

Coastal Plains Community Center
200 Marriott Drive
Portland, Texas 78374
(361) 777-3991

SPECIFICATIONS

Coastal Plains Community Center (CPCC) is seeking proposals for construction of professional office space in Kingsville, Texas. The finished site will be utilized to provide mental health and intellectual and developmental disabilities services for residents of Kleberg and Kenedy Counties. The construction shall be built to suit and shall meet the following specifications:

1. Location
The space is located at East Corral Street, Texas, 2.7 acre tract out of Lot 10, Section 6, KT&I Company.
2. Terms
The Center's Board of Trustees will accept the proposal, which (in their opinion) represents best value. Board members shall take into consideration the specifics of the RFP such as:
 - Cost
 - Compliance with RFP specifications
 - Configuration
 - Appearance/aesthetics
 - Energy efficiency
 - Established construction record

The Center will make arrangements for payment of the total purchase price, which will be obligated contractually. Proposals shall include scheduled payout based upon percent of construction completed.

3. The space shall provide sufficient square footage as to allow for Center operations, which require total net usable square footage of 10,973 square feet plus hallways. The configuration and space requirements are outlined on **Table 1**. (Approximately 2,000 hallway allowance to be determined by design. Total perimeter of the building to be approximately 13, 000.)
4. The Center will require lab areas with lavatory fixtures to be located as indicated by the respective table. Lab areas will include cabinetry above and below sink area will be equipped with locking devices to facilitate the storage of medication samples and medical equipment.

5. Premises shall be equipped with high efficiency central heat and central air of sufficient capacity to maintain comfort of occupants. A/C systems shall be three-phase Puron system, minimum of 16 SEER, manufactured in the United States.
6. Premises shall be equipped with drinking fountains in common waiting areas.
7. Premises shall have necessary electrical, phone and computer connections. Data and telephone cabling will provide connectivity to designated data room. Areas designated as kitchens and break rooms shall be equipped with necessary utility connections to support kitchen appliances. The premises irrigation system shall have a separate utility service connection to avoid waste water expense. (For more details see 30)
8. Respondent certifies that the proposed space will comply with all applicable governmental provisions required for buildings of this nature.
 - A. Compliance with National Fire Protection Association, Life Safety Code (NFPA 101) and other recognized safety standards. The building must be equipped with appropriate fire and smoke alarm detection equipment.
 - B. The ADA Accessibility Guidelines promulgated under the American's with Disabilities ACT of 1990, Public Law 101-336, US Code 12101. A continuous "accessible route" complying with ADAAG Standards shall be available to each entrance of the tenant space occupied by Coastal Plains Community Center. The Coastal Plains Community Center main entrance shall be equipped with automatic doors for handicap consumers. Accessible toilet facilities shall be available in each building occupied by both tenants. Building signage shall comply with accessibility requirements for new construction. Preference is given to single story buildings due to accessibility and fire safety issues.

9. Special Requirements

Coastal Plains Community Center anticipates that during its normal hours of operation there will be thirty (30) employees and an average of forty (40) visitors utilizing the space. Respondent at Respondent's expense shall utilize an architect or professional space planner to develop, based upon the advertised specifications and the expressed needs of the occupying agency, a space layout which will accommodate the occupying agency's personnel, equipment and work flow. The Day Program shall have a separate entrance with adjacent parking for loading and unloading 15-passenger vans.

10. Floor plans of the space to be occupied shall be submitted to the occupying agency prior to initiation of construction.

[Note: Only the successful Respondent is required to submit floor plans. Floor plans are not required at the time of proposal opening.]

