



THE COUNTY OF GALVESTON

RUFUS G. CROWDER, CPPO CPPB
PURCHASING AGENT

COUNTY COURTHOUSE
722 Moody (21st Street)
Fifth (5th) Floor, Purchasing
GALVESTON, TEXAS 77550
(409) 770-5371

ERIN S. QUIROGA, MBA, CPPB
ASST. PURCHASING AGENT

February 6, 2025

Honorable County Judge
And Commissioners' Court
County Courthouse
Galveston, Texas

Re: RFP 24-021 Galveston County Home Elevation Construction Pool
Contract #CM25006

Gentlemen,

On December 19, 2024, proposals were opened for RFP 24-021, Galveston County Home Elevation Construction Pool. Eleven (11) proposals were received from the following companies:

- | | |
|---|-----------------|
| • Arkitektura Development, Inc. | Webster, TX |
| • Byrdson Services, LLC | Beaumont, TX |
| • DSW Homes, LLC | Friendswood, TX |
| • Planet Three | Houston, TX |
| • RM Quality Construction, LLC | Conroe, TX |
| • James W. Turner Construction Ltd. | Tomball, TX |
| • Brizo Construction, LLC | Houston, TX |
| • Du-West Services Inc. | |
| • Dbu Du-West Construction, Inc. | Pasadena, TX |
| • Clint Harris dba Comal Design Group | Katy, TX |
| • Richard Pacheco dba Allied Foundations Specialist, Inc. | Deer Park, TX |
| • SLSCO, Ltd. | Galveston, TX |

After a thorough review of the submittals by the Evaluation Committee, the following companies were deemed to have submitted satisfactory proposals for program management and are recommended for awards:

- Brizo Construction, LLC
- DSW Homes, LLC
- James W. Turner Construction, LTD.
- SLSCO, Ltd.

Your consideration in this matter will be greatly appreciated.

Respectfully submitted,

A handwritten signature in black ink, reading "Rufus G. Crowder" with a stylized flourish at the end.

Rufus G. Crowder, CPPO, CPPB
Purchasing Agent
County of Galveston



MEMORANDUM

To: Galveston County Commissioners' Court
From: Betsy Thomas, Grants Administration Manager
Court Date: February 24, 2023
RE: Bid #B24-021
Texas Division of Emergency Management – HMGP Grant Program
Galveston County Home Elevation Construction Pool
Correction of February 17, 2025 Agenda Item

BACKGROUND

Galveston County received grant awards #4332-0025 and #4332-0239 to elevate homes throughout the county. As a part of that program, the County administered RFP #24-021 to seek highly qualified elevation construction contractors. The County received eleven (11) proposals and an evaluation committee met on February 5, 2025 to score all proposals and the top-scoring contractors were selected for the County's pool.

SUMMARY

It was discovered the RFP linked to the back-up documents was the incorrect RFP for this procurement and the scoring sheets utilized by the evaluation committee members accidentally included the name of a previous procurement. These issued with the back-up documents do not negate the legitimacy of the review and scoring of RFP #B24-021 and the item will be placed on the next Commissioners Court agenda.

RECOMMENDATIONS

Professional Services requests the Court consider approval to award the HMGP Elevation Construction Contractor Pool for RFP #B24-021.



MEMORANDUM

To: Rufus Crowder, Purchasing Agent
Tammy Dickey, Purchasing

From: Betsy Thomas, Grants Administration Manager

Date: February 17, 2025

RE: Bid #B24-021
Texas Division of Emergency Management – HMGP Grant Program
Galveston County Home Elevation Construction Pool

RECOMMENDATIONS

After review of the proposals submitted for the above-referenced RFP, the evaluation committee recommends awarding contracts for the following elevation construction companies:

- Brizo Construction
- DSW Homes, LLC
- James W. Turner Construction, LTD
- SLSCO, Ltd.

Thank you in advance for placing this on the agenda for the next available Commissioners Court Agenda.

