



**CITY OF FAIRFIELD**  
**REQUEST FOR QUALIFICATIONS/REQUEST FOR PROPOSALS**  
**DESIGN/BUILD SERVICES FOR**  
**REMODELING OF EXISTING STRUCTURES**  
**FOR CITY OFFICES, VISITOR'S CENTER**  
**POLICE DEPARTMENT OFFICES AND STORAGE**

**Deadline for RFO will be FRIDAY, SEPTEMBER 6, AT 5:00 P.M.**  
**Deadline for RFP for Selected Finalists will be FRIDAY,**  
**OCTOBER 18, AT 5:00 P.M.**

The City of Fairfield is requesting and will receive qualification statements from Design-Builders for the purpose of remodeling of the existing structures located at 960 E. Commerce St. Fairfield, Texas, 75840. In the second phase, full proposals will be accepted from one or more designated finalists. Qualification/Proposal forms may be picked up at 222 S. Mount St., Fairfield, Texas, 75840 between the hours of 8:00 a.m. and 5:00 p.m. on normal business days.

The project is for the renovation and relocating of the City Offices to 960 E. Commerce Street, Fairfield Texas. The property includes 5.0 acres of land and has 6 existing buildings. Buildings One (11,580 sq. ft.), Two (1,204 sq. ft.) and Three (1,849 sq. ft.) are addressed in this cost estimate. No work is included for Buildings, 4 or 5; however, an option to remove asbestos has been included for Building 4.

Building 1 will be used for the City Offices including Council Meeting room, Visitor's Center and Tourism. Buildings 2 and 3 will be used for Police Department offices and storage. Building 5 will be used as covered parking for the police department vehicles. The City anticipates that this project will not exceed \$950,000.

The selected Design-Builder will be responsible for all architectural planning and design, cost estimating, scheduling, value engineering, constructability review during the design and construction document phases, preparation of all necessary design, bidding and construction documents with required architect and engineer seals, and the bonding, construction and warranty of the entire project. In addition, the Design-Builder will be responsible for demolition and carry off of construction debris.

This Request for Qualifications/Request for Proposals ("RFQ/RFP") requires that qualifications be submitted first, without any cost information. Then finalists will be selected who will be permitted to deliver full Proposals for the Project. Qualification Statements are to include the information requested in the below questionnaire in the sequence and format prescribed.

**SECTION 1. GENERAL REQUIREMENTS:**

1.1 Sealed Qualification Statements. Sealed qualification statements will be received as follows: Two (2) signed originals of the qualification statement shall be submitted no later than 5:00 p.m. on Friday, September 6, 2019. The City reserves the right to reject any and all qualifications statements. Qualifications Submissions received in the City Secretary's office after the stated deadline(s) will be returned unopened

and will be considered void and unacceptable. The City of Fairfield is not responsible for lateness of mail, carrier or any method of delivery. The time in the City Secretary's office shall be the official time of receipt.

Originals shall be in a sealed envelope clearly marked REQUEST FOR QUALIFICATIONS TO BE OPENED ON, SEPTEMBER 10, 2019 AT 6:00 P.M. and submitted to CITY OF FAIRFIELD, ATTN: CITY SECRETARY, mailed to 222 S. Mount St., Fairfield, TX 75840 or delivered to 839 E. Commerce St., Fairfield TX 75840.

Qualification Statements should include the non-collusion affidavit attached as Exhibit "D" and if applicable, the non-resident bidder form attached as Exhibit "E."

Opened Qualification statements will be evaluated by City staff. Evaluation criteria will be based on the completeness of the information provided, references/reputation and best value for the City.

Individuals or teams will be notified by 5:00 p.m. on Wednesday, September 25 whether they have been selected as a finalist to submit a sealed proposal for the project.

1.2 Sealed Proposals. Sealed proposals may be submitted ONLY by Respondents selected by the City as finalists and notified in writing to submit Proposals, Proposals will be received as follows: two (2) signed originals of the Proposal shall be submitted no later than 5:00 p.m. on Friday, October 18, 2019. The City reserves the right to reject any and all Proposals. Proposals received in the City Secretary's office after the stated deadline(s) will be returned unopened and will be considered void and unacceptable. The City of Fairfield is not responsible for lateness of mail, carrier or any method of delivery. The time in the City Secretary's office shall be the official time of receipt.

Originals shall be in a sealed envelope clearly marked REQUEST FOR PROPOSALS TO BE OPENED ON OCTOBER 22, 2019, AT 6:00 P.M. and submitted to CITY OF FAIRFIELD, ATTN: CITY SECRETARY, mailed to 222 S. Mount St., Fairfield, TX 75840 or delivered to 839 E. Commerce St., Fairfield TX 75840.

