



City of Palestine – Tourism Marketing

825 W. Spring St.

Palestine, TX 75801

903-723-3014 / www.visitpalestine.com

Notice is published in Palestine Herald-Press in the Saturday, September 11, 2021, and Saturday, September 18, 2021, editions.

Request for Proposals 2021-019

Project: Visitor Information Center Structural /Cosmetic Repairs

Project Summary

The City of Palestine seeks a request for proposal from qualified firms to make repairs to the Palestine Visitor Information Center located at 825 W Spring Street.

Scope of Work

The location is a City of Palestine owned pier & beam wood framed building at 825 W Spring Street. The location serves as an information center for visitors to Palestine.

Description of work needed:

Windows:

sash replacement

stool replacement

replace weight ropes and maintenance on pulleys

install sash locks

some full window jamb repair or replacement

Door:

Build and/or install new exit doors with jamb. Check for rot at framing.

Exterior:

Inspect beam on southeast side of building to determine if contributing to building level and/or rot, additional piers, etc.

Rotted board and batton siding, trim and casing.

Rotted structural lumber around rim joist and some bottom plate and associated studs. Address water drainage off deck toward building.

Some deck replacement

Prep and paint entire building

Once structural work is finished, foundation must be leveled, and additional piers installed under rim joist to support deck.

**Alternatively add structure under deck and remove deck from rim joist to take pressure off building.

Submission Guidelines

Bid Response Requirements: The detailed requirements set forth are mandatory. Failure to respond to a specific requirement will result in disqualification. The City of Palestine, TX reserves the right to accept or reject any or all proposals. Proposers are reminded that proposals will be considered exactly as submitted. Points of clarification will be solicited from proposers at the discretion of the City of Palestine, TX and during the review process. Those proposals determined not to be in compliance with provisions of this RFP and the applicable law and/or regulations will not be reviewed by the board for consideration.

Delivery: Proposals must be sealed. Proposals may be mailed or hand-delivered to the City of Palestine, City Secretary. Sealed proposals for the Visitor Center RFP 2021-019 are due to the City Secretary's Office by 3:00 p.m. on Monday, October 11, 2021.

Please include on the sealed bid envelope:

"SEALED RFP 2021-019 - TO BE OPENED: MONDAY, OCTOBER 11, 2021, at 5:30 P.M."

Proposals received after this time will be returned unopened. The City reserves the right to reject any and all proposals, to request additional information concerning any proposal for purposes of clarification, and to waive any irregularities and informalities in the submittal and evaluation process. This RFP does not obligate the City to pay any cost incurred by respondents in the preparation of the proposal. Furthermore, this RFP does not obligate the City to accept or contract for any implied services.

Mailing Address and Hand Delivery Address:

Teresa Herrera, City Secretary
ATTN – SEALED RFP 2021-019 TO BE OPENED: OCTOBER 11, 2021, AT 5:30 P.M.
504 N. Queen Street
Palestine, TX 75801

Your proposal shall be governed by the following schedule:

Monday, October 11, 2021, at 3:00 p.m., Central Standard Time ("CST")

Sealed, written proposals due at Palestine City Secretary's Office. Proposals received after this time will not be considered.

Wednesday, October 6, 2021, at 5:00 p.m., CST

Deadline for inquiries, questions, requests for information, or pre-proposal conference with the City Manager and staff. All questions must be submitted in writing to Therrera@palestine-tx.org and Mraum@palestine-tx.org.

Monday, October 11, 2021, at 5:30 p.m., CST

Opening of sealed RFPs during the Palestine City Council meeting. To be considered for this engagement you must meet the qualifications and satisfy the requirements set forth in this RFP.

Communications/Inquiries: All communications regarding the submission of your proposal are to be in writing directly to Mary Raum at mraum@palestine-tx.org.

Proposals will be reviewed by Staff the week of October 12 through October 20, 2021, and all proposals will receive a response in writing by October 26, 2021.

Review and Right of Refusal

City of Palestine, TX will evaluate the proposals based on the factors outlined within all requested documentation, which shall be applied to all eligible, responsive proposals in selecting the successful submitter. Proposals will remain in effect for 90 days. Proposals cannot be altered or amended after the submission deadline. Any interlineations, alterations, or erasures made before bid opening must be initialed by the signor of the proposal, guaranteeing authenticity.

City of Palestine, TX reserves the right to disqualify any proposal for, but not limited to person or persons it deems as non-responsive and/or non-responsible; a failure to respond to each section; or whose experience does not describe the competencies required.