Committee Score Sheet

Vendor Name	55 points Experience and Qualifications of Firm and Key Staff	25 points Capabilities and Capacities	30 points Methodology	10 points References	Total Points Given
Allied Foundation Specialist, Inc.	24	17.8	19.8	6	67.6
Arktektura Development, Inc.	22.8	17	19	5.2	64
Brizo Construction	32.4	23.6	27.6	8.6	92.2
Byrdson Services LLC (Excello)	21.4	17.4	21	6	65.8
Comal Design Group	24.4	20.2	25.8	7.4	77.8
DSW Homes, LLC	31.4	22.2	26.6	7.6	87.8
Du-West Construction, Inc.	19.4	11.8	14.6	3.8	49.6
James W. Turner Construction, LTD	33.8	25	29	10	97.8
Planet Three Elevation/P3 Construction Corp.	22.6	15.4	17.4	6.2	61.6
RM Quality Construction, LLC	19.4	16.4	18	6.6	60.4
SLSCO, Ltd.	33.4	24	26.4	8.8	92.6

Evaluation Chair - Betty Thomas - 02/05/2025

Evaluation Committee
Texas Department of Agriculture
Galveston TDA Grant Administration

RFP Scoring Criteria Matrix

Vendor Name	35 points Experience and Qualifications of Firm and Key Staff	25 points Capabilities and Capacities	30 points Methodology	10 points References	Total Points Given
Allied Foundation Specialist, Inc.	35	19	25	5	84
Arkitektura Development, Inc.	29	20	25	5	79
Brizo Construction	33	21	30	5	89
Byrdson Services LLC (Excello)	27	22	25	5	79
Comal Design Group	34	19	25	5	83
DSW Homes, LLC	33	24	25	5	87
Du-West Construction, Inc.	27	14	15	5	61
James W. Turner Construction, LTD	34	25	30	10	99
Planet Three Elevation/P3 Construction Corp.	33	12	15	10	70
RM Quality Construction, LLC	17	12	10	5	44
SLSCO, Ltd.	35	21	25	5	86

February 5, 2025

Veronica Van Horn

Evaluation Committee
Texas Department of Agriculture
Galveston TDA Grant Administration

RFP Scoring Criteria Matrix

Vendor Name	35 points Experience and Qualifications of Firm and Key Staff	25 points Capabilities and Capacities	30 points Methodology	10 points References	Total Points Given
Allied Foundation Specialist, Inc.	20	20	20	5	65
Arkitektura Development, Inc.	25	15	15	5	60
Brizo Construction	30	25	25	10	90
Byrdson Services LLC (Excello)	25	20	20	5	70
Comal Design Group	20	20	20	5	65
DSW Homes, LLC	25	15	20	5	65
Du-West Construction, Inc.	20	20	20	5	65
James W. Turner Construction, LTD	30	25	25	10	90
Planet Three Elevation/P3 Construction Corp.	25	15	15	5	60
RM Quality Construction, LLC	20	20	20	5	65
SISCO, Ltd.	30	25	20	10	85

Faisal Nofal

[Signature]
5/5/2025

A Vendor Name	B 35 points Experience and Qualifications of Firm and Key Staff	C 25 points Capabilities and Capacities	D 30 points Methodology	E 10 points References	F Total Points Given
Allied Foundation Specialist, Inc.	5	5	5	5	20
Arktektura Development, Inc.	5	5	5	5	20
Brizo Construction	32	22	28	8	90
Byrdson Services LLC (Excello)	5	5	5	5	20
Comal Design Group	10	25	30	10	75
DSW Homes, LLC	32	22	28	8	90
Du-West Construction, Inc.	0	0	0	0	0
James W. Turner Construction, LTD	35	25	30	10	100
Planet Three Elevation/P3 Construction Corp.	5	5	5	5	20
RM Quality Construction, LLC	5	5	5	5	20
SLSCO, Ltd.	35	24	29	9	97

Elizabeth Thomas

2/5/2025

Vendor Name	35 points Experience and Qualifications of Firm and Key Staff	25 points Capabilities and Capacities	30 points Methodology	10 points References	Total Points Given
Allied Foundation Specialist, Inc.	30	20	20	8	78
Arkitektura Development, Inc.	30	20	20	1	71
Brizo Construction	33	25	27	10	95
Byrdson Services LLC (Excello)	25	15	25	5	70
Comal Design Group	30	22	26	7	85
DSW Homes, LLC	33	25	30	10	98
Du-West Construction, Inc.	20	10	10	1	41
James W. Turner Construction, LTD	35	25	30	10	100
Planet Three Elevation/P3 Construction Corp.	30	20	27	1	78
RM Quality Construction, LLC	30	20	25	8	83
SLSCO, Ltd.	35	25	28	10	98

Submitted by: Jo Carroll

Jo Carroll

*Received
on 2/5/2025
BT*

Evaluation Committee
Texas Department of Agriculture
Galveston TDA Grant Administration