Opened Proposals will be evaluated by City staff. Evaluation criteria will be based on the completeness of the information provided, references/reputation and best value for the City.

1.3 No Amendments. Unless expressly allowed in writing by the City Administrator, no Qualification Statement or Proposal may be changed, amended, or modified in any manner after it is delivered to the City; however, such documents may be withdrawn and resubmitted any time prior to the applicable deadline.

1.4 Schedule. Based on the appropriateness of the qualifications/proposals, the City may select one or more finalists to submit proposals and/or a single Design Build Team with whom to negotiate a Design/Build Agreement. Final agreement is subject to approval by the City Council of the City of Fairfield.

#### Schedule of Events

Week of July 29, 2019	First ad placed in newspaper and qualification/proposal forms available for pickup
Week of August 5, 2019	Second ad placed in newspaper
September 10, 2019	RFQ Opening – 6:00 p.m.

September 24, 2019	City Council selects finalists for Design/Build Team
October 18, 2019	RFP Submission Date from finalists
October 22, 2019	RFP Opening – 6:00 p.m.
November 12, 2019	City Council selects Design/Build Team and begins negotiations on Design/Build Agreement

For questions concerning the preparation of your Proposal, please contact City Administrator Nate Smith at 903-389-2633, or [nate.smith@fairfieldtexas.net](mailto:nate.smith@fairfieldtexas.net)

## SECTION 2. SUBMISSION OF QUALIFICATIONS

2.1 Prior to submission of proposals for the project, the City will accept and consider statements of qualifications from design builders/teams wishing to provide all architectural planning and design, cost estimating, scheduling, value engineering, constructability review during the design and construction document phases, preparation of all necessary design, bidding and construction documents with required architect and engineer seals, and the bonding, construction and warranty of the entire project. In addition, the Design-Builder will be responsible for demolition and carry off of construction debris. The City may choose to interview any Respondent or request additional information.

2.2 Each Respondent must submit a Qualifications Statement containing a full and complete response to the questions below and meeting all requirements of this RFQ/RFP. **No price or cost information is to be included with the Qualifications Statement.** The inclusion of pricing or cost information in a Qualifications Statement may be cause of disqualification of the respondent at the City's sole discretion.

2.3 Questions for Qualifications Statement:

**The City of Fairfield has listed below a few select questions. The questions listed below will be rated by elected/appointed officials and city staff. Please answer the following questions in detail.**

Why do you believe your firm would be a good choice for our project? \_\_\_\_\_

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Please provide the following information in the sequence and format prescribed. Supplemental materials may be attached, but the information requested below is to be provided in this format.

1. Firm Information: \_\_\_\_\_  
Name of Firm: \_\_\_\_\_  
Type of Entity: \_\_\_\_\_  
State of Creation: \_\_\_\_\_  
Address of Office performing work: \_\_\_\_\_  
Primary individual to contact: \_\_\_\_\_  
\_\_\_\_\_  
Phone, email, fax: \_\_\_\_\_
2. Financial Information:  
Provide name, address, and phone number of financial institution (and name/phone number of financial officer) where construction funds will be deposited and from which payments will be drawn. \_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. Provide name, address, and phone number of the bonding company and name and address of agent.  
\_\_\_\_\_  
\_\_\_\_\_
4. Is the firm a member of DBIA (Design-Build Institute of America)? \_\_\_\_\_
5. Does the firm have an accredited design-build professional on staff? \_\_\_\_\_
6. If yes, how many years on staff? \_\_\_\_\_
7. Does the firm have an accredited LEED professional on staff? \_\_\_\_\_
8. If yes, how many years on staff? \_\_\_\_\_
9. How many years have the architectural firm and general contractor worked together as a design-build team? \_\_\_\_\_
10. Is the design-build team integrated? \_\_\_\_\_
11. List key personnel assigned to this project and the roles they will perform. Please provide a brief resume of each listed person. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
12. How many projects has your team completed in the past five (5) years, and of those, how many were municipal or county projects?  
\_\_\_\_\_
13. Please list the last five (5) municipal or county projects with references.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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14. How many full-time superintendents would you expect to assign to this project while under construction?
15. What percentage of work is your firm capable of self-performing for a typical construction project without using subcontractors? \_\_\_\_\_
16. Tell us your previous design-build experience specifically regarding the remodeling of commercial property. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
17. Based on your experience, what is your projected timeline the design-build team would commit to such as starting date, construction target dates, and occupancy date? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
18. Please add additional comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
19. Please provide AIA Form 305 Contractors Qualification Statement.

