

**PUBLIC NOTICE**  
**BID # P23-1029**

The City of Rio Grande City, Texas, is requesting proposals for **ANIMAL SHELTER CONSTRUCTION** until 10:00 AM, Monday, November 13, 2023. Soliciting proposal specification criteria is available and can be obtained on the City's website at [www.cityofrgc.com](http://www.cityofrgc.com) or with Angela M. Solis, City Secretary's Office, 5332 E. US HWY 83, Rio Grande City, Texas 78582.

Please note "**RFP: ANIMAL SHELTER CONSTRUCTION**" in front of the sealed envelope.

POSTED ON THIS 1<sup>st</sup> day of November 2023.



Angela M. Solis,  
City Secretary  
City of Rio Grande City, Texas

**RFP FOR  
ANIMAL SHELTER CONSTRUCTION**

**ISSUE DATE: November 01, 2023**

**DUE DATE: November 13, 2023**



**REQUEST FOR PROPOSAL (RFP)  
No P23-1029**

**ANIMAL SHELTER CONSTRUCTION**

**1. INTRODUCTION.** The City of Rio Grande City, Texas ("City"), is soliciting proposals from qualified contractors for the ANIMAL SHELTER CONSTRUCTION. This RFP is issued in accordance with Chapter 252 of the Texas Local Government Code.

**2. SCOPE OF WORK.**

1. Preparing the exterior and interior surfaces of Animal Control for painting, including cleaning, scraping and priming as necessary.
2. Providing all necessary materials, including paint that is weather resistant (exterior) and of a color approved by the City.
3. Completing the painting in a professional manner, ensuring even coverage and clean lines; and cleaning up the site upon completion.
4. Removing and disposing of old bathroom fixtures from two bathrooms.
5. Preparing and installing new bathroom fixtures.
6. Replacing bathroom walls and ceilings that have water damage and installing needed sheetrock and lumber that is required.
7. Preparing the flooring in offices and bathroom for new vinyl flooring, including cleaning, scraping and installing the new vinyl flooring.
8. Lowering three air conditioning units in the main kennels area.
9. Removing old frame work in interior walls of kennels to include the proper disposal of removed material.
10. Construct internal walls with foam insulation in order to soundproof the kennel area.
11. Construct exterior chain-link fencing with a vehicle gate in the rear of the building.
12. Install 50 pre-ordered kennels (4.5ft x 4.5ft) to include all four walls, door, bowl swivel and tarp.
13. Construct three shelves for 10 basic pet carriers on the northside wall inside the kennels area.
14. Construct slopes in kennels with a canal in order to drain water into the main sewer drain in the middle of the kennel's portion of the building.



15. Construct a drain trap for the main sewer drain in order to trap dog feces.
16. Install or fix light fixtures throughout the building.
17. Construct or create a rear entrance for employees to include door frame, door and door handles.
18. Fix rear garage door or install new garage door to include the purchasing of door.
19. Replacing any interior or exterior walls with water damage.
20. Establish an HVAC system that ensures proper ventilation, heating and cooling to keep animals in a conducive environment.
21. Ensure the office HVAC system is properly working.
22. Install roof trusses and roofing materials to ensure a waterproof seal.
23. Erect the structural framework of the animal shelter, ensuring it adheres to all structural integrity and safety standards.
24. Fix a wall that is slanted on that divides the office and kennels area.
25. Ensure clean-up of the construction site, removing all debris, construction materials and equipment.

**3. PROPOSAL SUBMISSION REQUIREMENTS.** Proposals must include:

- a. Preliminary Work:
  - i. Conduct a thorough site survey to establish site boundaries, existing utilities, topography, and any other relevant site conditions.
  - ii. Secure all necessary construction permits and approvals from local regulatory bodies.
- b. Site Preparation and Ground Work:
  - i. Clear and grub the designated area, removing any unwanted vegetation, debris, or obstructions.
  - ii. Undertake soil testing to determine the soil's suitability and if any treatments or modifications are required.
  - iii. Execute excavation, grading, and leveling as per the project plan.
  - iv. Install necessary drainage and erosion control measures to ensure the site remains stable and prevents water accumulation.
- c. Foundation Work:
  - i. Lay the foundation as per the architectural and structural plans, ensuring it's designed to support the entire structure of the animal shelter.
  - ii. Waterproof the foundation to prevent any potential water ingress.
- d. Structural Construction:
  - i. Erect the structural framework of the animal shelter, ensuring it adheres to all structural integrity and safety standards.
  - ii. Install roof trusses and roofing materials to ensure a waterproof seal.
  - iii. Construct internal and external walls, partitioning spaces as per the design layout.