RFP Scoring Criteria Matrix

Vendor Name	35 points Experience and Qualifications of Firm and Key Staff	25 points Capabilities and Capacities	30 points Methodology	10 points References	Total Points Given
Allied Foundation Specialist, Inc.	30	25	29	7	91
Arkitektura Development, Inc.	25	25	30	10	90
Brizo Construction	34	25	28	10	97
Byrdson Services LLC (Excello)	25	25	30	10	90
Comal Design Group	28	15	28	10	81
DSW Homes, LLC	34	25	30	10	99
Du-West Construction, Inc.	30	15	28	8	81
James W. Turner Construction, LTD	35	25	30	10	100
Planet Three Elevation/P3 Construction Corp.	20	25	25	10	80
RM Quality Construction, LLC	25	25	30	10	90
SLSCO, Ltd.	32	25	30	10	97

Motogbe, Christie
J

Digitally signed by Motogbe,
Christie J
Date: 2025.02.05 15:46:43 -06'00'

**SPECIAL PROVISIONS
REQUEST FOR PROPOSAL
GALVESTON COUNTY HOME ELEVATION CONSTRUCTION POOL
GALVESTON COUNTY, TEXAS**

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**SPECIAL PROVISIONS
REQUEST FOR PROPOSAL
GALVESTON COUNTY HOME ELEVATION CONSTRUCTION POOL
GALVESTON COUNTY, TEXAS**

The Special Provisions and the General Provisions of this Request for Proposal and the Exhibits attached hereto are made a part of the entire agreement between the Parties. In the event of a conflict between the General Provisions and the Special Provisions, the terms of the Special Provisions shall control.

******The Galveston County Purchasing Department utilizes Bonfire Interactive to distribute and receive bids and proposals in an electronic format via an online portal. Potential Bidders must register through the online portal to participate electronically.**

“Walk-in” or “mailed-in” proposal submittals are still allowed, however, Bidders are strongly encouraged to submit their proposals online via Galveston County’s e-Procurement Portal located at <https://galvestoncountytexas.bonfirehub.com/>. Please see Item G, SUBMISSION INSTRUCTIONS, for further details.

A. PURPOSE

The purpose of this procurement is to establish a pool of qualified construction contractors for residential home elevations. Galveston County has already procured and contracted with an engineering firm to complete the full engineering and design work for all structural elevations. This procurement is only seeking contractors to be hired for the actual elevation for each structure.

Galveston County was awarded grant funds under the Hazard Mitigation Grant Program (HMGP) from the Texas Division of Emergency Management (TDEM) and the Federal Emergency Management Administration (FEMA). The purpose of these grant funds is to mitigate the effects of flooding through the elevation of private structures above the base flood elevation (BFE) for each individual location as specified in the project scope of work. This project includes properties throughout Galveston County including those inside the jurisdictional boundaries of incorporated cities and outside in unincorporated areas of the County.

Additionally, Galveston County has partnered with a grant administration company to serve as the Program Manager, coordinating efforts between the engineering firm, construction contractors, and homeowners. This ensures streamlined communication and delivers the best possible experience for all parties involved.

B. INTENT STATEMENT

It is Galveston County’s intent to award contracts with a pool of highly qualified elevation construction contractors to perform grant-funded elevation construction throughout the county.

1. Once the contractor pool is established and at the County’s sole discretion, the County will invite up to **three (3) procured/contracted elevation construction contractors to participate in individual project bid walks** conducted on each individual elevation project site to observe site-specific conditions.
2. Galveston County intends to utilize an **elevation contractor Score Card** to measure certain quality services (such as adherence to schedule, quality of materials and workmanship, and inspection results) as a tool for determining invitation to future bid walks and each contractor’s continued participation in the program. Galveston County intends to base project assignments not just on price but also on the best option for homeowners.

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3. It is Galveston County's intent to provide excellent engineer-designed plans that will enable elevation construction contractors to easily determine their bidding price through a standardized required bid scoping document.
4. Elevation Contractors will be required to provide a third-party warranty for their work. The warranty should cover one (1) year on Workmanship, two (2) years on Materials, and ten (10) years on the Foundation.