11. All time limits stated in this Request for Proposal are of the essence of the contract.
12. Coastal Plains Community Center shall have the right to approve the design and quality of workmanship of the space (interior and exterior).
13. Space shall be contiguous on the ground floor.
14. Within thirty (30) days after award of RFP, Respondent shall provide Coastal Plains Community Center a schedule (Gant or Pert Chart) showing all critical dates in construction.
15. The space to be occupied by Coastal Plains Community Center, pursuant to the terms of this RFP, must comply with all applicable federal, state or local laws, statutes, ordinances, codes, rules and regulations relating to public and employee health, safety and welfare, and Respondent hereby covenants that the space made the subject of this RFP will so comply. Coastal Plains Community Center reserves the right, during construction, prior to occupancy of the space, to inspect the premises to verify the Respondent's compliance with the covenants herein made. In the event the Respondent requests payout based on percent of construction, said payments shall occur in connection with the aforementioned inspection of premises. Coastal Plains Community Center may perform the inspection, or have it performed on behalf of Coastal Plains Community Center.
16. The Kitchen/Dining Room (500 square feet) shall have a base cabinet with a heat resistant, laminated plastic countertop and a deep-size double kitchen sink with hot and cold water. The cabinet is to be approximately 96" long, 24' deep, and 34' high, and is to have two shelves (including bottom of cabinet) spaced approximately 18" apart. There shall be a wall cabinet approximately 96' long, 12' deep, and 34' high above the lower cabinet with an opening above the sink. The upper cabinet is to have three shelves (including bottom of cabinet) spaced approximately 12' apart. Kitchen is to have receptacles for electric stove (and vent hood), two refrigerators, dishwasher, and plumbing for icemaker. Pantry shall be adjacent to kitchen with shelves for food storage.
17. The Staff Break Room (500 square feet) shall have cabinets and sink; as per kitchen specifications. Break room will be equipped with one refrigerator and no stove.
18. Respondent shall provide eight (8) rest rooms (two (2) men, four (4) women and two (2) unisex). Rest rooms shall be of necessary dimensions to accommodate anticipated traffic in the area of location while maintaining ADA compliance. Each restroom shall be equipped with hot and cold running water, liquid soap dispensers, electrical hand dryers, and mirrors with at least 18" dimensions. The rest rooms must be vented to the outside. Rest rooms must meet handicapped accessibility

requirements as prescribed in ADAAG. The men's rest rooms are to include a urinal and commode. All bathroom fixtures shall be sensed for automatic activation (sink, commodes and hand dryers).

19. Respondent shall furnish energy efficient exterior lighting for the building and parking area(s) as necessary for security.
20. The building must have a ventilation system capable of providing an indoor environment, which is healthful, comfortable, and free of objectionable odors. A minimum of 20 cubic feet per minute (20 CFM) outside make up air must be provided per building occupant (employees plus normal number of visitors at a given time). In general, the average number of occupants in this space (at any given time) will be approximately fifty (50). Standards set forth in ASHRAE 62-1989 ventilation for Acceptable Indoor Air Quality shall be employed to achieve this requirement. Rest rooms must be provided with exhaust ventilation ducted to the outside of the building (not into attic or other interior spaces). An exhaust capacity of at least 75 CFM per water closet or urinal must be provided.
21. Respondent shall provide off-street parking for sixty-six (66) vehicles. Parking must meet handicapped accessibility requirements as prescribed in ADAAG. The parking lot will be constructed of concrete built to the specifications of the geotechnical study. (See Fugro Geotechnical Study)
22. The exterior of the building offered must be suitable for use as office space and shall be typical of office space in the area in which the space is advertised. Exterior walls shall be brick veneer on 4 sides. The foundation and slab construction shall comply with the requirements established in the geotechnical study for preparation and fill. (See Fugro Geotechnical Study)
23. Respondent shall provide good commercial grade ceramic tile throughout the building. CPCC shall have the right to approve the tile color and type.
24. All exterior windows shall be double pane / tinted for sun glare protection and energy efficiency. Windows shall be situated on three (3) faces of the building (front and two sides). Windows shall be approximately 32 inches wide by 60 inches long (depending on aesthetics).
25. All interior walls shall be painted, textured sheetrock or equal.
26. Respondent shall provide and install all telephone and computer network conduit and preparation necessary per telephone company specifications and category 5-computer network cabling specifications and/or the city building code. The Respondent shall provide telephone wiring and computer network wiring from the telephone data room to the telephone/network jacks in each office. The telephone data room shall have a minimum of six (6) 110 Volt electrical duplex outlets.