- e. Internal Construction and Fit-Out:
  - i. Construct individual animal kennels, cages, and open spaces, ensuring each area is secure, comfortable, and fit for purpose.
  - ii. Install necessary plumbing and sanitation systems to ensure easy cleaning and hygiene maintenance.
  - iii. Establish an HVAC system that ensures proper ventilation, heating, and cooling to keep the animals in a conducive environment.
  - iv. Set up administrative and staff areas, including offices, restrooms, storage spaces, and meeting rooms.
- f. Electrical and Lighting:
  - i. Install a comprehensive electrical system, including outlets, switches, and main panels.
  - ii. Set up interior and exterior lighting fixtures to ensure adequate visibility during all times of the day and in all areas of the shelter.
  - iii. Ensure backup power provisions, such as generators or battery systems, to maintain essential services in case of power failures.
- g. Security and Surveillance:
  - i. Install security measures like fencing, security cameras, and alarms to ensure the safety of the animals and staff.
  - ii. Set up access control systems for restricted areas.
- h. External Amenities and Landscaping:
  - i. Construct external facilities such as exercise yards, play areas, or relaxation zones for animals.
  - ii. Develop parking areas for staff and visitors.
  - iii. Undertake landscaping to provide a welcoming and aesthetic environment, which may include planting trees, shrubs, and laying grass or turf.
- i. Utility Connections:
  - i. Ensure proper connections to the city's water, sewage, electrical, and gas systems.
  - ii. Install any necessary utility meters and establish billing accounts.
- j. Finalization and Handover:
  - i. Conduct a comprehensive inspection of the constructed shelter, rectifying any identified defects or issues.
  - ii. Ensure a clean-up of the construction site, removing all debris, construction materials, and equipment.
  - iii. Hand over the completed animal shelter to the City, providing all relevant documentation, warranties, and manuals.

**4. BOND GUIDELINES.** In accordance with Chapter 252 of the Texas Local Government Code, the following bond requirements apply to this project:

- a. *Performance Bond.* The selected contractor must provide a performance bond in an amount not less than 100 percent of the total contract price. This bond ensures the faithful performance of the work in accordance with the plans, specifications, and contract documents. The



bond must be executed by a corporate surety in accordance with the Texas Insurance Code.

- b. *Payment Bond.* The selected contractor must provide a payment bond in an amount not less than 100 percent of the total contract price. This bond is for the protection of all claimants supplying labor and material in the execution of the work provided for in the contract. The bond must be executed by corporate surety in accordance with the Texas Insurance Code.
- c. *Alternative Forms of Security.* In lieu of a performance or payment bond, a contractor may provide:
  - i. A cashier's check or certified check; or
  - ii. A United States government bond or note that is unconditionally guaranteed as to both principal and interest by the United States.
- d. *Bond Submission.* All required bonds must be submitted within ten (10) business days after the contract is awarded. Failure to provide the required bonds within the specified timeframe may result in the termination of the contract award.
- e. *Bond Validity.* All bonds must remain valid for the entire duration of the contract, including any extensions or additional work periods.
- f. *Additional Requirements.* The City of Rio Grande reserves the right to establish additional requirements for bonds or other security to ensure the proper performance of the contract.

**5. ADVERTISEMENT.** This RFP will be advertised on the City's website and in a local newspaper published in Rio Grande City once a week for two consecutive weeks.

**6. SUBMISSION DEADLINE:** All proposals must be received by the City Secretary no later than **Monday, November 13, 2023 at 10:00 AM CST**. Proposals will NOT be accepted by mail, facsimile transmission or email. Late submissions will not be considered.

**7. PROPOSAL OPENING.** Proposals will be opened publicly on **Wednesday, November 01, 2023 at 8:00 AM CST** at the City of Rio Grande City (City Hall) at 5332 E US Hwy 83, Rio Grande City, Starr County, TX 78582.

**8. EVALUATION AND AWARD.** Contracts for goods or services are awarded using competitive sealed proposals. All proposals are evaluated to identify which one offers the best value to the municipality. Evaluation criteria include purchase price, the reputation of the proposer, quality of goods/services, how well the goods/services meet the municipality's needs, past relationships, total long-term cost, and any additional factors listed in the Scope of Services for the contract. The City may hold discussions or accept revised proposals from qualified proposers. The contract will be awarded to the responsible proposer whose proposal is deemed most beneficial to the municipality, considering both price and other evaluation factors.

**9. CONTRACT. ALL VENDORS** responding to this RFP are hereby informed that the City has a set of standard terms and conditions contained within the City's vendor contract. It is the sole responsibility of the Vendor to obtain and review a copy of the City's vendor contract prior to submitting a response to this RFP. The terms and conditions set forth in the City's vendor contract are non-negotiable. By submitting a response to this RFQ, the Vendor explicitly acknowledges and agrees to adhere to those terms and conditions. Moreover, such submission constitutes a warranty and representation by the Vendor that it has thoroughly reviewed the City's vendor contract and unequivocally agrees to be bound by its terms and conditions upon award.

**10. CONTACT INFORMATION.** For questions or clarifications regarding this RFP, please contact: **Angela M. Solis**, City Secretary at 5332 E. Highway 83 Rio Grande City, TX 78582-9475, Office No. (956) 487-0672 or [asolis@cityofrgc.com](mailto:asolis@cityofrgc.com) (if contacted via email, include a courtesy copy [cc] to Deputy City Manager, Noe Castillo at [ncastillo@cityofrgc.com](mailto:ncastillo@cityofrgc.com)).

**11. MISCELLANEOUS.** The City is not responsible for any costs incurred by the bidder in preparing and submitting a proposal. The City reserves the right to request additional information or clarifications from bidders. All work must comply with local, state, and federal regulations.