C. DEBARMENT

Suspension and Debarment

1. The contractor is required to verify that none of the contractor, its principals (defined at 2 C.F.R. § 180.995), or its affiliates (defined at 2 C.F.R. § 180.905) are excluded (defined at 2 C.F.R. § 180.940) or disqualified (defined at 2 C.F.R. § 180.935).
2. The contractor must comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C and must include a requirement to comply with these regulations in any lower-tier transaction it enters.
3. This certification is a material representation of fact relied upon by Galveston County. If it is later determined that the contractor did not comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C, in addition to remedies available to Texas Department of Emergency Management and Galveston County, the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment.
4. The respondent agrees to comply with the requirements of 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C while this offer is valid and throughout the period of any contract that may arise from this offer. The respondent proposer further agrees to include a provision requiring such compliance in its lower tier covered transactions.
5. **Please submit verification of your Firm's non-debarment status as ATTACHMENT B as found in the required documents checklist.**

D. PREVAILING WAGE/LABOR COMPLIANCE

1. This project is subject to the Texas Prevailing Wage Rates as described in Texas Government Code, Chapter 2258. In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. **See Exhibit A** for the prevailing wages applicable to this project.
2. Workers employed by or on behalf of the Entity shall be paid (1) not less than the general prevailing wage of per diem wages for work of a similar character in the locality in which the work is performed, and (2) not less than the general prevailing rate of per diem wages for legal holiday and overtime work.
3. Section 2258.023 – Penalty – A contractor or subcontractor who violates this section shall pay penalty to the Entity on whose behalf the contract is made. A public body awarding a contract shall specify this penalty in the contract.
4. Section 2258.024 – Records – A contractor and subcontractor shall keep a record showing (1) the name and occupation of each worker employed by the contractor or subcontractor in the

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construction of the public work; and (2) the actual per diem wages paid to each worker. The record shall be open at all reasonable hours to inspection by the officers and agents of the Entity.

E. PROCUREMENT TIMELINE

A timeline for this RFP and initial process is included below. Galveston County reserves the right to change these dates and will notify proposers of any changes via addendum:

Advertise RFP (first date of publication)	Wednesday, November 13, 2024
Advertise RFP (second date of publication)	Wednesday, November 20, 2024
Non- Mandatory Pre-Proposal Conference	Tuesday, November 26, 2024, at 10:00AM CST
Deadline for Questions & Inquiries	Wednesday, December 4, 2024, by 5:00 PM CST
Proposal Submittal Deadline	Thursday, December 19, 2024, by 2:00 PM CST

Interested parties may attend the Thursday, December 19, 2024, 2:00 PM CST bid opening virtually by using the following link:

Join from the meeting link

<https://galvestoncountytexas.webex.com/galvestoncountytexas/j.php?MTID=m6c3d4b462e98668be3681e7da7def5ee>

Join by meeting number

Meeting number (access code): 2483 248 3234

Meeting password: 24-021 (240021 when dialing from a video system)

Tap to join from a mobile device (attendees only)

+1-415-655-0001,,24832483234## US Toll

Join by phone

+1-415-655-0001 US Toll

Global call-in numbers

Join from a video system or application

Dial 24832483234@galvestoncountytexas.webex.com

You can also dial 173.243.2.68 and enter your meeting number.

F. NON-MANDATORY PRE-PROPOSAL MEETING

Interested parties may attend the Tuesday, November 26, 2024, 10:00 AM CST Non-Mandatory Pre-Proposal meeting virtually by using the following link:

Join from the Meeting Link:

<https://galvestoncountytexas.webex.com/galvestoncountytexas/j.php?MTID=m924927ed72df58465f30d988efc98239>

Join by meeting number

Meeting number (access code): 2480 374 3885

Meeting password: 24-021 (240021 when dialing from a video system)

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**Tap to join from a mobile device (attendees only)
+1-415-655-0001,,24803743885## US Toll**

**Join by phone
+1-415-655-0001 US Toll
Global call-in numbers**

**Join from a video system or application
Dial 24803743885@galvestoncountytexas.webex.com
You can also dial 173.243.2.68 and enter your meeting number.**

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GALVESTON COUNTY HOME ELEVATION CONSTRUCTION POOL
GALVESTON COUNTY, TEXAS**

G. SUBMISSION INSTRUCTIONS

Galveston County Purchasing Department utilizes Bonfire Interactive to distribute and receive bids and proposals in an electronic format via an online portal. Potential Bidders must register through the online portal to participate electronically. "Walk-in" or "mailed-in" proposal submittals are still allowed, however, **Bidders are strongly encouraged to submit their proposals online via Galveston County's e-Procurement Portal located at <https://galvestoncountytexas.bonfirehub.com/>**

Registration is currently open and free to the public. Once registered, suppliers will receive automatic email notifications of project opportunities based on the NIGP commodity codes selected by the vendor. Potential Bidders should visit the link below and click on the New Vendor Registration tab to register your business: <https://vendorsupport.gobonfire.com/hc/en-us/articles/15646869029783-Vendor-Registration>

There is no cost to register as a vendor.

