

SECTION 00 21 13.02CN

**INSTRUCTIONS TO OFFERORS
(COMPETITIVE SEALED PROPOSALS)**

1. Overview of Competitive Sealed Proposal Process.

The objective of the Competitive Sealed Proposal (CSP) process is to competitively procure goods and services with the firm whose Proposal provides the best value for the Owner (SJRA). Proposals will be received, publicly opened, and the names and monetary Proposals of Offerors read aloud. Subsequently, the Proposals will be ranked according to the criteria described in this CSP Document. Both cost and non-cost factors will be evaluated and scored. One or more Offerors may be invited back for discussions or to present their Proposal to the SJRA before the final rankings are made.

The SJRA may enter into contract negotiations with the highest ranked firm for the completion of the Work. If the negotiations with the highest ranked firm are unsuccessful, the SJRA will formally close negotiations with this firm and initiate contract negotiations with the next highest ranked firm. Upon Standard Form of Agreement between both parties, a Contractor-executed Contract may be recommended for approval by the SJRA Board of Directors or the SJRA General Manager, as applicable. Upon approval, the Contract will be executed by the General Manager of the SJRA.

2. Defined Terms.

- 2.1. Definitions for the following terms used in these Instructions do not replace definitions for similar terms that may be contained within other sections of the Contract Documents.
- 2.2. Certain additional terms used in these Instructions to Offerors have the meanings indicated below and are applicable to both the singular and plural thereof.
 - 2.2.1. Addendum or Addenda- Additions, deletions, and/or changes to any part of the CSP issued in writing by the Owner prior to Proposal due date and time.
 - 2.2.2. Apparent Best Value Offeror- the Offering Firm whose Proposal for completion of the Work provides the best value for the Owner as defined by the ranking detailed in Article 11 of Instructions to Offerors.
 - 2.2.3. Board of Directors – The governing body of the SJRA comprised of seven (7) directors appointed to six (6) year terms by the Governor of the state of Texas.
 - 2.2.4. Contract Negotiations- Discussions which take place between the Owner and the Apparent Best Value Offeror in an effort to reach Standard Form of Agreement on contract scope of work, price, time and other contractual requirements.

- 2.2.5. Contractor – The successful Offeror to this CSP who enters into a contractual relationship with the Owner for completion of the Work, following any contract approval by the SJRA Board of Directors or the SJRA General Manager, as applicable.
- 2.2.6. CSP Document- Abbreviation of the Competitive Sealed Proposals Document, the document used to request Competitive Sealed Proposals for the procurement of goods and services as authorized under Government Code Chapter 2269, Subchapter D.
- 2.2.7. Engineer's Opinion of Probable Construction Cost – Engineer's opinion of project construction cost to owner developed by the Principal Architect/Engineer. Actual contract amount may vary significantly.
- 2.2.8. Issuing Office - The location from which the CSP Documents are issued. For this project the issuing office is San Jacinto River Authority, 1577 Dam Site Road Conroe, Texas 77304.
- 2.2.9. Offeror, Offering Firm- Firm which responds to a CSP by submitting a Proposal directly to Owner. Offeror and Offering Firm shall have the same meaning in the Instructions to Offerors.
- 2.2.10. Owner - The San Jacinto River Authority (SJRA).
- 2.2.11. Proposal- Offeror's submittal which conforms to the requirements set forth in this CSP.
- 2.2.12. Proposal Form- As detailed in the requirements of this CSP, contains unit pricing for all parts of the Work and their aggregate as detailed and affirmed on the Proposal Form and may include additional forms supplied by Offeror and/or the Owner that relate to the Offeror's proposed cost for completing the Work.
- 2.2.13. SJRA- San Jacinto River Authority, a government agency whose mission is to develop, conserve, and protect the water resources of the San Jacinto River basin.
- 2.2.14. Statement of Qualifications, (SOQ) - Offeror submitted documents which describe the Offering Firm's qualifications for performing the Work and contain no pricing or cost data. Requirements for the Statement of Qualifications (SOQ) are set forth in Article 8 and Article 10 of the Instructions to Offerors (this CSP).
- 2.2.15. Subcontractor - Any contractor hired by the Contractor to furnish services, or goods and services, specified in this CSP.
- 2.2.16. Successful Offeror - The Firm who has completed negotiations with the Owner and, following any approval by the SJRA Board of Directors or the SJRA General Manager, as applicable, is selected to enter into a Contract with the Owner to complete the Work.
- 2.2.17. Supplier- Any supplier of materials and/or equipment to Contractor for the Project.

3. Schedule.

CSP Documents Posted on Website:	July 10, 2020
Legal Advertisements:	July 10, 2020 July 17, 2020
Pre-Proposal Conference (Mandatory):	July 22, 2020, 10:00 AM (CST)
Deadline for Questions and Inquiries:	July 24, 2020, 12:00 PM (CST)
Proposal Submission Deadline:	August 7, 2020, 11:00 AM (CST)
Anticipated Construction Start:	October, 2020

4. Competitive Sealed Proposal Documents/Copies.

4.1. This Request for Competitive Sealed Proposals (CSP) consists of the following documents:

- 4.1.1. Invitation to Submit Proposals (00 11 13);
- 4.1.2. Instructions to Offerors (00 21 13.02);
- 4.1.3. Proposal Form (00 41 00.02), Contractor shall also complete and submit the provided Microsoft Excel spreadsheet of the Proposal Form;
- 4.1.4. Statement of Qualifications (00 21 13.03);
- 4.1.5. All Contract Documents referenced in this CSP;
- 4.1.6. Addenda to this CSP issued by the SJRA Purchasing Department;
- 4.1.7. Any attached forms; and
- 4.1.8. Proposal Security (Offeror's Bond)

4.2. A complete set of CSP Documents may be accessed may be viewed and accessed via a link from the SJRA Website (<http://www.sjra.net/purchasing/bidopportunities/>) Purchasing Tab (Bid Opportunities).