**2.4 Selection Criteria to be applied to Qualifications Statements.** The Qualifications Statements received will be reviewed, evaluated and ranked by the City and/or designees based on the following weighting factors. Only the information included in your Qualifications Statement will be considered.

a. Respondent and Team experience	20%
b. Respondent and Team technical competence	20%
c. Respondent and Team capability to perform	35%
d. Respondent and Team past performance	25%

### SECTION 3. FINALIST PROPOSAL SUBMISSION

Finalists that are notified they have been selected to submit a Proposal for the project may submit a proposal to be reviewed and rated by elected/appointed officials and city staff according to the selection criteria below. The City may in its sole discretion interview any proposer or request additional information. Proposals submitted by any person or entity other than those selected and notified in writing by City shall be deemed void and will not be considered.

- 3.1 The City reserves the right to reject any or all Proposals and reserves the right to waive any

irregularity in the Proposals reviewed.

- 3.2 Proposals must fully meet and respond to all applicable criteria and requirements of this RFQ/RFP including the General Requirements in Section 1.
- 3.3 Proposers must not include detailed engineering or architectural designs as part of the proposal. Drawings and illustrations to aid in evaluation are encouraged.
- 3.4 Proposals must comply with the Design Criteria/Scope of Work.
- 3.5 Proposals must be sealed and signed by a person authorized to bind the entity making the Proposal.
- 3.6 The City shall select the Design Build Team based upon the determination of the Proposal offering the **best value** to the City based on the evaluation criteria and weighting factors as set out herein.
- 3.7 **Selection Criteria to be applied to Proposals.** The Proposals received will be reviewed, evaluated and ranked by the City and/or designees based on the following weighting factors.

Only the information included in your Proposal will be considered.

- |    |  |     |
|----|--|-----|
| a. | Respondent and Team experience and technical competence.   | 20% |
| b. | Extent to which proposal complies with RFQ/RFP; feasibility of proposal; ability to meet schedules and estimated time of completion. | 30% |
| c. | Respondent and Team capability to perform  | 30% |
| d. | Respondent and Team past performance   | 25% |

#### SECTION 4. DESIGN AND CONSTRUCTION

- 4.1 Proposals must address all goods and services and other items requested in the RFQ/RFP, including design and construction. The maximum completion period shall not exceed 12 months.
- 4.2 The City will appoint an independent consulting engineer based on demonstrated competence and qualifications that will serve as the City's representative engineer for purposes of independent, professional assistance and evaluation of technical and qualitative issues for the duration of the Project.
- 4.3 Following selection and successful negotiation/execution of a Design Build Construction Contract between the City and the selected design build team (hereinafter "Contracted DBT" or "Contractor"), the Contracted DBT shall complete the design for the project submitting all design elements for review and approval by the City and the City's representative engineer.
- 4.4 Design Criteria/Scope of Work: In order to assist Respondents in formulating their Qualification Statements and if selected, their Proposals, Design and scope of work information regarding the project is contained in the Design Criteria/Scope of Work which is attached hereto as Exhibit "A." Each proposal and the final design must comply with the Design Criteria/Scope of Work.

#### SECTION 5. CONTRACT NEGOTIATION

- 5.1 The City will attempt to negotiate a contract with the highest ranked Finalist Design Build Team or may select only one team to negotiate with. If the City is unable to negotiate a satisfactory contract with the selected team, the City will formally end negotiations in writing begin to negotiate with the next highest ranked team or select another team to begin negotiations with until a contract is reached.
- 5.2 Payment and performance bonds will be required as part of the final Contract in the amount of the Guaranteed Maximum Price less any amounts of such price that apply to design services. If there is no Guaranteed Maximum Price the bonds will be based on the budget of the Project less any portions of the budget applicable to design services.
- 5.3 The Contracted DBT will be required to obtain and maintain insurance with the following required coverages and minimum limits and upon request, will provide insurance certificates to City evidencing the same. City shall be named as an additional named insured on its insurance and provided with a Certificate of Insurance providing coverage to City as an additional named insured.