INSTRUCTIONS FOR "WALK-IN" SUBMITTALS ONLY

One (1) unbound single-sided original and two (2) single-sided copies must be submitted no later than **2:00 PM CST, on Thursday, December 19, 2024:**

**Rufus G. Crowder, CPPO CPPB
Purchasing Agent
County of Galveston
722 Moody Avenue (21st Street), Fifth (5th) Floor
Galveston, TX 77550**

The time stamp clock located in the Purchasing Agent's office shall serve as the official timekeeping piece for this solicitation process. Any proposals received after **2:00 PM CST** on the specified date will be returned unopened.

Proposal Specifications can be obtained at the office of the Galveston County Purchasing Agent, located in the Galveston County Courthouse, 722 Moody, (21st Street), Floor 5, Purchasing, Galveston, Texas 77550, or by visiting the Galveston County website <https://www.galvestoncountytexas.gov/county-offices/purchasing>

H. EXCEPTIONS

Any exceptions to these solicitation conditions should be listed on a separate sheet of paper, attached to respondent's submittal and submitted with response at the specified date and time of the solicitation submittal.

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I. INSURANCE

Responder must submit, with its response, a current certificate of insurance evidencing coverage in the amounts specified below or greater. In lieu of submitting a certificate of insurance, Respondents may submit a notarized statement from an insurance company authorized to conduct business in the State of Texas guaranteeing that Respondent has such insurance. Provided however, that successful Respondent(s) shall be required to provide a current certificate of insurance to the Galveston County Purchasing Agent's Office before Respondent commences any work hereunder. Insurance shall be placed with insurers having an A.M. Best's rating of no less than A. Such insurance must be issued by a casualty company authorized to do business in the State of Texas, and in standard form approved by the Board of Insurance Commissioners of the State of Texas, with coverage provisions ensuring the public from loss or damage that may arise to any person or property by reason of services rendered by Contractor.

Galveston County shall be listed as an additional insured on each policy and all certificates of insurance and Contractor shall provide Galveston County with no less than thirty (30) calendar days prior notice of any changes to the policy during the contractual period.

Certificates of Insurance, fully executed by a licensed representative of the insurance company written or countersigned by an authorized Texas state agency, shall be filed with the County Purchasing Agent within ten (10) calendar days of the execution of this Agreement as written proof of such insurance and further provided that Contractor shall not commence work under this Agreement until Contractor has obtained all insurance required herein, provided written proof as required herein, and received written notice to proceed issued from the County Purchasing Agent. Failure to provide such evidence of insurance within the ten (10) calendar day period shall constitute an event of default.

Builder's Risk Insurance. For the duration of the elevation project under the HMGP program, the contractor must maintain an active Builder's Risk Insurance Policy covering the full value of the structure and any materials on-site. This policy must include coverage for risks such as fire, theft, vandalism, and natural disasters to protect both the homeowner and the County's investment in the project.

Workers' Compensation Insurance. Respondent shall carry in full force Workers' Compensation Insurance Policy(ies), if there is more than one employee, for all its employees, including but not limited to full time, part time, and emergency employees employed by the Contractor.

Riggers Liability Insurance Requirement. For the duration of the elevation project, the contractor must maintain Riggers Liability Insurance covering any potential damages or losses to the structure or equipment while it is being lifted, moved, or manipulated. This policy ensures that any damage resulting from rigging operations is covered, protecting both the property owner and the County's interest in the project.

Commercial General Liability. Respondent shall carry in full force commercial general liability insurance with a limit of not less than \$1,000,000 each occurrence and \$2,000,000 in the aggregate. The Policy shall, minimally, cover liability for bodily injury, personal injury, and property damage.

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Business Automobile Liability. Respondent shall carry in full force business automobile liability coverage with a combined bodily injury/property damage limit of not less than \$1,000,000 each accident. The policy shall cover liability arising from the operation of licensed vehicles by policyholder.

Subrogation Waiver. Contractor and Contractor's insurance carrier shall waive any and all rights to subrogation against Galveston County in regard to any suit or claim arising out of personal injury or property damage resulting from Contractor's performance under this Agreement.