4.3. Complete sets of CSP Documents must be used in preparing Proposals; neither Owner nor Principal Architect/Engineer assumes any responsibility for errors or misinterpretations resulting from the use of incomplete sets of CSP Documents.

4.4. Owner and Principal Architect/Engineer, in making copies of CSP Documents available on the above terms, do so only for the purpose of obtaining Proposals for the Work and do not confer a license or grant for any other use.

5. Competitive Sealed Proposal Process\Contract Documents.

- 5.1. All questions about the Competitive Sealed Proposal Process or the meaning or intent of the Contract Documents are to be directed to the SJRA Purchasing Department.

Contact:

Kim Robbins
Email: krobbins@sjra.net
Senior Buyer
San Jacinto River Authority
Purchasing Department
1577 Dam Site Road
Conroe, TX 77304

- 5.2. All questions shall be submitted to the buyer referenced above via email.
- 5.3. Interpretations or clarifications considered necessary by Owner in response to such questions will be issued by Addenda and posted via link a link from the SJRA Website (<http://www.sjra.net/purchasing/bidopportunities/>) Purchasing Tab (Bid Opportunities).

6. Pre-Submittal Conference.

- 6.1. A single MANDATORY Pre-Submittal Conference will be conducted at the offices of the San Jacinto River Authority, Woodlands Division, 2436 Sawdust Rd, The Woodlands, Texas 77380, at 10:00 A.M, July 22, 2020. Representatives of Owner and Principal Architect/Engineer will be present to discuss the project. Proposals will not be accepted from offering firms who fail to attend the pre-submittal conference.
- 6.2. All questions about the meaning or intent of the Competitive Sealed Proposal and Contract Documents are to be directed to the SJRA Purchasing Department. The SJRA Purchasing Department will address all questions as Owner considers necessary in response to inquiries arising at the conference through written Addenda and posted via link a link from the SJRA Website (<http://www.sjra.net/purchasing/bidopportunities/>) Purchasing Tab (Bid Opportunities). Oral statements may not be relied upon and will not be binding or legally effective.

7. Estimated Budget.

- 7.1. An Engineer's Opinion of Probable Construction Cost (project cost estimate) has been generated by the Principal Architect/Engineer. If an award is made, the actual contract amount may vary.
- 7.2. The Engineer's Opinion of Probable Construction Cost for this project is \$575,000.00.

8. Basis for Ranking of Proposals.

8.1 The Owner will consider the qualifications (Statement of Qualifications) of the Offerors and their respective proposed Contract Price (Proposal Form) when evaluating Proposals to determine which Offeror, in the sole opinion of the Owner, will provide the best value to the Owner. All procurements shall conform to Chapter 2269 of the State of Texas Government Code. The Proposals will be evaluated using the following criteria and weighting:

8.1.1. Proposed Project Cost: The Offeror's Proposed Cost of Performing the Work shall be indicated in the Proposal Form (Section 00 41 00.02). The Owner has established an internal budget for this Project. The Owner will evaluate the Total Proposal Price and/or as many of the Alternates (if identified) that the Owner can award with their available budget at the time Contract is negotiated. Attach the Proposal Form and all information/documents required to be submitted with the Proposal.

8.1.2. Experience/Past Performance of Offeror with Similar Projects: Experience should include, as a minimum, the satisfactory completion of at least five (5) rehabilitations of 500,000 gallons or larger capacity elevated storage tank Projects for proposed key personnel. A higher point score will be given to Offerors having the given minimum experience on Projects for which the Work was performed with the coating system as specified in this project. An even higher point score will be given to Offerors whose proposed key personnel have obtained the given minimum experience within the last five (5) years.

Offeror must demonstrate experience in the construction of Projects of similar construction cost and/or techniques and describe how they intend to provide the needed experience and expertise.

Submit descriptions of Projects on which proposed key personnel have experience by submitting completed copies of the attached Table 12, with at least one Project for each of the key individuals.

If Offeror does not have specific experience with Projects of this type and magnitude, the Offeror may describe its proposed approach and how its experience with other projects enhances their capability to successfully complete this Project. Offeror may submit photographs, Project descriptive narratives, letters of recommendation, Project awards, and references to demonstrate experience in constructing a project which meets the Owner's expectations for a quality Project constructed on time and within budget. This attachment is not to exceed one (1) page in length for each Project listed in Table 12.

8.1.3. Experience and Qualifications of Proposed Key Personnel with Similar

Projects: Provide information on the managerial structure and the key personnel that will be actively working on this Project in Tables 6 through 10 and Table 12. Key personnel include the Project Manager, Project Superintendent, Safety Manager, and Quality Control Manager. If more than one of these key roles are to be filled by one individual, this information is to be provided with the list of proposed individuals. The Offeror is to provide a list of individuals from which the individual for any given position may be selected if the Offeror is not able to commit to one individual for the Project at the time the Proposal is submitted. Qualifications of these individuals will be considered in evaluating the qualifications of the Offeror. The Proposal must provide the services of the proposed key personnel for the life of the Project as a condition of qualification. Failure to provide the proposed key Personnel may result in the disqualification of the Offeror and may void the award of the Contract.

Provide the resumes (not to exceed one page for each) of proposed key personnel with the SOQ describing their education and experience in Table 6. Include more detailed information on Projects on which they have had significant involvement in the last five (5) years, or that demonstrate their experience with similar projects. This list is to include the name and a current telephone number of references for each of these Project assignments. Offerors are to include a list of the current Project assignments for each of the individuals proposed, the anticipated completion date for this assignment and the percentage of the time they will have available to devote to this Project. The Project Superintendent must be dedicated to this Project full time for the duration of the Project.

