

Invitation to Bid
For
Counseling Connections for Change, Inc.
2023 Facility Rehabilitation Project

DUE DATE: November 20, 2023 @ 2:00 P.M. CST

COUNSELING CONNECTIONS FOR CHANGE, INC.

2549 Roy Road

Pearland, TX 77581

(281) 485-9280

<https://counselingconnections.org>

The project scope of work and funding involving this Invitation to Bid are subject to federal uniform administrative requirements, rules and regulations, including but not limited to certain federal Anti-Collusion and Conflict of Interest regulations, equal employment opportunity, HUD Section 3 requirements, environmental standards, and debarment exclusions.

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Section I - Executive Summary and Other Information

CC4C provides nonprofit mental health services to low-moderate income children, youth, individual adults, couples and groups, particularly those that are uninsured or underinsured. The completion of this project ensures the facility is in adequate condition to deliver its services to those in need.

Counseling Connections for Change, Inc. is accepting bids from General Contractors to complete the scope of work defined in this Invitation To Bid (ITB).

Bids shall be received no later than 2:00 P.M., CST, Monday, November 20, 2023. Invitation to Bid forms, specifications and all necessary information may be obtained from Counseling Connections for Change, Inc.'s website: <https://counselingconnections.org>. The lowest, responsible – bid will be awarded the contract. Interested bidders must be registered in the System for Award Management (SAM.gov) system and cannot be debarred and/or suspended from doing business with the federal government.

Submissions received after the deadline stated herein will not be considered for the award of the contract and shall be considered void and unacceptable. All bids submitted electronically will remain confidential until the opening date and time when they will be publicly unsealed, and names of offerors read aloud at 2549 Roy Road, Pearland, TX 77581. An email announcing the same will also be sent to all bidders that have submitted the required interest form and proposal, immediately thereafter.

Prospective respondents must download required documents as found on the home screen tab on website referenced above, complete all required documents, and submit them as part of the solicitation response as stated herein. The preferred delivery method for all submission forms is by email to dawn@counselingconnections.org with subject line ITB.

All questions regarding this Invitation to Bid should be submitted via email to dawn@counselingconnections.org with subject line ITB no later than 5:00 P.M. Friday, November 10, 2023, or by hand delivery to the same. Responses will be distributed via email no later than 5:00 P.M. on November 14, 2023. The schedule below is provided for respondents to manage all required responsibilities and optional activities associated with the submission of a successful response to the solicitation:

- | | |
|---|--|
| ● October 18, 2023 and October 25, 2023 | 1 ST & 2 nd Public Advertisement |
| ● October 31, 2023 8:00 a.m. - 10:00 a.m. | Optional Site Visit |
| ● November 3, 2023 3:00 p.m. - 5:00 p.m. | Optional Site Visit |
| ● November 10, 2023 by 5:00 p.m. | Final Questions Due |
| ● November 14, 2023 by 5:00 p.m. | Responses to Questions |
| ● November 20, 2023 at 2:00 p.m. | Final bidsBids Due and Bid Opening |

SECTION II – Project Location and Facility Description

Project Location

- 2549 Roy Road, Pearland, TX 77581

Facility Description

The current counseling center is a single-story structure owned by Counseling Connections for Change, Inc. It was originally constructed in 1954 as a 1,986 square foot residential home and was converted to a business structure serving children and families through mental healthcare services. Additional improvements divided open spaces into offices, and a carport along with a walkway was added. The focus of improvements related to this solicitation involves the rehabilitation and repair of the existing counseling center.

Site Visit/Inspection

Prospective Offerors will have two opportunities to visit the site for the purpose of gaining direct perspective about the facility and the target area for improvements:

- Optional Site Visit - Option 1 October 31, 2023 from 8:00 a.m. – 10:00 a.m.
- Optional Site Visit - Option 2 November 3, 2023 from 3:00 p.m. – 5:00 p.m.

Any special assistance for those with visual and/or hearing impairments, other disabilities, and/or language services due to Limited English-Speaking Proficiency must request assistance no later than 48 hours of business days (M-F: 8am – 5pm) by contacting Counseling Connections for Change at dawn@counselingconnections.org. Reasonable accommodation will be made to assist with such needs.

