



## CCDMD

### REQUEST FOR PROPOSAL (RFP)

Electrical Installation

### ARTESIAN PARK - ELECTRICAL

CCDMD

223 N Chaparral St

Corpus Christi, Texas 78401

Phone: 361-882-2363 | Fax:

alan@cctexasdmd.com

**RFP ID: 2019-AP-E**

**Prepared By: Alan S Albin**

**Date: August 12, 2019**



**REQUEST FOR PROPOSAL**  
**ARTESIAN PARK - ELECTRICAL**  
Corpus Christi - Texas

**RFP ID:** 2019-AP-E

**SUBMISSION DEADLINE:** August 30, 2019, 5:00 PM (CST)

**QUESTION SUBMISSION DEADLINE:** August 26, 2019

Questions may be submitted in written form no later than August 26, 2019 to:

**RFP Contact Name:** Alan S Albin  
**Contact Address:** 223 N Chaparral St.  
Corpus Christi, Texas 78401  
**Telephone Number:** +13618822363  
**Email Address:** alan@cctexasdmd.com

**INTRODUCTION**

CCDMD invites and welcomes proposals for their Artesian Park - Electrical project. Based on your previous work experience, your firm has been selected to receive this RFP and is invited to submit a proposal. Please take the time to carefully read and become familiar with the proposal requirements. All proposals submitted for consideration must be received by the time as specified above under the "SUBMISSION DEADLINE."

*BIDDERS SHOULD NOTE THAT ANY AND ALL WORK INTENDED TO BE SUBCONTRACTED AS PART OF THE BID SUBMITTAL MUST BE ACCOMPANIED BY BACKGROUND MATERIALS AND REFERENCES FOR PROPOSED SUBCONTRACTOR(S) – NO EXCEPTIONS.*

**PROJECT AND LOCATION**

The bid proposal is being requested for Artesian Park - Electrical which is or shall be located at 813 N Chaparral St, Corpus Christi, Texas 78401.

**PROJECT MANAGER CONTACT INFORMATION**

The following individual(s) are the assigned contacts for the following:

For questions or information regarding All questions, contact:

**Name:** Alan S Albin  
**Title:** Finance And Operations Manager  
**Phone:** 361-882-2363



**Fax:**

**Email:** alan@cctexasdmd.com

## **PROJECT OBJECTIVE**

The objective and ultimate goal for this project is upgrade existing electrical panel and provide power outlets at each tree in the park and 4 double headed street lights on the pathways within the park.

## **PROJECT SCOPE AND SPECIFICATIONS**

The Project Scope and Specification are:

Upgrade electrical panel to 8 circuit with main breaker.

Run electrical conduit lines to 21 oak trees, 6 palm trees, and 2 stands of crepe myrtle trees and install 20A GFCI outdoor weather/vandal proof receptacles at each.

Run electrical conduit lines along sidewalks internal to the park and install 4 x double headed 15' LED streetlights (include pouring of concrete bases).

Install LED light and outdoor power outlet in ceiling of Gazebo.

## **SCHEDULED TIMELINE**

The following timeline has been established to ensure that our project objective is achieved; however, the following project timeline shall be subject to change when deemed necessary by management.

### **MILESTONE**

### **DATE**

**Start Project:**

September 30, 2019

**Complete Project:**

October 18, 2019

## **PROPOSAL BIDDING REQUIREMENTS**

### **PROJECT PROPOSAL EXPECTATIONS**

CCDMD shall award the contract to the proposal that best accommodates the various project requirements. CCDMD reserves the right to award any contract prior to the proposal deadline stated within the "Scheduled Timeline" or prior to the receipt of all proposals, award the contract to more than one Bidder, and refuse any proposal or contract without obligation to either CCDMD or to any Bidder offering or submitting a proposal.

### **INTENT TO SUBMIT PROPOSAL**

All invited Bidders are required to submit a "Letter of Intent" by email to [alan@cctexasdmd.com](mailto:alan@cctexasdmd.com), no later than August 22, 2019 informing CCDMD of their intent to either submit or decline to submit a proposal.



## **DEADLINE TO SUBMIT PROPOSAL**

All proposals must be received by CCDMD no later than 5:00 PM (CST) on August 30, 2019 for consideration in the project proposal selection process.

## **PROPOSAL SELECTION CRITERIA**

Only those proposals received by the stated deadline will be considered. All proposals, submitted by the deadline, will be reviewed and evaluated based upon information provided in the submitted proposal. In addition, consideration will be given to cost and performance projections. Furthermore, the following criteria will be given considerable weight in the proposal selection process:

- Proposals received by the stipulated deadline must be in the correct format.
- Bidder's alleged performance effectiveness of their proposal's solution regarding the Project Objective of CCDMD.
- Bidder's performance history and alleged ability to timely deliver proposed services.
- Bidder's ability to provide and deliver qualified personnel having the knowledge and skills required to effectively and efficiently execute proposed services.
- Overall cost effectiveness of the proposal.

CCDMD shall reserve the right to cancel, suspend, and/or discontinue any proposal at any time they deem necessary or fit without obligation or notice to the proposing bidder/contractor.

## **PROPOSAL SUBMISSION FORMAT**

The following is a list of information that the Bidder should include in their proposal submission:

### **A. Summary of Bidder Background**

1. Bidder's Name(s)
2. Bidder's Address
3. Bidder's Contact Information (and preferred method of communication)
4. Legal Form of Bidder (e.g. sole proprietor, partnership, corporation)
5. Date Bidder's Company Formed
6. Description of Bidder's company in terms of size, range and types of services offered and clientele.
7. Bidder's principal officers (e.g. President, Chairman, Vice President(s), Secretary, Chief Operating Officer, Chief Financial Officer, General Managers) and length of time each officer has performed in his/her field of expertise.
8. Bidder's Federal Employee Identification Number (FEIN)
9. Evidence of legal authority to conduct business in Texas (e.g. business license number).
10. Evidence of established track record for providing services and/or deliverables that are the subject of this proposal.

### **B. Financial Information**



1. State whether the Bidder or its parent company (if any) has ever filed for bankruptcy or any form of Reorganization under the Bankruptcy Code.
2. State whether the Bidder or its parent company (if any) has ever received any sanctions or is currently under investigation by any regulatory or governmental body.

**C. Proposed Outcome**

1. Summary of timeline and work to be completed.

**D. Equipment or Service**

1. List any and all equipment or services required for this proposed project and the number of each.
2. Detailed estimated cost for each piece of equipment or service.
3. List any or equipment or services required of a subcontractor, along with a brief explanation.
4. List any accommodation, services, or space required from CCDMD, along with a brief explanation.

**E. Cost Proposal Summary and Breakdown**

1. A detailed list of any and all expected costs or expenses related to the proposed project.
2. Summary and explanation of any other contributing expenses to the total cost.
3. Brief summary of the total cost of the proposal.

**F. Licensing and Bonding**

1. Provide details of licenses and bonds (if any) for any proposed services that the bidder/contractor may plan on providing for this project.

**G. Insurance**

1. Details of any liability or other insurance provided with regard to the staff or project.

**H. References**

1. Provide 2 references

Bidder agrees that CCDMD may contact all submitted references to obtain any and all information regarding Bidder's performance.