8.1.4. Approach: The Offeror shall include a brief write-up, not to exceed two (2) pages, that summarizes the Offeror's approach

1. Completion of specified repair items.
2. Replacement of protective coating systems including surface preparation method and coating system to be applied.
3. Field quality control
4. Control and reduction of nuisances (noise, traffic, etc.) to neighboring property owners.

Include write-up as part of Table 14 or as a separate document attached thereto.

8.1.5. COVID-19 Action and Response Plan: Include a summary of Offeror's COVID-19 Action and Response Plan, which shall be developed by the Successful Offeror in accordance with Section 01 14 19 – Use of Premises. Summary shall not exceed three (3) pages in length. By evaluating Offeror's COVID-19 Action and Response Plan, Owner does not endorse or take any responsibility for the effectiveness of the plan or any

1 activities to be carried out as part of the plan.

- 8.1.6. Financial Management (Stability): Provide the past two (2) years of available financial statements, preferably audited, with this Proposal. Provide financial statements showing the name and address of the firm preparing the financial statements and the date of preparation. Offerors may choose to report on the financial stability of their Organization to demonstrate that they have the ability to complete the Project in a manner that will not impose undue efforts on the part of the Owner to evoke bonds to complete the Project or to meet financial obligations. Describe the Offeror's systems and philosophy for financial management of the Project. Describe Offeror's systems and philosophy for contracting with Subcontractors and Suppliers and managing payments and retainage. Provide other information if desired to demonstrate solid financial management practices that will enhance completion of the Project. This narrative is not to exceed two (2) pages in length.

This is a Pass or Fail. Any Offeror receiving a score of "Fail", will be automatically disqualified.

- 8.1.7. Other Factors: The Owner will consider other factors in evaluating Proposals, including the following (narratives for this Section shall not exceed five (5) pages total in length):

- 8.1.7.1. Safety: Demonstrated success in the implementation of a Project site safety program. This may be demonstrated by documentation of the Offeror's safety program, and statement regarding their commitment to safety. Indicators such as the EMR (Experience Modification Ratio) may be used to demonstrate the effectiveness of the safety program.

1 By evaluating the Offeror's safety program, Owner does not endorse or take any responsibility for the effectiveness of the program or any activities to be carried out as part of the program.

- 8.1.7.2. Claims Experience and Litigation History: List all claims or litigation involving construction Project Owners that have been filed within the last five (5) years, or that are currently outstanding. Provide a brief description of the nature of each suit and, if not already resolved, when it is anticipated that the suit will be resolved.

8.2. Table of criteria and weighting for the ranking of Offeror's Proposals.

Rating Category	Description	Weighting Points
8.1.1	Proposed Project Cost	50
8.1.2	Experience/Past Performance of Offeror with Similar Projects	10
8.1.3	Experience and Qualifications of Proposed Key Personnel with Similar Projects	10
8.1.4	Approach	15
8.1.5	COVID-19 Action and Response Plan	5
8.1.6	Financial Management (Stability)	Pass/Fail
8.1.7	Other Factors	10
Total		100

9. Proposal Form.

- 9.1. A Proposal Form (00 41 00.02) is included with the CSP Documents; additional copies may be obtained at (<http://www.sjra.net/purchasing/bidopportunities/>)(Purchasing Tab).
- 9.2. All blanks on the Proposal Form must be completed in ink, by hand, or electronically printed.
- 9.3. Contractor shall also complete and submit the provided Microsoft Excel spreadsheet of the Proposal Form. Template may be obtained via the SJRA website (<http://www.sjra.net/purchasing/bidopportunities/>) (Purchasing Tab).
- 9.4. The Proposal price shall include such amount as the Offeror deems proper for overhead and profit.

10. Offering Firm's Statement of Qualifications (SOQ).

- 10.1. SOQs shall not exceed fifteen (15) pages, including transmittal letters and narratives, and excluding completed SOQ tables and attachments, covers and plain section dividers. SOQs shall be printed on single side 8 ½" by 11" pages with not less than 1 inch margins, not less than 1.25 line spacing and not less than 11 point font.
- 10.2. The SOQ must be submitted with the Proposal and include, as a minimum, the information as described in Article 8, Basis for Ranking of Proposals. Failure to submit the required information in the SOQ may result in the Owner considering the Proposal non-responsive and result in rejection of the Proposal by Owner. Offerors may be required to provide supplemental information if requested by

the Owner to clarify, enhance or supplement the information provided in the SOQ.

- 10.3. Offerors must provide requested SOQ information using the tables provided in specification section 00 21 13.03 - Statement of Qualifications. A copy of these tables will be made available in Microsoft Word to assist with the preparation of the SOQ. Information in these tables must be provided completely and in detail. The information in these tables will be used to make direct comparisons with the information provided by other Offerors. Failure to include the information completely and clearly may result in lower scores in the evaluations. Information that cannot be totally incorporated in the table may be included in an appendix to the table. Appendices must be clearly referenced by appendix number in the table, and the appended material must include the appendix number on every sheet of the appendix. Each appendix must include only the information that responds to the question or item number to which the appended information applies. The required tables are listed below:

Table 1	General Information
Table 2	Organizational Experience
Table 3	Organizational Structure
Table 4	Project Experience and Resources
Table 5	Current Projects and Projects Completed within the last 5 Years
Table 6	Proposed Key Personnel
Table 7	Proposed Project Managers
Table 8	Proposed Project Superintendent
Table 9	Proposed Project Safety Manager
Table 10	Proposed Quality Control Manager
Table 11	Subcontractors and Suppliers
Table 12	Project information for Key Personnel
Table 13	Demonstration of Budget Performance
Table 14	Demonstration of On-time Performance

- 10.4. Offerors may provide supplemental information to the SOQs using AIA, AGC or other industry standard SOQ tables and / or Offerors may submit additional information such as organizational brochures or other marketing information to help demonstrate their ability to provide best value to the Owner. This information may not be submitted as a substitute to the information specifically requested in this Section, or in the SOQ tables. If this information is to be included as an appendix to the information requested in Article 10.3. (above),

the appendix must specify the paragraph or section to which the appendix applies and the paragraph or section must accurately reference the appendix.