J. SCOPE OF WORK

The scope of services within each individual project will vary, as the circumstances in each home to be elevated will be different. However, successful contractor services will include, but are not limited to, the following:

- 1. CONTRACTORS ARE REQUIRED TO USE A HYDRAULIC LIFT SYSTEM WHEN ELEVATING THE HOME.**
2. Provide professional labor, equipment, and materials adequate to perform the work in accordance with the scope of work for each eligible applicant's residential structure while ensuring that all applicable housing standards and codes are met.
3. All elevation work will be performed to meet or exceed all local, state and federal building codes and standards.
4. All elevation work will bring the structure into compliance with the National Flood Insurance Program by requiring elevations to be two feet (2') or more above the Base Flood Elevation as identified in the Preliminary Flood Insurance Map (FIRM).
5. In rare cases, the adopted FIRM may be more stringent than the Preliminary FIRM— in these unlikely instances; the adopted FIRM data will be used.
6. Prepare plans and specification and perform elevation in compliance with applicable City or County floodplain elevation requirements, code requirements, and Texas Windstorm Insurance Association (TWIA) requirements.
7. Provide initial first floor elevation including the repair of damage caused to homes/property during the elevation project.
8. Obtain all necessary state and local permits and approvals after permits are acquired, but prior to the commencement of the work for each home, with copies of all permits provided to the Program Manager.
9. The selected Firm(s) will be required to maintain Performance and Payment Bonds. In no event shall the bond requirements be for less than one hundred percent (100%) of a Firm's amount under the contract at any given time. All bonds must be issued by a bonding agent with at least an "A"

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GALVESTON COUNTY, TEXAS**

rating, and the bonding companies must be listed in the Department of the Treasury's Listing of Certified Companies.

10. Coordination with property owner regarding initiation of work, move-out, and return to the property.
11. Coordinate and manage utility disconnection and deactivation.
12. Conduct on-site debris removal in accordance with all Federal, State, and local requirements, including the disposal of potential asbestos containing materials.
13. Complete site preparation, if needed.
14. Compliance with applicable Americans with Disabilities Act requirement may be required if deemed necessary by the Program.
15. Provide elevation and post-elevation photographs to the County's documenting services performed and compliance with permitting and building requirements.
16. If successful Contractors use subcontractors, then prompt payment of all subcontractors for services rendered, and obtaining signed and notarized lien waivers from all subcontractors documenting proof of payment and providing copy of such lien waivers to the County with draw requests.
17. Maintain job sites in a neat and orderly manner.
18. Execute a separate written agreement that will be between the contractor, the respective homeowner, and Galveston County (the "Tri-Party Agreement"). Each Tri-Party Agreement will specify a term applicable to that FEMA project and specify draw requirements and other requirements associated with that given FEMA project.

K. RECORD KEEPING

1. Respondents shall maintain records of all events that occur at the job site or elsewhere, which affect, or may be expected to affect the quality, scope, or progress of the services.
2. Respondents shall provide required documentation, including photographs, notes, progress updates, and communications to the Programs data management system as directed.
3. All records shall be retained for a period of five (5) years following the closeout of the County's federal grant.

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GALVESTON COUNTY, TEXAS**

L. SPECIFICATION MILESTONES AND COMPENSATION DRAWS

The following milestone schedule will be followed for each house and progress will be documented via program inspectors at the following elevation phase milestones:

A 10% Retainage will be held on each Milestone Payment and released 30 Days after the County's final payment to the contractor.

1. Milestone 1: 5% of the total contract amount in that HMGP Elevation project

- 1.1. Permits obtained with copies of permits provided to the Program Manager
- 1.2. Interior and Exterior pre-elevation photographs to the Program Manager
- 1.3. Performance and Payment Bonds secured and submitted to the Program Manager
- 1.4. Vendor's certificate of insurance supplied to Galveston County, Galveston County shall be listed as additionally insured, except for workers' compensation and professional liability.
- 1.5. Construction schedule submitted to the Program Manager

2. Milestone 2: 35% of the total contract amount in that HMGP Elevation project

- 2.1. Mobilization of equipment
- 2.2. Clearing work
- 2.3. Tunneling portion of work is complete
- 2.4. Piles Pushed to refusal
 - 2.4.1. PSI Receipt – Report showing average PSI over entire house
- 2.5. Structure is elevated and resting on cribbing portion of the work is complete
- 2.6. Footings with rebar prior to concrete pour
 - 2.6.1 Rebar stub-ups for concrete columns in place
- 2.7. Engineer concurrence with percentage completion
- 2.8. Engineer Inspection performed and passed

3. Milestone 3: 40% of the total contract amount in that HMGP Elevation project

- 3.1. Piers and / or post columns are built
- 3.2. New foundation is complete
 - Deck/landings/AC platform/staircase post holes prepared for measurement to Engineering drawings
- 3.3. Engineer concurrence with percentage completion
- 3.4. Engineer Inspection performed and passed