27. All telephone, computer network and electrical conduit shall be hidden between walls or in ceilings.
28. Each room and each area shall have an individual light switch. Premises shall be equipped with all necessary utility connections for provision of electric and water services. Cost of furnishing electric fixtures and wiring shall be at the Respondent's expense. Respondent shall provide light of not less than 75 foot-candles on all surfaces 30 inches above floor level unless otherwise specified herein. Florescent fixtures shall be equipped with high frequency electronic start ballasts with T8 lamps.
29. Receptionist Office (10x12) is to be adjacent to waiting area (20x25) with observation windows to both child and adult waiting areas. (See Schedules 1 and 2) Waiting areas shall have coaxial cabling installed to the communication room for the purpose of TV reception. Doors exiting to common waiting areas shall be locking (one side to waiting areas) for security purposes.
30. The Center shall be responsible for providing landscaping and irrigation system. The Respondent shall provide necessary water service to the outside of the building for the purpose of installing irrigation system.
31. All offices and work areas shall have finished surfaces which include acoustical ceilings and floor-to-ceiling partitions unless otherwise specified or agreeable to Coastal Plains Community Center. Acoustical ceilings shall be covered with 30R batting which is formaldehyde free.
32. The Respondent shall certify that no asbestos containing materials (ACM) will be used for construction. At or prior to the commencement date of possession of space, Respondent shall cause to be delivered to the occupying agency and Coastal Plains Community Center a written certification issued by an independent, qualified industrial hygienist or environmental engineer in full compliance with all applicable state and federal statutes and public building (the "Engineer") that the building is free from all ACM.
33. The Respondent shall provide examples of previous projects completed of a similar nature. Testimonials speaking to customer satisfaction will also be considered. Please be specific about site and location of example projects.
34. The staff offices will require locking doors for security purposes.

Summary

Invitations for Proposals should allow sufficient time for receipt of the preferred mail response. Proposals will be due January 6, 2012 by 3:00 p.m. Proposal and inquires should be and directed to:

**Coastal Plains Community Center
Ron Dollins, Procurement Officer
200 Marriott Drive
Portland, Texas 78374
(361) 777-3991**

All Proposals must be labeled RFP 2012-PUR-2 and sealed. Proposals received after closing will not be considered. Proposals may be withdrawn with written request prior to Proposal opening date. RFP 2012-PUR-2 is available electronically on the Coastal Plains Community Center website at www.coastalplainsctr.org.

Pre-Proposal Conference

Coastal Plains Community Center will conduct a Pre-Proposal Conference on December 15, 2011 at 2:00 p.m. at 914 E. Fordyce, Kingsville, Texas for the purpose of responding to potential Respondent queries.

Proposal Award

The Center Board of Trustees shall deliberate and at their leisure accept proposal on January 17, 2012 at 12:00 p.m.

Table 1 – MR and MH Combined Space Requirements

Offices	Size	Square Feet	Total Square Feet	Description
1	10x12	120	120	receptionist front desk
1	20x20	600	600	medical records MH/IDD
1	13x24	312	312	medical records retention files MH/IDD
1	20x20	400	400	break room MH/IDD
1	20x30	600	600	conference room
1	16x16	256	256	polycom/small meeting room
3	16x16	256	768	2 IDD training, 1 storage room
1	8x14	112	112	IDD pantry
2	20x30	600	1200	IDD kitchen, IDD training area
1	25x25	625	625	lobby, common area
1	10x12	120	120	child/adolescent waiting area adjacent to main lobby
8	8x10	80	640	restrooms -2 in front, 1 M, 1 F 3-MH (1 M, 2 F) 3-IDD (1 M, 1 F, 1 unisex)
1	12x16	192	192	mail/copy/form room
1	10x12	120	120	janitorial room MH/IDD
1	10x10	100	100	data/telephone room
2	10x10	100	200	mechanical rooms
1	12x16	192	192	MH lab with sink /medical room
4	10x12	120	480	IDD lead PF, MH assistant supervisor, support staff supervisor, eligibility specialist
2	12x16	192	384	MH director/IDD director
6	10x12	120	720	3 IDD PFs, 2 IDD CMs, 1 IDD visiting office
20	10x12	120	2,400	1 doctor office, 2 LVN offices, 13 QMHP offices, 1 CSSP, 1 MH visiting offices, 2 support staff
2	10x12	120	240	CACOST exam room
1	12x16	192	192	CACOST waiting/LVN room
		Net Usable	10,973	
			2,000	approximate hallway allowance
			13,000	approximate total perimeter

Respondent Summary Page

Instructions – To facilitate the review process, all respondents are requested to complete the following form to be included in their RFP.

Company Name: _____

Physical Address: _____

Contact Person: _____

Phone Number of Contact Person: _____

HUB Status: _____

Nature of Proposal:

Please provide a brief narrative description of proposed construction.

Availability Date _____

Total Cost _____

Price Per Square Foot _____

Nature of Construction _____

Signature: _____ **Date:** _____