



Request for Proposal (RFP) – Resource Center Sump Pump
Basis for Proposal/Pricing
January 31, 2025

1. STATEMENT OF PURPOSE & BACKGROUND:

Haven for Hope of Bexar County (“Haven for Hope”) has operated its 22-acre Transformational Campus just west of downtown San Antonio, Texas for the last 13 years. Haven for Hope’s mission is to provide a place of hope and new beginnings by providing, coordinating, and delivering an efficient system of care for people experiencing homelessness in San Antonio, with a vision of ending homelessness by empowering individuals and families to transform their lives.

Haven for Hope currently has a sump pump system located in the basement of its Resource Center building. Haven for Hope is seeking proposals for the design, construction, and installation of a new sump pump system located in the basement of the Resource Center building.

2. PROJECT SPECIFICATIONS / SCOPE OF WORK:

This project includes the turnkey design, construction, and installation of an upgraded sump pump system, as specified below:

- *System Design & Installation*
 - *Install a new sump and pump system at the Resource Center*
 - *Discharge water shall be piped (ceiling hangers) to the street (W. Martin Street)*
 - *For bidding purposes, assume*
 - *36-inch diameter, 8-foot deep, concrete-lined sump*
 - *Two (2) heavy duty 300 GPM pumps with floats*
 - *Associated electrical*
 - *Associated plumbing*
 - *Closet type-enclosure, fire-rated door, metal stud, and gypsum walls (Assume 8' x 8')*
- *Bid should include*
 - *Design and installation,*
 - *Labor, clean-up, and haul-off,*
 - *Protection of existing improvements, and*
 - *All necessary materials, permits, fees, general conditions, and mark-up.*
- *Cleanup and Restoration: Upon project completion, the contractor must clean and restore the work area to its original or better condition. This includes debris removal and ensuring no disruption to Haven’s operations. The contractor must provide detailed as-built drawings for the sump pump system.*

Warranty: Upon final payment there will be a 60-day, 10% retainage that will be withheld and a 2-year warranty on workmanship and parts. Payments will be made in three milestones.

3. COMPLIANCE, INSURANCE, & OTHER REQUIREMENTS:

- All materials and installations must adhere to state and federal procurement regulations. All work conducted under this RFP must strictly adhere to and comply with all applicable legal and regulatory guidelines throughout the duration of the project.
- All contractor staff assigned to this project must meet the requirements to gain access to Haven's property, Additional information will be provided upon request.
- Proposals must include costs and a timeline to obtain all necessary permits for installation and any other work required under the proposal.
- Interested parties must obtain and maintain any insurance required by law, but must at least include: (i) broad form commercial general liability insurance in amounts for bodily injury and property damage of \$1,000,000 per occurrence and \$2,000,000 general aggregate (or equivalent in umbrella or excess liability coverage); (ii) causes of loss-special form property insurance, issued on a replacement-cost basis and insuring the full value of the contractor's property and property for which contractor is legally liable, including vehicles; (iii) workers' compensation and employer's liability in amounts of at least \$1,000,000; and (iv) business automobile liability, for owned, leased, non-owned and hired vehicles, with combined single limit for bodily injury and property damage of \$1,000,000 per occurrence (or its equivalent in umbrella or excess liability coverage).
 - All policies shall be primary, name Haven as an additional insured, and be issued by insurance company(ies) qualified to do business in the State of Texas and having a Best Rating of at least A-VII.
- The awarded contractor must furnish a performance and payment bond equivalent to **100% of the contract value** before starting the project.
- **Worksite Safety & Security:** The contractor is responsible for securing the worksite, ensuring OSHA compliance and maintaining a safe work environment and protecting employees, clients, and visitors during the project.
- **Work Schedule Restrictions:** Work may only be conducted Monday through Friday, 8:00 AM to 6:00 PM, unless approved in advance by Haven for Hope

4. PROPOSAL SUBMISSION GUIDELINES:

Interested parties should submit their proposals by **5:00 PM on Wednesday, February 19, 2025**, via email to RFP@havenforhope.org and Earvin.reinhardt@havenforhope.org.

Proposals should include:

- Detailed project plan and timeline;
- Cost breakdown including materials and labor;
- List of required permits, including associated costs and timelines;
- Description of relevant experience; and
- Certificate of Insurance (COI)

A site visit will be conducted on **Monday, February 10, 2025, at 10:00 AM** at 1 Haven for Hope Way, San Antonio, TX 78207. We will meet outside the Volunteer Center. The site visit is highly recommended to answer all questions and to provide clarification.

Any other inquiries and/or requests for clarification should be sent in writing to Earvin Reinhardt at the contact information listed in this RFP.