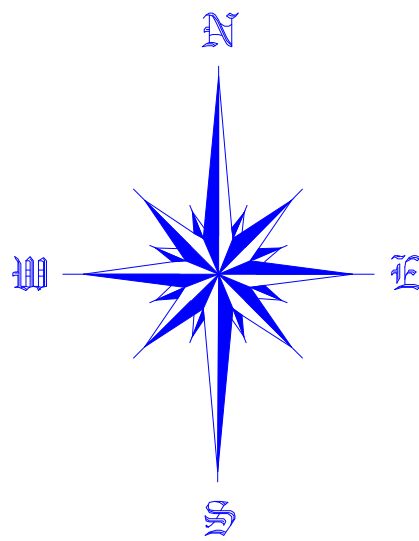
Worker's Compensation	Statutory
Commercial General Liability	\$1,000,000 per occurrence \$2,000,000 aggregate
Professional Liability Insurance	\$1,000,000 per occurrence \$2,000,000 aggregate

- 5.4 Ethics Disclosures: Texas law requires that contractors make certain disclosures. Prior to the effective date of the negotiated Contract, the Contracted DBT must have submitted to the City a copy of the Conflict of Interest Questionnaire form (CIQ Form) approved by the Texas Ethics Commission (Texas Local Government Code Chapter 176) (attached as Exhibit "B") and must comply with the Texas Ethics Commission reporting requirements set forth in Exhibit "C."

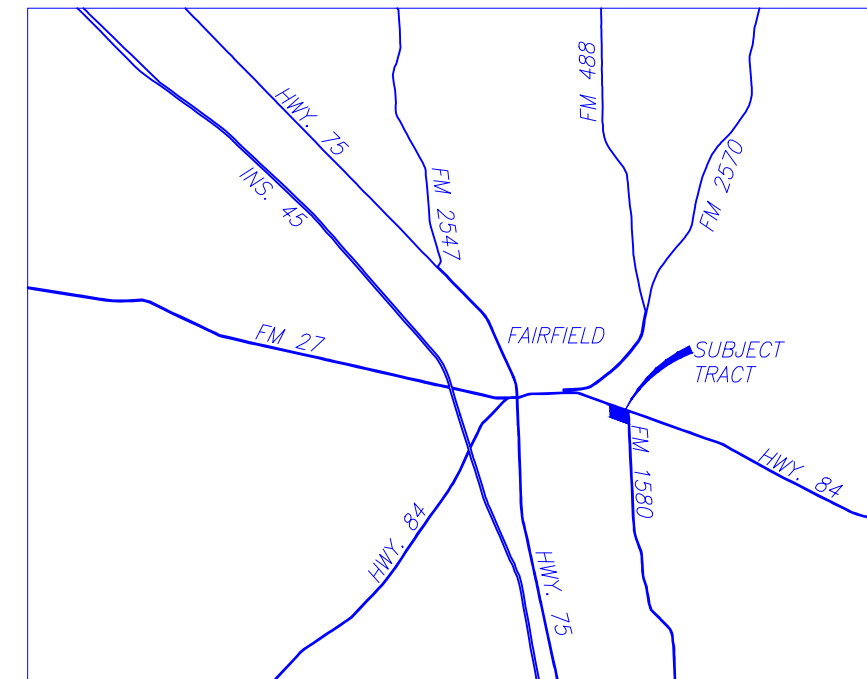
Exhibit A:

Design Criteria – Scope of Work





ALTA/ACSM LAND TITLE SURVEY  
SHOWING PART OF THE  
R. GAINER SURVEY, A-12  
SCALE: 1" = 100 FEET



VICINITY MAP (NOT TO SCALE)  
ADDRESS OF PROPERTY:  
961 EAST COMMERCE STREET  
FAIRFIELD, TEXAS 75840

CALL: 14-1/2 AC.  
THE CITY OF FAIRFIELD  
VOL. 202, PG. 381

R. GAINER SUR.  
A-12

SURVEYED:  
15.997 ACRES

CALL: 15.977 AC.  
FROM GTE SOUTHWEST INC. TO  
VALOR TELECOMMUNICATIONS OF TEXAS, LP,  
AUGUST 30, 2000 VOL. 1130, PG. 344

CALL: 36.3 AC.  
THE CITY OF FAIRFIELD  
VOL. 294, PG. 209

LEGEND

- BOUNDARY
- ADJOINER
- HIGHWAY RIGHT-OF-WAY
- POWERLINE
- OVERHEAD TELEPHONE
- CHAIN LINK FENCE
- CONCRETE
- ASPHALT
- POWER POLE
- GUY ANCHOR
- LIGHT POLE
- FIRE HYDRANT
- WATER METER
- GAS METER
- ELECTRIC METER
- TELEPHONE PEDESTAL
- WATER VALVE
- MANHOLE
- CLEAN OUT
- SATELLITE DISH
- FIBER OPTIC MARKER
- STORM DRAIN
- ELECTRIC GENERATOR
- 1/2" IRON ROD (FOUND),  
UNLESS OTHERWISE NOTED)
- 1/2" IRON ROD (SET  
WITH CAP MARKED "STANGER")
- CMP = CORRUGATED METAL PIPE
- RCP = REINFORCED CONCRETE PIPE
- MB = METAL BUILDING