11. Ranking of Offeror's Proposals.

- 11.1. The Owner will consider the qualifications (Statement of Qualifications) of the Offerors and Offeror's proposed Subcontractors, Suppliers and consultants, in addition to the proposed cost(s) (Proposal Form) when evaluating Proposals to determine which Proposal offers the best value to the Owner. Owner will rank each of the Offeror's Proposals based on the criteria and criteria weighting described in Article 8, Basis for Ranking of Proposals.
- 11.2. Evaluation and ranking of the Proposals will be completed no later than the 45th Calendar day after the date of Proposal opening. Offerors are requested not to withdraw their Proposals within ninety (90) Calendar days from the date on which Proposals are opened. Proposal Security of the highest ranking firms will be held by the Owner until contract negotiations are finalized.
- 11.3. In evaluating Proposals, Owner will consider the selection criteria set forth in Article 8 of these Instructions to Offerors and whether or not the Proposals comply with the prescribed requirements, and such alternates, unit prices and other data, as may be requested by Owner.
- 11.4. Owner may consider the qualifications and experience of Subcontractors, Suppliers, and other persons and organizations proposed for those portions of the Work as to which the identity of Subcontractors, Suppliers, and other persons and organizations must be submitted as provided in the General Conditions. Owner may also consider the operating costs, maintenance requirements, performance data and guarantees of major items of materials and equipment proposed for incorporation in the Work when such data is required to be submitted prior to recommendation of award to Owner's Board of Directors or its General Manager, as applicable.
- 11.5. Owner may conduct such investigations as Owner deems necessary to assist in the evaluation of any Proposal and to establish the responsibility, qualifications and financial ability of Offerors, proposed Subcontractors, Suppliers and other persons and organizations to perform and furnish the Work in accordance with the Contract Documents to Owner's satisfaction within the prescribed time.
- 11.6. The Owner, at its discretion, may also choose to conduct interviews with the top ranking Offerors to provide Offerors a better opportunity to demonstrate they can provide the best value to the Owner for this Project. Should the Owner choose to conduct interviews with the top ranking Offerors, they will be notified of:

- 11.6.1. The time and place for the interview.
- 11.6.2. Interview format and agenda.
- 11.6.3. Questions to prepare for the interview.
- 11.6.4. Individuals that are expected to participate in the interview.

Failure to participate in the interview may result in disqualification from consideration for the Project.

12. Award of Contract.

- 12.1. It is the intent of the San Jacinto River Authority to award this contract to the Offering Firm whose Proposal for completion of the Work provides the best value for the Owner after consideration of the relative importance of costs and other evaluation factors described in the Basis for Ranking Proposals set forth in Article 8 of these Instructions to Offerors.
- 12.2. The Owner reserves the right to adopt the most advantageous interpretation of the Proposals submitted in the case of ambiguity or lack of clearness in stating Proposal Prices, to reject any or all Proposals, and/or to waive informalities.
- 12.3. Owner reserves the right to reject any or all Proposals, including without limitation the rights to reject any or all nonconforming, nonresponsive, unbalanced, or conditional Proposals and to reject the Proposal of any Offeror if Owner determines that an award to that Offeror would not provide the best value for the Owner, whether because the Proposal is not responsive or the Offeror is unqualified or of doubtful financial ability or fails to meet any other pertinent standard or criteria established by Owner.
- 12.4. Owner also reserves the right to waive all informalities not involving price, time or changes in the Work and to negotiate contract terms with the Apparent Best Value Offeror. Discrepancies between the multiplication of units of Work and unit prices will be resolved in favor of the unit prices. Discrepancies between the indicated sum of any column of figures and the correct sum thereof will be resolved in favor of the correct sum. Discrepancies between words and figures will be resolved in favor of the words.
- 12.5. The qualifications of a firm shall not deprive the Owner of the right to accept a Proposal, which in its judgment offers the best value to the Owner. In addition, the Owner reserves the right to reject any Proposal where circumstances and developments have, in the opinion of the Owner, changed the qualifications or responsibility of the firm.
- 12.6. Material misstatements in the information submitted for evaluation may be ground for rejection of Offeror's Proposal. Any such misstatement, if discovered

after award of the contract to such firm, may be grounds for immediate termination of the contract. Additionally, the Offeror will be liable to the Owner for any costs or damages to the Owner resulting from such misstatements, including costs and attorneys' fees for collecting such costs and damages.