5. CONTACT INFORMATION:

Earvin Reinhardt
Director of Logistics and Facilities Management
Email: Earvin.reinhardt@havenforhope.org with CC to RFP@havenforhope.org
Office: 210-220-2112

6. ATTACHMENTS:

- Attachment A – Site Plan

7. EVALUATION CRITERIA:

Proposals will be evaluated based on:

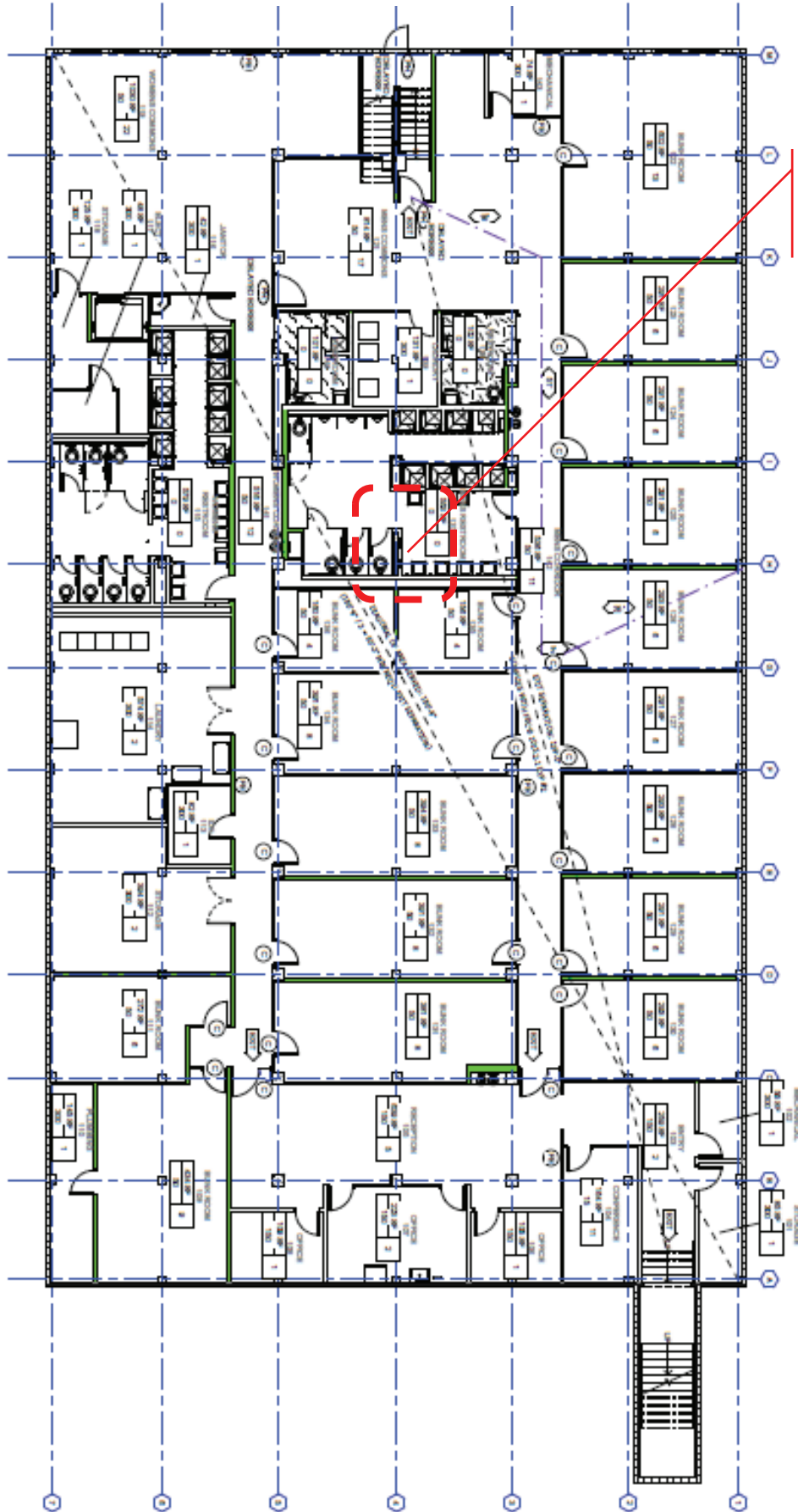
- Adherence to project specifications;
- Proposed timeline;
- Cost-effectiveness; and
- Relevant Experience

Haven for Hope reserves the right to reject any or all proposals received in response to this RFP, to waive any informalities or irregularities in the proposals received, and to negotiate with any qualified interested party.

Thank you for your interest in this project at Haven for Hope. We look forward to reviewing your proposal.

LOWER-LEVEL RESOURCE CENTER

West Martin Street



Approximate Sump Closet Location