



**OFFICE OF COUNTY PURCHASING**

*Ramona Womack  
Purchasing Director*

September 28, 2010

**040-2010-300-ADDENDUM No. 3**

The following modifications and/or changes shall be made to the **Request for Qualifications/Request for Proposals for Construction Manager at Risk for the Restoration of the Historic Comal County Courthouse**, and considered hereinafter to be part of the contract documents.

1. Remove Exhibits E, F, and G and replace with revised Exhibits E, F, and G (attached).

Addendum No. 3 Acknowledged by:

---

Name

Date

---

Company

End of Addendum No. 3

**EXHIBIT E – PROPOSAL**

**PROJECT**

Project Number:	040-2010-300
Project Title:	Comal County Courthouse Restoration
Owner:	Comal County ("County")
Project Location:	100 Main Plaza, New Braunfels, Texas 78130

**COMPANY**

Company Name:	
Contact Person:	
Contact Phone:	
Contact E-Mail:	
Physical Address:	
City, State, Zip:	

Having carefully examined the RFP, solicitation documents, drawings and specifications for the referenced project, as well as the premises and conditions affecting the work, as prepared by Volz & Associates, Inc., we hereby propose to furnish all labor, materials, and equipment necessary to complete the work for the following amounts and times.

**SCHEDULE**

The Company, by the signature of their authorized representative below, further agrees that, if awarded the contract, and upon the completion of the contract documents, the construction phase of the work will be substantially complete by the date indicated herein.

**Projected Project Completion** (months from date of Notice to Proceed) \_\_\_\_\_

*not to exceed 24 months from Notice to Proceed*

**FEE PROPOSAL**

A. Line items reference specific requirements of the Contract, UGC, or RFP/Q in parentheses where helpful.

B. Line item costs are to include full project costs through project completion unless noted otherwise.

1	Pre Construction Services (Contract Article 6, RFP/Q Exhibit G, SK-111, SK-112, SK-113)		\$
2	Pre-Construction Services Overhead & Profit	%	\$
	Construction Overhead and Profit	%	NA
3	Staffing (line 11)		\$
4	General Conditions – Lump Sum (line 40)		\$
5	Total Cost (sum of lines 1, 2, 3, 4)		\$
<b>Staffing</b>		<b>% of time dedicated to this Project</b>	
6	Project Manager (UGC 7.5.2.1)	%	\$
7	Project Superintendent (UGC 7.5.2.2)	%	\$
8	Project Engineer	%	\$
9	Admin	NA	\$
10	Other Staff	NA	\$
11	Subtotal: Personnel		\$
<b>General Conditions</b>			
12	Security Bond (5% of \$8,200,000, Contract Sec 19.1)		\$
13	Performance and Payment Bonds (UGC Article V, due @ GMP)		NA
14	Workers Compensation (UGC 6.1.2.a, 6.1.4)		\$
15	Employer’s Liability (UGC 6.1.2.b)		\$
16	Commercial General Liability (UGC 6.1.2.c)		\$
	Insurance rate modifier		NA

17	Comprehensive Automobile Liability (UGC 6.1.2.d)	\$
18	Owner's Protective Liability (UGC 6.1.2.e)	\$
19	All Risk Builders Insurance (UGC 6.1.2.f) (value of Pre-Construction Services at this time, to be amended @ GMP)	\$
20	Building Permit Fee	\$
21	Inspections & Certificate of Occupancy	\$
22	Mobilization	\$
23	OSHA compliance and safety equipment (UGC Article IX)	\$
24	Temporary Protection	\$
25	Field Office (including all furnishings)	\$
26	Computers	\$
27	Temporary fire extinguishers, office supplies, ice, water, first aid, postage, courier services, reproduction and printing, and other consumables.	\$
28	Cell phone/ fax/internet services	\$
29	Janitorial services	\$
31	Temporary sanitary facilities	\$
32	Travel costs (i.e. room & per diem)	\$
33	Vehicle costs (i.e. lease, fuel, maintenance and repair)	\$
34	Project sign	\$
35	Dumpsters	\$
36	Barricades, protections, runs, safety rails	\$
37	Site maintenance and clean up	\$
38	Record Documents	\$
39	Final clean up	\$
40	<b>Subtotal: General Conditions</b>	<b>\$</b>

**ADDENDA**

Company acknowledges receipt of the following Addenda:

NUMBER	DATE	DATE RECEIVED

Provided the proposal is accepted, the Company, by their signature herein, agrees to initiate contract performance at time of award while furnishing all required surety bonds and insurance in accordance with the specified conditions of the Contract at the time of acceptance of the Guaranteed Maximum Price. Should the Company fail to complete these particulars by the specified date, the County may retain as forfeit the enclosed Certified Check, Cashier's Check or Bid Bond in the sum of not less than five percent (5%) of the total price of the proposal.