- 12.7. If the Contract is to be awarded, it will be awarded to the Apparent Best Value Offeror following successful Contract Negotiations and following any required approval by the SJRA Board of Directors or the SJRA General Manager, as applicable.
- 12.8. If Contract Negotiations with the Apparent Best Value Offeror are unsuccessful, The Owner will formally close Contract Negotiations with this Firm and attempt to open Contract Negotiations with the next highest-ranked firm according to the selection criteria set forth in Article 8 of these Instructions to Offerors.
- 12.9. If the Contract is to be awarded, Owner will notify Successful Offeror of intent to submit contract for approval by SJRA's Board of Directors within ninety (90) Calendar days after the day of the Proposal opening. Following approval by the SJRA Board of Directors or the SJRA General Manager, as applicable, the General Manager of the SJRA may execute the contract.
- 12.10. The Offeror may submit exceptions or alternatives not in accordance with the terms and conditions of the Contract Documents, or for Work that is not in strict compliance with the Contract Documents. In such event, Offeror must describe the intent and substance of the changes in the Proposal in adequate detail so they are clearly identifiable and understandable. Alternates will not be considered in the ranking and evaluation of the Proposals. Upon selection of the Proposal that offers the best value to the Owner, the Owner and Principal Architect/Engineer may consider proposed alternates in negotiating a final Contract scope, time/schedule and price.
- 12.11. Addenda may be issued to clarify, correct, or change the Contract Documents, prior Addenda or the related supplemental data as deemed advisable by Owner or Principal Architect/Engineer.

13. Interpretation and Addenda.

- 13.1. All questions about the meaning or intent of the Competitive Sealed Proposal and Contract Documents are to be directed to the SJRA Purchasing Department in writing. Interpretations or clarifications considered necessary by Owner's Representative in response to such questions will be issued by written Addenda and posted via a link from the SJRA website (<http://www.sjra.net/purchasing/bidopportunities/>) Purchasing Tab (Bid Opportunities).

Contact:

Kim Robbins
Email: krobbsins@sjra.net
Senior Buyer
San Jacinto River Authority
Purchasing Department
1577 Dam Site Road
Conroe, TX 77304

- 13.2. To properly qualify their Proposal, each Offeror shall, prior to submitting their Proposal, check the receipt of all Addenda and acknowledge such receipt on the Proposal Form and on the acknowledgement line of the Addendum Cover page. Proposals submitted without such acknowledgment of all issued Addenda and letters of clarification may cause Proposal to be considered non-responsive. Such Addenda and letters of clarification shall become a part of the executed contract and modify the contract documents accordingly.
- 13.3. Questions received after the deadline for Questions and Inquiries may not be answered.
- 13.4. Only questions answered by formal written Addenda issued by Owner will be binding. Oral and other interpretations or clarifications will be without legal effect.
- 13.5. Addenda may be issued to clarify, correct, or change the Contract Documents, Addenda or the related supplemental data as deemed advisable by Owner or Principal Architect/Engineer. Addenda may also be issued to modify the CSP Documents as deemed advisable by Owner or Principal Architect/Engineer.
- 13.6. Notification of Addenda will be by default via the SJRA Purchasing Department.
- 13.7. The Owner will not be responsible or liable for any failure. Offerors are encouraged to visit the SJRA webpage where the CSP Documents are issued until the legal limit for filing addenda (48 hours prior to Proposal due date and time) has passed to ensure receipt of all addenda.

14. Confidentiality of Proposal Information.

All materials submitted to the SJRA and upon receipt by the SJRA become public property and are subject to the Texas Public Information Act, Government Code Chapter 552. If an Offeror does not desire proprietary Information in the SOQ to be disclosed, each page must be identified and marked proprietary at the time of submittal. The SJRA will, to the extent provided by law, endeavor to protect such

information from disclosure. The final decision as to what information must be disclosed, however, lies with the Texas Attorney General. Failure to identify proprietary information will result in all unmarked sections being deemed non-proprietary and available to the public upon request. Proposers shall not be permitted to mark entire Proposal as proprietary.

15. Examination of Contract Documents and Site.

15.1. It is the responsibility of each Offeror before submitting a Proposal:

- 15.1.1. To examine thoroughly the Contract Documents and other related data identified in the CSP Documents (including "technical data" referred to below);
- 15.1.2. To visit the site to become familiar with and satisfy Offeror as to the general, local and site conditions that may affect cost, progress, performance or furnishing of the Work;
- 15.1.3. To consider federal, state and local Laws and Regulations that may affect cost, progress, performance or furnishing of the Work;
- 15.1.4. To study and carefully correlate Offeror's knowledge and observations with the Contract Documents and such other related data; and
- 15.1.5. To promptly notify The SJRA Purchasing Department of all conflicts, errors, ambiguities or discrepancies which Offeror has discovered in or between the Contract Documents and such other related documents.

15.2. Reference is made to the General Conditions Article 4 and Contract Specification Section 00 31 19 – Existing Condition Information for identification of:

- 15.2.1. Reports of explorations and tests of subsurface conditions at or contiguous to the site which have been utilized by Principal Architect/Engineer in preparation of the Contract Documents. While such reports are intended to be an accurate record of the conditions at the specific boring locations on the date taken, it is not a guarantee of specific Site conditions which may vary between boring locations and over time, and Offerors may not rely upon the general accuracy of the "technical data" contained in such reports and upon other data, interpretations, opinions or information contained in such reports or otherwise relating to the subsurface conditions at the site, nor upon the completeness thereof for the purposes of preparing a Proposal for construction.
- 15.2.2. Copies of such reports will be made available by Owner to any Offeror on request. Such reports are not part of the Contract Documents. Offeror is responsible for any interpretation or conclusion drawn from any "technical data" or any such data, interpretations, opinions or

information. Offeror acknowledges that Owner and Principal Architect/Engineer disclaim any responsibility for the accuracy, correctness, completeness, suitability, and sufficiency of such reports and for Offeror's interpretation of such reports.