4. Milestone 4: 20% of the total contract amount in that HMGP Elevation project

- 4.1. Completion of all work
 - 4.1.1. Installation of vents, as required.
 - 4.1.2. Reconnection of utilities
- 4.2. Final site clean-up
- 4.3. Written confirmation of third-party warranty provided to homeowner
- 4.4. If applicable, confirmation of satisfaction of applicable ADA requirements
- 4.5. Engineer concurrence with completion
- 4.6. Homeowner concurrence with completion
- 4.7. Signed and notarized lien waivers from subcontractors utilized
- 4.8. Final Engineer Inspection Passed
- 4.9. Certificate of Occupancy

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M. INVOICES

1. Purchase Orders will be issued by the County to Contractors for their projects. Invoices must be itemized indicating all materials and supplies used and must include the Purchase Order Number. Invoices must be submitted to the Program Manager for approval. Upon approval by the Program Manager, invoices will be submitted to the County for payment.
2. Contractors must accept Purchase Order Numbers for specified supplies, equipment, and/or services. Contractors shall not perform any work or release any supplies and/or equipment to any authorized representative of the County of Galveston unless a valid Purchase Order Number issued by the office of the Galveston County Purchasing Agent accompanies the order. **Payment for any items issued without prior receipt of a valid Purchase Order Number may become the sole responsibility of the successful Contractor.**

N. PERSONNEL TO CONTACT REGARDING THIS SOLICITATION

Proposers desiring an explanation or interpretation relative to this solicitation must request it in writing. Oral explanations or instructions will not be binding. Any information given to a Proposer, which in the opinion of the County affects all responders or would be prejudicial to other proposers if not communicated, shall be furnished to all proposers as an addendum to the solicitation. Proposers must direct all inquiries to the following:

**Rufus G. Crowder, CPPO CPPB
Purchasing Agent
722 21st Street (Moody), 5th Floor
Galveston, Texas 77550
E-mail: purchasing.bids@co.galveston.tx.us**

Proposers must e-mail their inquiries (with the subject line "Galveston County Home Elevation Construction Pool – RFP #24-021 – Questions") for additional information and/or clarification to the address listed above. The request must include the Proposer's name and the RFP number and title. **Any request for additional information or clarification must be received in writing no later than Wednesday, December 4, 2024, 5:00 PM.** Late requests or those not delivered to the proper address may not receive a reply. Proposers shall not attempt to contact the County by any other means. The Purchasing Agent's Office shall post the answers to the County website from the procurement web page and via addendum.

The County will issue responses to inquiries and any other corrections or amendments, it deems necessary, in the form of a written addendum, issued prior to the Proposal Submission Date. The County, at its sole discretion, may not issue a response to an RFI submittal. Proposers should not rely on any oral or written representations, statements, or explanations, other than those made in this RFP or in any written addendum to this RFP. Where there appears to be conflict between the RFP and any issued addendum, the last addendum issued will prevail. Addenda will be posted and made available on the County's procurement web page. It is Proposer's sole responsibility to ensure receipt of all addenda prior to submitting its proposal. All Proposers should check the County's procurement web page for all addenda prior to submitting a response. The County's procurement web page is located at:
<http://www.galvestoncountytexas.gov/county-offices/purchasing>

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The Proposer must acknowledge the receipt of all addenda on the forms provided. In the event a Proposer fails to acknowledge receipt of such addenda, the County may, at its sole discretion, determine that such failure to acknowledge any or all addenda does not materially affect the Proposal and waive the acknowledgement of one or more addenda.

Proposers who submit inquiries after the deadline date for receipt of questions indicated on the Procurement Timeline, risk that its response in the procurement will not be responsive or competitive because the County is not able to respond before the proposal receipt date or in sufficient time for the Proposer to prepare a responsive or competitive submittal.

O. PROGRAM ADMINISTRATION

Unless otherwise provided by specific provisions under this agreement, contractor operations and activities related and provided for in this agreement will be under the supervision of the Galveston County Chief Financial Officer or his designated representative who for the purpose of this contract are:

**Elizabeth Thomas
Grants Administrator
722 Moody, 3rd Floor
Galveston, TX 77550**

The Galveston County Commissioners Court, and/or authorized designees will be responsible for negotiating with the successful Vendor the scope of work, the standards of performance, the specific technology provided, and the support services required for the proposed projects. All contractual amendments will be processed in accordance with Galveston County Purchasing Policies. Amendments will also be brought to Galveston County Commissioners Court for approval as deemed necessary. The approval process serves to ensure the project technology and/or service is within the scope of the resultant contract, and that pricing meets the agreed upon pricing methodology as specified in the contract, and that funds are available.