SECTION III – Scope of Work and Bid Lines

	Item Description	Anticipated Improvement	Bid Cost
	EXTERIOR STREET VIEW (WEST-FRONT)		
1	Removal of exterior wooden handicap ramps at the front entrance of the building		
2	Removal of exterior wooden walkway at the entrance of the building		
3	Construct new exterior ramp for accessible entry to front door - ADA compliant	1:16 slope/48" wide	
4	Grab Bar Installations and Replacements - Stairways and Steps	New and Replace Existing	

5	Reconstruct new elevated exterior accessible porch for turning capacity		
6	Construct entryway cover from carport to doorway/affixed to current roof (24 X 8)	Weather protection	
7	Removal of concrete stairs and porch to the original front door		
EXTERIOR PROPERTY VIEW (EAST-BACK)			
8	Removal of wooden walkway leading up to the back entrance of the building.		
9	Construct new back accessible entryway from driveway-ADA Compliance	1:16 Slope/48" wide	
10	Grab Bar Installations and Replacements - Stairways and Steps	New and Replace Existing	
11	Construct back entryway porch cover	minimum 80" wide	
PARKING LOT REPAIRS			
12	Parking Lot Repairs - Removal of Trip Hazards and Repairs to Damaged Surfaces	1 for 1 Repairs	
13	Parking Lot Resurfacing/Resealing of holes/buckles with blacktop		
14	Parking Lot Restriping (includes 2 Accessible Space(s) and Fire Lane Markings)		
15	2 LED Dusk to Dawn Outdoor/Indoor lights that cover entire parking lot		
DRAWING A			
LOBBY			
16	Remove and replace with sheetrock decommissioned original front door entrance		
17	Exterior Main Entryway Doorway Retrofit/Installation - ADA Compliance - automatic entry	to 4 LF width	
18	Construct new security wall on the east side of lobby with two 36in doorways on both sides of front desk window (doors will have key code entry)		
19	Move current front desk window to center of security wall.		
20	Repair any cracks/sheetrock damage		
MAIN HALLWAY			
21	Ceiling mounted sound machines X 2		
22	Repair any cracks/sheetrock damage		
23	Widen doorways to Room B and Room D	to 3 LF width	
ROOM B			
24	Widen closet door	to 3 LF width	

	ROOM C		
25	Widen both closet doors	to 3 LF width	
	ROOM D		
26	Widen closet door	to 3 LF width	
27	Widen bathroom door	to 3 LF width	
28	Grab Bar Installation in Room D Bathroom - ADA Compliant		
	BATH 1		
29	Replace flooring in bathroom		
	KITCHEN		
30	Dimensions adjusted to 142 x 88		
31	Kitchen Countertop Reconstruction w/ Height Adjustment - ADA compliant	to 3 LF height	
32	Kitchen Sink Replacement and Related Plumbing	1 for 1	
33	Remove all shelving in Kitchen/reuse what is available		
34	Replace flooring throughout the kitchen		
35	Construct lockable security closet under water heater cabinet with 3-15 inch shelves from top	1 x 30 x 65	
36	Install electrical outlets to support refrigerator next to security closet		
	ADMIN SUITE		
37	Extend current hallway at back exit through to the main hallway (current admin wall will move into kitchen space by approx. 28"	62 X 186	
38	Construct L-Shaped built in admin desk that backs up to security wall in lobby	24 x 84 x 72	
39	Move the current admin window to the center of desk in security wall		
40	Create open concept by removing existing wall that currently separates the lobby and admin suite with consideration of support wall		
41	Install a doorway from admin suite to Room A	to 3 LF width	
	BACK HALLWAY		
42	Back hallway slope from admin suite adjusted -ADA Compliance	1:16 slope	
43	Close off current Room A doorway; replace sheetrock		
44	Remove window unit		
45	Ceiling mounted sound machines X 2		
46	Repair any cracks/sheetrock damage		
	DRAWING B		
	Room A		