- 15.3. Information and data shown or indicated in the Contract Documents with respect to existing Underground Facilities at or contiguous to the site are based upon information and data furnished to Owner and Principal Architect/Engineer by owners of such Underground Facilities or others, and Owner and Principal Architect/Engineer do not assume and expressly disclaim responsibility for the accuracy or completeness thereof or for Offeror's interpretation of such information and data. The Contractor is advised to coordinate closely with Owner, Principal Architect/Engineer and Utility Operator(s) prior to the commencement of any underground construction activities.
- 15.4. Provisions concerning responsibilities for the adequacy of data furnished to prospective Offerors with respect to subsurface conditions, other physical conditions and Underground Facilities, and possible changes in the Contract Documents due to differing or unanticipated conditions appear in Article 6 of the Standard Form of Agreement and Article 4.2 of the General Conditions.
- 15.5. Before submitting a Proposal, each Offeror will be responsible for obtaining such additional or supplementary examinations, investigations, explorations, tests, studies and data concerning conditions (surface, subsurface and underground facilities) at or contiguous to the site or otherwise, which may affect cost, progress, performance or furnishing of the Work, or which relate to any aspect of the means, methods, techniques, sequences or procedures of construction to be employed by Offeror and safety precautions and programs incident thereto or which Offeror deems necessary to determine its Proposal for performing and furnishing the Work in accordance with the time, price and other terms and conditions of the Contract Documents.
- 15.6. On request, the SJRA Purchasing Department may provide each Offeror access to the site to conduct such examinations, investigations, explorations, tests and studies, as each Offeror deems necessary for submission of a Proposal. Offeror must fill any resultant holes and clean up and restore the site to its former condition upon completion of such explorations, investigations, tests and studies.
- 15.7. The lands upon which the Work is to be performed, rights-of-way and easements for access thereto and other lands designated for use by Contractor in performing the Work are identified in the Contract Documents. All additional lands and access thereto required for temporary construction facilities, construction equipment or storage of materials and equipment to be incorporated in the Work are to be obtained and paid for by Contractor. Easements for permanent structures or permanent changes in existing facilities

are to be obtained and paid for by Owner unless otherwise provided in the Contract Documents.

- 15.8. Reference is made to Specification Section 01 11 13 - Work Covered By Contract Documents for the identification of the general nature of Work that is to be performed at the site by the Owner or others (such as utilities and other prime Contractors) that relates to the Work for which a Proposal is to be submitted. On request, Owner may provide to each Offeror for examination access to or copies of Contract Documents (other than portions thereof related to price) for such Work.
- 15.9. The submission of a Proposal will constitute an incontrovertible representation by Offeror that Offeror has complied with every requirement of this Article 15, that without exception the Proposal is premised upon performing and furnishing the Work required by the Contract Documents and applying the specific means, methods, techniques, sequences or procedures of construction (if any) that may be shown or indicated or expressly required by the Contract Documents, that Offeror has given Owner or Principal Architect/Engineer written notice of all conflicts, errors, ambiguities and discrepancies that Offeror has discovered in the Contract Documents and the written resolutions thereof by Principal Architect/Engineer are acceptable to Offeror, and that the Contract Documents are generally sufficient to indicate and convey understanding of all terms and conditions for performing and furnishing the Work.
- 15.10. The provisions of 15.1 through 15.9, inclusive, do not apply to Asbestos, Polychlorinated biphenyls (PCBs), Petroleum, Hazardous Waste or Radioactive Material covered by Article 4.4 Hazardous Conditions of the General Conditions.

16. Proposal Security.

- 16.1. Each Proposal must be accompanied by Proposal Security made payable to the Owner in the amount not less than five percent (5%) of the total Proposal Amount, including any Cash Allowances and Alternates, and shall be in the form of a cashier's check or Offeror's Bond.
- 16.2. Offeror's Bond must be on the form provided within the Contract Documents (CSP) and must bear the impressed seal of the Surety, and be signed by the Offeror and an authorized individual of the Surety. Bonds will only be accepted from Sureties authorized to issue bonds in accordance with state law.
- 16.3. The Proposal Security of Successful Offeror will be retained until such Offeror has executed the Standard Form of Agreement, furnished the required contract securities and met the other conditions contained in Specification Section 00 41 00.02 – Proposal Form, whereupon the Proposal Security will be returned. If the Offeror fails to execute and deliver the Standard Form of Agreement and furnish the required contract security within ten (10) Calendar days after the SJRA

Board of Directors has approved a contract award, Owner may annul its award and the Proposal Security of that Offeror will be forfeited. The Proposal Security of other Offerors whom Owner believes to have a reasonable chance of receiving the award may be retained by Owner until the earlier of the seventh day after the Effective Date of the Standard Form of Agreement or the ninety-first day after the Proposal opening, whereupon Proposal Security furnished by such Offerors will be returned. Proposal Security, if submitted in the form of cashier's check, submitted with Proposals which are not competitive will be returned within ten (10) Calendar days after the Proposal opening.

17. Contract Times.

The number of Calendar days within which, or the dates by which, the Work is to reach Substantial and Final Completion are set forth in Specification Section 00 52 00 – Standard Form of Standard Form of Agreement between Owner and Contractor.

18. Substitutes and "Or-Equal" Items.

The Contract, if awarded, will be on the basis of goods and services described in the Drawings or specified in the Specifications with consideration for possible substitute or "or equivalent" items. Whenever it is indicated in the Drawings or specified in the Specifications that a substitute or "or-equal"/"or equivalent" item of material or equipment may be furnished or used by Contractor if acceptable to Principal Architect/Engineer and Owner, application for such acceptance may be made prior to Contract award in accordance with Texas Government Code 2269.155. See section 6.02.5 in the General Conditions of the Contract for more information.