All statements and information prepared and submitted in the response to this RFP are current, complete and accurate.

**RESPECTFULLY SUBMITTED:**

Authorized Signature:

\_\_\_\_\_

Printed Name:

\_\_\_\_\_

Title:

\_\_\_\_\_

Company's Corporate Charter No.:

\_\_\_\_\_

If a Corporation, attach a corporation resolution or other official corporate documentation, which states that person signing this proposal is an authorized person to sign for and legally bind the corporation.

**REQUIRED ATTACHMENTS:**

1. Local Participation Plan
2. Security Bond

**EXHIBIT F - LOCAL OPPORTUNITY PLAN**

\_\_\_\_\_ agrees to implement the following steps directed at increasing the utilization of material providers and qualified craftspeople, trades people, businesses and lower income residents within COMAL COUNTY.

- Demonstrate efforts to recruit and employ qualified craftspeople, trades people, and lower income local residents from within COMAL County through: local advertising media, signs placed at the project site, and community organizations and public or private institutions operating within and servicing the project area.
- To maintain a list of all lower income qualified residents who have applied either on their own or on referral from any source, and to employ such persons, if otherwise eligible and if a vacancy exists.
- To formally contact unions, subcontractors, and trade associations to secure their cooperation in this effort.
- To ensure that all appropriate project area business concerns are notified of pending sub-contractual opportunities.
- To maintain records, including copies of correspondence, memoranda, etc., which document that all of the above steps have been taken.
- To appoint or recruit an executive official of the company or agency as Local Opportunity Officer to coordinate the implementation of this plan.
- To maintain records of all projected work force needs for all phases of the project by occupation, trade, skill level, and number of positions and to update these projections based on the extent to which hiring meets these Local Opportunity objectives.
- To provide complete and accurate records to County as part of the Record Documents listing actual monetary amounts expended within Comal County for material and labor used in the Project.

As officers and representatives of \_\_\_\_\_, we the undersigned have read and fully agree to this Plan, and become a party to the full implementation of the program and its provisions.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**LOCAL OPPORTUNITY PLAN\***

**PROPOSED LOCAL SUBCONTRACTORS**

Name and Address of Local Provider	Trades Provided	Estimated \$ Amount to Local Business
<b>TOTALS:</b>		

**PROPOSED LOCAL MATERIAL PROVIDERS**

Name and Address of Local Provider	Materials Provided	Estimated \$ Amount to Local Business
<b>TOTALS:</b>		

**PROPOSED LOCAL LABOR PROVIDERS**

Name and Address of Local Provider	Work Classifications	Total Estimated Positions	Estimated \$ Amount to Local Business
<b>TOTALS:</b>			

- For the purposes of this document, "LOCAL" is defined as companies or persons with an active and current business address in Comal County.

## **EXHIBIT G - PRE-CONSTRUCTION SCOPE OF SERVICES**

1. Within a maximum 4-week period, commencing at Notice to Proceed, provide selective interior and exterior demolition services as directed by the Architect to reveal hidden conditions. The full scope of this work will be identified to bidding Contractors in Step 2. Provide new temporary protection and repair existing protection as may be required to maintain secure and weather tight conditions.
2. Collaborate with Comal County and its architect and engineers (A&E) for a maximum of 4 weeks following Notice to Proceed to review construction documents to determine constructability, affect value engineering where feasible, and develop a guaranteed maximum price (GMP) at or below the County's budget. These services include consultation during the final portions of the design process of such as plan reviews, constructability reviews, and cost estimating.
3. Erect interior and/or exterior scaffolding as may be required to facilitate building access and maintain accepted construction schedule.
4. Obtain all required permits with the City of New Braunfels. Contact: Robert Kinsey, Building Official, City of New Braunfels, 830/221-4060.