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P. EVALUATION AND SELECTION PROCESS

An evaluation committee shall review and evaluate the Proposals timely submitted to the County Purchasing Agent in this request for qualifications. Proposals shall be reviewed by the evaluation committee and shall be evaluated in accordance with the evaluation criteria listed herein. The evaluation committee will determine which teams are qualified based on demonstrated competence and qualifications. The evaluation committee shall evaluate and score each response. The points from each scoring category will be comprised from the following:

1. EXPERIENCE AND QUALIFICATIONS OF FIRM AND FIRM'S KEY STAFF

(Please provide the following information) | 35 POINT MAXIMUM

- a. Legal Name of Firm, Principles, Tax Identification Numbers (TINs), Business Licenses and certifications, and compliance certifications if applicable. (E.G. Minority-Owned Status)
- b. Evidence of elevation construction contractor's ability to perform single-family dwelling elevations as a prime elevation contractor, including information on other federally funded elevation programs that your firm has participated in, including the name and dates of the program(s), number of elevations completed.
- c. Profiles for each principal elevation construction team member that would be assigned to the Galveston County contract. Each profile should include years of experience, training, and position in the contract.
- d. Previous experience working with City/County permit offices in Galveston County.
- e. Any lawsuits or legal actions resulting from your company's previous elevation projects.
- f. Has your Firm ever been dismissed from another Grant Program? If yes, why? If yes, Provide contact information.

2. CAPABILITIES AND CAPACITIES

(Engineering will be completed before individual project awards) | 25 POINT MAXIMUM

Provide documented evidence demonstrating the contractor's capacity to successfully complete elevation projects:

- a. Total Number of completed elevations over a 12-month period for the last 5-years.
- b. The number of Elevation Programs you are currently involved in, including the number of Elevation projects awarded to your firm.
- c. Your Firm's Project to Superintendent ratio.
- d. Firm's current capacity to add projects to your existing portfolio, including how that will be accomplished.
- e. An estimate of time to perform a complete elevation project for one residential property, including details and timeline on each associated task or step in the process.
- f. A statement of your Firm's ability to sustain operations for up to 30 days between approved invoice and receipt of County payment.
- g. Describe the conditions and schedule for payment of your subcontractors.
- h. The Firm will be required to verify bonding capacity in a statement addressed to Galveston County from a certified bonding company, authorized to do business in the State of Texas. The statement must clearly state the amount of the Firms bonding capacity to be reserved for the Galveston County Elevation Projects.

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3. METHODOLOGY | 30 POINT MAXIMUM

- a. Describe proposed methodology to perform the services as outlined in section D, Scope of Work, in this RFP.

4. REFERENCES | 10 POINT MAXIMUM

- a. Evidence of your company's experience in cost control, homeowner relationships, local building costs, quality of work, and compliance with work schedules. Please provide the following information:
 - Please provide a minimum of three (3) references of your company's history and past performance with engineer-designed elevation construction.

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Q. REQUIRED DOCUMENTS CHECKLIST

By signing here, the firm does hereby attest that it has fully read the instructions, conditions, and general and special provisions and understands them. **The proposer shall return this checklist with completed submittal.**

THE COMPANY OF: _____

ADDRESS: _____

FEIN (TAX ID): _____

The following documents shall be returned or confirmed with an "X" with solicitation submittals. Failure to do so may be ample cause for rejection of qualification submittal as non-responsive. It is the responsibility of the Proposer to ensure that Respondent has received all addenda.

ITEMS:	Confirmed (X)
1. Required Documents Checklist (this page)	
2. Addenda Acknowledgement (if any)	
3. One (1) original and two (2) copies of Proposer's Response if not submitting Electronically.	
4. ATTACHMENT A - Vendor Qualification Packet	
5. ATTACHMENT B - Certification Reg. Debarment, Suspension, and Other Ineligibility	
6. ATTACHMENT C - Certification Regarding Lobbying Form	
7. ATTACHMENT D - Non-Collusion Affidavit	
8. ATTACHMENT E - Prohibition on Contracts with Companies Boycotting Israel	
9. ATTACHMENT F - Prohibition on Contracts with Certain Companies	
10. ATTACHMENT G - Information for Notice	
11. ATTACHMENT H - Form 1295	

Person to contact regarding this qualification: _____

Title: _____ Phone: _____ Fax: _____

E-mail address: _____

Name of person authorized to bind the Firm: _____

Signature: _____ Date: _____

Title: _____ Phone: _____ Fax: _____

E-mail address: _____