19. Subcontractors, Suppliers and Others.

- 19.1. If the Owner requests the identity of certain Subcontractors, Suppliers or other persons or organizations (including those who are to furnish the principal items of material and equipment) to be submitted to Owner, Apparent Best Value Offeror, and any other Offerors so requested, shall within five (5) Calendar days from request submit to Owner a list of all such Subcontractors, Suppliers or other persons or organizations proposed for those portions of the Work for which such identification is requested. Such list shall be accompanied by an experience statement with pertinent information regarding similar projects and other evidence of qualification for each such Subcontractor, Supplier, person or organization if requested by Owner. If the Owner or Principal Architect/Engineer, after due investigation, has reasonable objection to any proposed Subcontractor, Supplier, other person or organization, Owner may, before giving notice of its intent to recommend award to Owner's Board of Directors, request that Apparent Best Value Offeror submit an acceptable substitute without an increase in price.

If Apparent Best Value Offeror declines to make any such substitution, Owner may formally close contract negotiations with Offeror and enter into contract negotiations with the next most highly-ranked Offeror that proposes to use acceptable Subcontractors, Suppliers and other persons and organizations. The declining to make requested substitutions will not constitute grounds for sacrificing the Proposal Security of any Offeror. Any Subcontractor, Supplier, other person or organization listed and to whom Owner or Principal Architect/Engineer does not make written objection prior to giving notice of its intent to recommend Award to Owner's Board of Directors will be deemed acceptable to Owner and Principal Architect/Engineer, subject to revocation of such acceptance after the Effective Date of the Standard Form of Agreement as provided in Article 6.04 of the General Conditions.

- 19.2. No Contractor shall be required to employ any Subcontractor, Supplier, other person or organization against whom Contractor has reasonable objection.

20. Preparation of Proposals.

- 20.1. Prepare one (1) unbound original of the complete Proposal Package, including the completed Proposal Form 00 41 00.02. Clearly mark this package with the word "Original". Prepare one (1) bound copy with original signatures, and one (1) electronic copy on a flash drive (in .pdf format) with a completed Proposal with original signatures, Statement of Qualifications 00 21 13.03, and a full set of Financials.
- 20.2. An Original Proposal is the Proposal containing the Original Signature of a person authorized to sign on behalf of the Offering Firm.
- 20.3. Proposals shall be enclosed in an opaque sealed Envelope (or Package), marked with CSP No. 20-0065 – Elevated Storage Tank No. 1 Rehabilitation and name and address of Offering Firm.
- 20.4. Each Original Proposal submitted by an Offeror shall contain the following:
- 20.4.1. Offerors Statement of Qualifications (SOQ; 00 21 13.03);
 - 20.4.2. Completed Proposal Form (00 41 00.02);
 - 20.4.3. Completed Certification of Proposal (00 41 00.02), Contractor shall also complete and submit the provided Microsoft Excel spreadsheet of the Proposal Form;
 - 20.4.4. Form of Business (00 45 20);
 - 20.4.5. Proposal Security (Offeror's Bond 00 43 13);
 - 20.4.6. Resolution of Contractor (00 45 43);
 - 20.4.7. Conflict of interest Forms (Form CIQ; 00 45 10) shall be submitted under a separate cover and not included in the sealed Proposal;
 - 20.4.8. One (1) flash drive with a Completed Proposal with Original signatures, Statement of Qualifications (SOQ) and a full set of Financials; and

- 20.4.9. Any other Documentation required by the terms of this Competitive Sealed Proposal.
- 20.5. Conflict of Interest Questionnaire, Specification Section 00 45 10 of Contract shall be submitted under separate cover. If Offering Firm affirms that there are no Conflicts of Interest, Offeror shall indicate so by writing name of firm and "No Conflicts" on CIQ form and signing form.
- 20.6. Proposals submitted by corporations must be executed in the corporate name by the president or a vice-president (or other corporate officer accompanied by evidence of authority to sign) and the corporate seal must be affixed and attested by the secretary or an assistant secretary. The corporate address and state of incorporation must be shown below the signature.
- 20.7. Submitted Proposals by partnerships must be executed in the partnership name and signed by a partner, whose title must appear under the signature and the official address of the partnership must be shown below the signature.
- 20.8. All names must be typed or printed in ink below the signature.
- 20.9. The Proposal shall contain an acknowledgment of receipt of all Addenda (the numbers of which must be filled in on the Proposal Form).
- 20.10. The address and telephone number for communications regarding the Proposal must be shown.
- 20.11. Evidence of authority to conduct business as an out-of-state corporation in the state where the Work is to be performed shall be provided in accordance with Specification Section 00 41 00.02 – Proposal Form. State Contractor license number, if any, must also be shown.

21. Submission of Proposals.

- 21.1. Proposals shall be submitted at the time and place indicated in the Invitation to Submit Proposals (00 11 13) and accompanied by the Proposal Security and other required documents.
- 21.2. If the Proposal is sent through the mail or other delivery system the sealed envelope shall be enclosed in a separate envelope with the notation "SEALED PROPOSAL ENCLOSED" on the face of it. Proposals not received by the time or at the location specified will be returned unopened to the Offeror.
- 21.3. The clock used by the Owner at the place used for receiving Proposals shall conclusively determine the time that Proposals are received.

- 21.4. Proposals sent by facsimile or electronic mail or delivered to any other location other than the address provided in the Invitation to Offerors will NOT be accepted.

22. Modification and Withdrawal of Proposals.

- 22.1. Proposals may be modified or withdrawn by a document duly executed (in the same manner that a Proposal must be executed) and delivered to the place where Proposals are to be submitted prior to the date and time for the opening of Proposals.
- 22.2. If, within twenty-four (24) hours after Proposals are opened, any Offeror files a duly signed written notice with Owner and promptly thereafter demonstrates to the reasonable satisfaction of Owner that there was a material or substantial mistake in the preparation of its Proposal, that Offeror may withdraw its Proposal. The Proposal Security may be retained by the Owner if Offeror cannot clearly demonstrate to the Owner evidence of a material or substantial mistake in its Proposal. Thereafter, that Offeror may be disqualified from responding to a reissued CSP for the Work to be furnished under these Contract Documents.

