A Proposer may withdraw its proposal at any time before the expiration of the time for submission of proposals as provided in the RFP by delivering a written request for withdrawal signed by, or on behalf of the Proposer.

Rights of Town of Sunnyvale – This RFP and request for Bid does not commit the Town to enter into a Contract, nor does it obligate the Town to pay for any costs incurred in preparation and submission of proposals and bids or in anticipation of a contract.

The Town reserves the right to:

- Make the selection based on its sole discretion.
- Reject any and all proposals without prejudice.
- Issue subsequent Requests for Proposal and Bid.
- Postpone opening for its own convenience.
- Remedy technical errors in the Request for Proposal and Bid process.
- Approve or disapprove of the use of particular subcontractors.
- Negotiate with any, all, or none of the Proposers.
- Solicit best and final offers from all or some of the Proposers.
- Accept other than the lowest offer.
- Waive informalities and irregularities in the proposal.
- Require a performance bond or payment bond.

III. **SCORING MATRIX FOR PROPOSALS**

Proposals will be evaluated and scored based on the following five areas:

- Degree that proposal meets needs
- Quality of proposal
- Company history
- References
- Overall price

*Each area is worth 20 points with all five areas totaling 100 points.

IV. **TENTATIVE SCHEDULE FOR SELECTION***

-RFP and Bid Advertised on Town Website	Aug. 9, 2019
-RFP and Bid Advertised in Newspaper	Aug. 15, 2019
-Last day for Pre-Proposal/Bid Meeting	Aug. 30, 2019
-Responses to Addenda/Clarifications will be provided to all Proposers that scheduled a Pre-Proposal/Bid Meeting	Sept. 3, 2019
-Proposals and Bids due	Sept. 10, 2019 by 3 p.m.
-Proposals and Bids Presented to Council	Sept. 23, 2019
-Contract Awarded	Sept. 23, 2019
-Begin Project	Oct. 2019

*All dates subject to extensions depending on scheduling and Town Council availability.

V. **ANTICIPATED SCOPE OF WORK***

- Add bulletproof glass between lobby and employees.
- Add metal pass through trays between lobby and employees.
- Add covered speakers to provide adequate communication between customers and employees.
- Raise and widen countertops and make ADA compliant workstations.
- Place bulletproof material on lower counter area.
- Remove half walk-through door.
- Create office by adding walls and modifying existing walls.
- Add window frame and bullet proof glass inside wall to view public lobby area.
- Modify/remove existing countertop and cabinets.
- Electrical work.
- HVAC improvements.
- Install new door, window and framing to match adjacent conference room.
- Install door(s)/wall leading to Town Management area.

*This is not an exhaustive or restrictive list. Other needs may be revealed in Pre-Proposal/Bid meeting.