47	Move doorway to southwest wall approximately 2 feet from current hallway		
48	Repair any cracks/sheetrock damage		
	Play Room		
49	Repair any cracks/sheetrock damage		
	DRAWING C		
50	Remove current stairs entering Group Hallway		
51	Elevation of Base Floor Level "Sunken" Group Therapy Room to Match	Non-Slab Elevation to Match	
52	Remove all seating around current windows		
53	Remove Exit 1 doorway (close off and replace with sheetrock & exterior bricks to match current style)		
54	Remove both window units and repair with sheetrock		
55	Reset the windows using energy efficiency, provide flashing around windows to prevent leaks		
56	Construct accessible entry at end of Group Hallway (northwest corner of building)		
57	Construct new exterior ramp for accessible entry to front door - ADA compliant	1:16 slope/55" wide	
58	Maintain group hallway windows		
	Room E		
59	Construct a doorway to the northwest corner of the room		
60	Remove Exit 2 doorway and window unit above; repair with sheetrock and replace outside bricks to match current exterior		
61	Maintain 2 of the windows		
	Room F		
62	Construct a doorway to the southwest corner of the room		
63	Maintain windows on north and east walls		
	ELECTRICAL, PLUMBING, DOORWAYS AND MAKE-READY		
	Electrical		
64	Assess all electrical needs for the project and replace/repair needs		
65	All rooms to have a minimum of 2 outlets		
66	Lighting system (PVC conduit, EMT conduit, lighting fixtures and wiring, light switches and lighting control, wall outlets and wiring); communication		
67	Fashioned for security buzzers in each room and locks on all		

	doors		
68	Each room wired to accommodate cameras		
	Plumbing		
69	Set up plumbing to move from well/septic to bring in city services		
	DOORWAYS		
70	Install automated door entry for accessibility to front and back entrances		
71	Interior Doorway Widening w/ Jamb and Door Replacement	to 3 LF width	
72	Exterior Doorway Widening w/ Jamb and Door Replacement	to 3 LF width	
73	Widen back door entry - ADA compliance	to 4 LF width	
74	Exterior Entryways - Architectural Barrier Removal/Repair	to 0 LF width/height	
75	Replacement of All Door Handles - ADA Compliance	1 for 1	
	Make Ready		
76	Repair all damaged sheetrock; paint		
77	Removal and haul off of all debris		

The Bid Table above is provided as an additional attachment (Attachment A) and should be used to enter and submit all bids for the project.

SECTION IV – Submission of Bids

Responses to this ITB shall be submitted via email to dawn@counselingconnections.org. Please reference Section I: EXECUTIVE SUMMARY AND OTHER INFORMATION section on Page 3 of this solicitation document for specific information about the applicable submission requirements. If for any reason, you are unable to complete the submittal package electronically, you may submit a hard copy of your proposal to:

Dawn Lawless
Counseling Connections for Change, Inc.
2549 Roy Road, Pearland, TX 77581

Submittals shall be placed in a sealed envelope and signed by a person having the authority to bind the Firm in a contract and should be marked ON THE OUTSIDE OF THE SUBMITTAL ENVELOPE, clearly with 2023 Facility Rehabilitation Project.

SECTION V - Selection Criteria

A successful proposal will submit the lowest responsible - bid.

SECTION VI - Selection Process Overview

A Selection Committee will review all bids using a competitive bid process for scoring, which will result in an award for the lowest priced responsible bid.

SECTION VII - Contract

The General Contractor will be required to enter into a contract with Counseling Connections for Change, Inc. in an agreement that complies with the U.S. Department of Housing & Urban Development (HUD) and the City of Pearland. Federal contract clauses and federal terms and conditions will be included in the final agreement between Counseling Connections for Change, Inc. and the Firm. These will include, but are not limited to: Termination for Convenience, Performance and Payment Bond, Conflict of Interest, Anti-Collusion, Lobbying, Debarment and Suspension/Exclusion, Non Discrimination (Title VI Compliance), HUD Section III requirements, and others. Attachment B provides specific details of all required contract clauses.

SECTION VIII – Questions, Clarification, and Inquiries

ALL Questions are due no later than 5:00 p.m., Friday, November 10, 2023, and must be sent in writing via email to dawn@counselingconnections.org or may be delivered directly to Counseling Connections for Change, Inc. at 2549 Roy Road, Pearland, Texas 77581.

NOTE: No submitting firm shall, directly or indirectly, engage in any conduct (other than the submission of the ITB or other prescribed submissions and/or presentations before the Selection Committee or Board Initiatives Committee) to influence any employee or board member concerning the award of a contract because of this solicitation. Violation of this prohibition may result in disqualification of the bidder.