23. Opening of Proposals.

Proposals will be opened and (unless obviously non-responsive) the names and Monetary Proposals of Offering Firms read aloud at a public opening. An abstract of the Proposals will be made available no later than the seventh day after the Contract is awarded.

24. Proposals to Remain Subject to Acceptance.

All Proposals will remain subject to acceptance for ninety (90) Calendar days after the date of the opening, but Owner may, in its sole discretion, release any Proposal and return the Proposal Security prior to that date.

25. Prevailing Wage Rates.

Contractors for this Project must pay no less than the prevailing wage rates for the area established by the San Jacinto River Authority and included in Specification Section – 00 73 43 – Wage Scale for Construction.

26. Liquidated Damages or Economic Disincentives.

Provisions for liquidated damages or economic disincentives are set forth in Specification Section 00 52 00 -Standard Form of Standard Form of Agreement between Owner and Contractor and Specification Section 00 72 00 – General Conditions of the Contract.

27. Contract Security and Insurance.

Article 5 of the General Conditions sets forth Owner's requirements as to insurance and Performance and Payment Bonds. When the Successful Offeror delivers the original, hard copy executed Standard Form of Agreement to Owner, it must be accompanied by evidence of insurance and unsigned Performance and Payment Bonds as required by Article 5 of the General Conditions, unless prior written approval of Contractor's evidence of insurance and unsigned performance and payment Bond forms has been received from the SJRA Purchasing Department. Such evidence of insurance shall include, without limitation, all required certificates and endorsements, evidencing all required coverages, limits of liability, additional insured status, waivers of subrogation and other insurance requirements.

28. Conflict of Interest and Disclosure of Interested Parties.

28.1 Chapter 176 of the Texas Local Government Code mandates the public disclosure of certain information concerning persons doing business or seeking to do business with the San Jacinto River Authority, including affiliations and business and financial relationships such persons may have with San Jacinto River Authority officers. An explanation of the requirements of Chapter 176, applicable forms and a complete text of the law are available at:
<http://www.ethics.state.tx.us/forms/CIQ.pdf>.

BY DOING BUSINESS OR SEEKING TO DO BUSINESS WITH THE SAN JACINTO RIVER AUTHORITY, YOU ACKNOWLEDGE THAT YOU HAVE BEEN NOTIFIED OF THE REQUIREMENTS OF CHAPTER 176 OF THE TEXAS LOCAL GOVERNMENT CODE AND THAT YOU ARE RESPONSIBLE FOR COMPLYING WITH THEM.

28.2 Texas Government Code Section 2252.908 requires persons who enter into a contract with a government entity to submit a disclosure of interested parties (Form 1295) to the government entity or state agency at the time business entity submits the signed contract to the government entity or state agency. Use the following link to access filing instructions:
https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm.

29. Taxes.

Owner is exempt from payment of sales and use taxes of the State of Texas and of cities and counties thereof, on all goods and services to be incorporated into the Work. Said taxes shall not be included in the Proposal.

29.1. Owner will furnish the required certificates of tax exemption to Contractor for use in the purchase of goods to be incorporated into the Work.

- 29.2. Owner's exemption does not apply to construction tools, machinery, equipment, or other property purchased by or leased by Contractor, or to goods not incorporated into the Work, except to the extent the exemption referred to in paragraph 18.4 applies to the Project to exempt taxes on any such items.
- 29.3. If the Project is construction of a water or wastewater system certified by the Texas Commission on Environmental Quality as a regional system, equipment, services and supplies used solely to construct the Project are exempted from taxes imposed by Chapter 151, Limited Sales, Excise and Use Tax, Texas Tax Code. Said taxes shall not be included in the Proposal. Owner will furnish any required certificates of tax exemption to Contractor.

30. Verification Company Does Not Boycott Israel

Pursuant to Section 2270.002 of the Texas Government Code, the Contractor shall be required to execute contemporaneous with its execution of the Standard Form of Agreement a verification that Contractor does not Boycott Israel and Contractor will not Boycott Israel during the term of this Standard Form of Agreement. "Boycott Israel" as used herein means refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory, but does not include an action made for ordinary business purposes.

31. Signing of Standard Form of Agreement.

SJRA's Purchasing Department will transmit to the Successful Offeror the required number of unsigned counterparts of the Standard Form of Agreement with all other written Contract Documents attached. Contractor shall deliver original, hard copies of the required number of counterparts of the Standard Form of Agreement and written Contract Documents signed by Contractor, unsigned Bond forms, evidence of insurance as set out in Section 27 above, signed disclosure of interested parties (Form 1295), signed Conflict of interest Questionnaire, and signed and notarized Verification Company Does Not Boycott Israel, to SJRA Purchasing Department ten (10) Calendar days prior to the SJRA Board of Directors Meeting for which a contract award is anticipated. Notwithstanding the foregoing, the Standard Form of Agreement may be executed using electronic signatures at the option and in the discretion of Owner, and, in such event, the provisions of the Uniform Electronic Transaction Act, Chapter 332, Texas Business and Commerce Code, as amended, and any applicable policies and procedures of Owner regarding electronic signatures shall apply. However, the requirements of this Section 31 apply regardless of whether or not the Standard Form of Agreement is also executed using electronic signatures or transmitted electronically. Following and subject to award, the Owner shall deliver one (1) fully signed counterpart of the Standard Form of Agreement to Contractor. Within three (3) Calendar days of Contractor's receipt of the fully executed Standard Form of

Agreement, the Contractor shall deliver the original, hard copy fully executed Bonds to SJRA Purchasing Department.

END OF SECTION