



March 20, 2020
St. Mary's University
One Camino Santa Maria
San Antonio, Texas 78228

Office of Facilities Services
One Camino Santa Maria
San Antonio, Texas 78228-8568
Office: 210-436-3335
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Request for Proposal for construction of the SET Drone Lab

Project Oversight Contact:
Luis Rodriguez, Senior Associate Director of Operations and Construction Services
lrodriguez@stmarytx.edu
210-431-5078

1. This Request for Proposal is to provide the cost of labor and material for the construction of the SET Drone Lab as outlined in the attached drawings as provided by PBK architecture and St. Mary's University.
2. The full scope of this work is as outlined within the drawings. A coordination meeting can be organized to discuss the project in detail and to walk the scope of work with the owner and design team. A complete project review and walk of the space will be set for March 25th, 2020 from 8:30 – 9:30 am.
3. ~~Proposals are due (2) weeks from the issuance of this RFP. The due date for proposals is April 3rd, 2020.~~ Please note: Due to the issues brought forth by the COVID-19 pandemic the bid due date has been changed to April 9th, 2020 at 4:00 pm. All bids must be emailed.
4. Work on the project is to commence in April of 2020 and substantial completion must be finalized September 1st, 2020. The entirety of this scope must take place within this window. No additional time will be allotted to this project. The design team is managed by Jessica Soliz with PBK Architects Inc.

Jessica Brehm Soliz, AIA, LEED AP
Associate Principle \ Higher Education
PBK \ P 210-829-0123 \ Toll Free 1-877-829-1110 \ PBK.com

5. Due to the time constraints of this project, your firm's ability to demonstrate the capability of managing these projects within the specified timeframe will weigh heavily on final selection. Please include a list of qualifications or similar projects that might uniquely qualify your firm for this type of work. Any past experience on our campus or familiarity in working on a higher education campus is also preferred though not required.
6. Since the work is grant funded by federal grants, anyone completing work on this project must comply with Davis Bacon wage determinations. A copy of these determinations has been included with this RFP for proposal purposes. Fringe benefits, as applicable must be included as well. It is the responsibility of the general contractor to ensure that all subcontractors pay their labor in accordance with these wage determinations. Should any future audit determine that employees were not paid in accordance with the DB wage determinations, it will be the responsibility of the contractor to reconcile any past due wages and accessed fees. Any experience in working with DB wage determinations or federally funded grants is preferred. Please reference any previous experience with these type of programs in your proposal.

7. While payroll records are not required at this time, any future audit requiring payroll records may require you to produce these for all employee who worked on this job. That will include payroll records with employee information that will need to be supplied to St. Mary's University to substantiate that they were paid in compliance with DB wage determinations. A request for this information may come up to three years after the project completion. For this matter, it may be in the best interest of the contractor to require subcontractors to regularly submit these payroll records to the university in order to avoid any future situation where these records may be required but become unattainable. Additional verification of employee pay may also be required for the project to include these referenced payroll records or signed affidavits from employees acknowledging that they were paid in accordance with DB wage determination. These additional means of verification will be disclosed in any contract award notification.
8. A signed letter, certifying that all DB wage determinations and compliance with suspension and debarment will be required from all contractors and subcontractors before any final payments are issued. As a part of the RFP submittal we will require that all contractors produce a letter stating that the bids provided to StMU did incorporate the DB wage determinations as provided and further stating that all subcontractors selected are not listed as a company banned from work on federally funded projects under the U.S. Government suspension and debarment exclusions.
9. The university field contact will be Luis Rodriguez, Senior Associate Director of Operations and Construction Services. He can be reached at the email or phone number listed above. Luis can assist with access to the campus.
10. If your bid is selected, we would initiate the process with a Letter of Intent and a meeting established to make introductions and begin working through the process and payment processing. Any long lead or items of concern would be an additional focus of this discussion at which point in time we would be able to release funds for these purposes.
11. Once a formal notice to proceed is given we would expect that work will begin in accordance with our schedule. A preconstruction meeting would need to transpire before mobilization to ensure that the logistics of the project are well organized. A full schedule along with a full schedule of values needs to be included in the bid. We encourage you to carry a healthy contingency within the project budget to handle any unforeseen conditions.
12. All work must be performed in accordance with the Construction Standards and Specifications of the St. Mary's Facilities Department. The document is available at the Facilities Administration Offices of St. Mary's University. All work must be coordinated with the university project managers and materials and observation subcontractor.
13. It is the responsibility of the contractor and subcontractor to field verify all dimensions and locations.
14. The Guidelines for Contractors document provides the General Conditions of Contract Performance. It describes, among other things, the insurance requirements and the Security and Access procedures. This document is also available at the Office of Facilities Administration, St. Mary's University. Upon acceptance of bid, Certificates of Insurance must be provided to St. Mary's before any work is to commence and must include the following phrase "St. Mary's-University of San Antonio, TX has been added as additional insured".

If you have any questions, please contact the above project oversight university representative. Once the proposal is complete please deliver via e-mail to the above contacts as well. If necessary, the proposal may also be mailed to:

St. Mary's University
Office of Facilities Services
Luis Rodriguez
One Camino Santa Maria
San Antonio, TX 78228

Thank you for your support of the educational mission at St. Mary's University.

Respectfully,

Luis Rodriguez
Senior Associate Director of Operations and Construction Services
St. Mary's University