RESEARCH OF EASEMENTS BY THIS SURVEYOR WAS LIMITED TO THE FOLLOWING, IN CONNECTION WITH G.F. # 20130067  
THIS SURVEYOR HAS MADE NO INVESTIGATION OR INDEPENDENT SEARCH FOR EASEMENTS OF RECORD,  
ENCUMBRANCES, RESTRICTIVE COVENANTS, TITLE OWNERSHIP, OR ANY OTHER FACTS THAT  
AN ACCURATE AND CURRENT TITLE SEARCH MAY DISCLOSE.

IN PROVIDING THIS BOUNDARY SURVEY NO ATTEMPT HAS BEEN MADE TO OBTAIN OR SHOW DATA CONCERNING EXISTENCE,  
SIZE, DEPTH, CONDITION, CAPACITY OR LOCATION OF ANY UTILITY EXISTING ON THE SITE, WHETHER PRIVATE, MUNICIPAL  
OR PUBLIC OWNED. SUBSURFACE AND ENVIRONMENTAL CONDITIONS WERE NOT SURVEYED OR EXAMINED OR STATEMENT  
IS MADE CONCERNING THE EXISTENCE OF UNDERGROUND OR OVERHEAD CONDITIONS, CONTAINERS OR FACILITIES THAT MAY  
AFFECT THE USE OF DEVELOPMENT OF THIS PROPERTY.

SEE METES AND BOUNDS DESCRIPTION PREPARED EVEN DATE.

BEARINGS ARE BASED ON THE TEXAS STATE PLANE COORDINATE SYSTEM, CENTRAL ZONE,  
NAD 1983, AS DERIVED FROM GPS OBSERVATIONS.

TO FAIRFIELD INDUSTRIAL DEVELOPMENT CORPORATION AND STEWART TITLE GUARANTY COMPANY:  
THIS IS TO CERTIFY THAT THIS MAP OR PLAT AND THE SURVEY ON WHICH IT IS BASED WERE MADE IN  
ACCORDANCE WITH THE 2011 MINIMUM STANDARD DETAIL REQUIREMENTS FOR ALTA/ACSM LAND TITLE SURVEYS,  
JOINTLY ESTABLISHED AND ADOPTED BY ALTA AND NSPS. THE FIELD WORK WAS COMPLETED ON APRIL 4TH, 2013.

I, WAYNE BEETS II, REGISTERED PROFESSIONAL LAND SURVEYOR, DO HEREBY CERTIFY THIS PLAT TO REFLECT  
AN ACTUAL SURVEY MADE ON THE GROUND UNDER MY SUPERVISION.

GIVEN UNDER BY HAND & SEAL, THIS THE 18TH DAY OF APRIL, 2013.

BY: Wayne Beets

WAYNE BEETS II  
REGISTERED PROFESSIONAL LAND SURVEYOR  
STATE OF TEXAS NO. 6039  
PLAT VOID IF NOT SIGNED IN RED.



LINE	BEARING	DISTANCE	CALL
L1	S 62°09'16" E	89.19'	S 59°45'00" E 88.75'
L2	S 70°41'16" E	84.20'	S 68°17'00" E 83.78'
L3	S 79°09'06" E	101.10'	S 76°49'00" E 101.11'
L4	S 15°42'07" E	200.17'	S 13°20'21" E 200.06'
L5	S 14°48'05" E	192.54'	S 12°27'32" E 192.51'



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STANGER SURVEYING FAIRFIELD LLC  
FAIRFIELD, TEXAS

PREPARED BY:  
**STANGER**  
SURVEYING FAIRFIELD LLC  
211 East Commerce St.  
Fairfield, Texas 75840  
(903) 389-4403  
wbeets@stangercorp.com  
SURVEY COMPLETED: 04-08-2013  
FB/PG: F137/3 JOB NO: F13024

STATE HWY 84

EXISTING SIGN

8" SEWER LINE

6" WATER MAIN

2" METER

6" WATER MAIN

FM 1580

CITY  
HALL  
BLDG 1

BLDG 4

POLICE  
DEPARTMENT  
BLDG 3

BLDG 2

BLDG 5

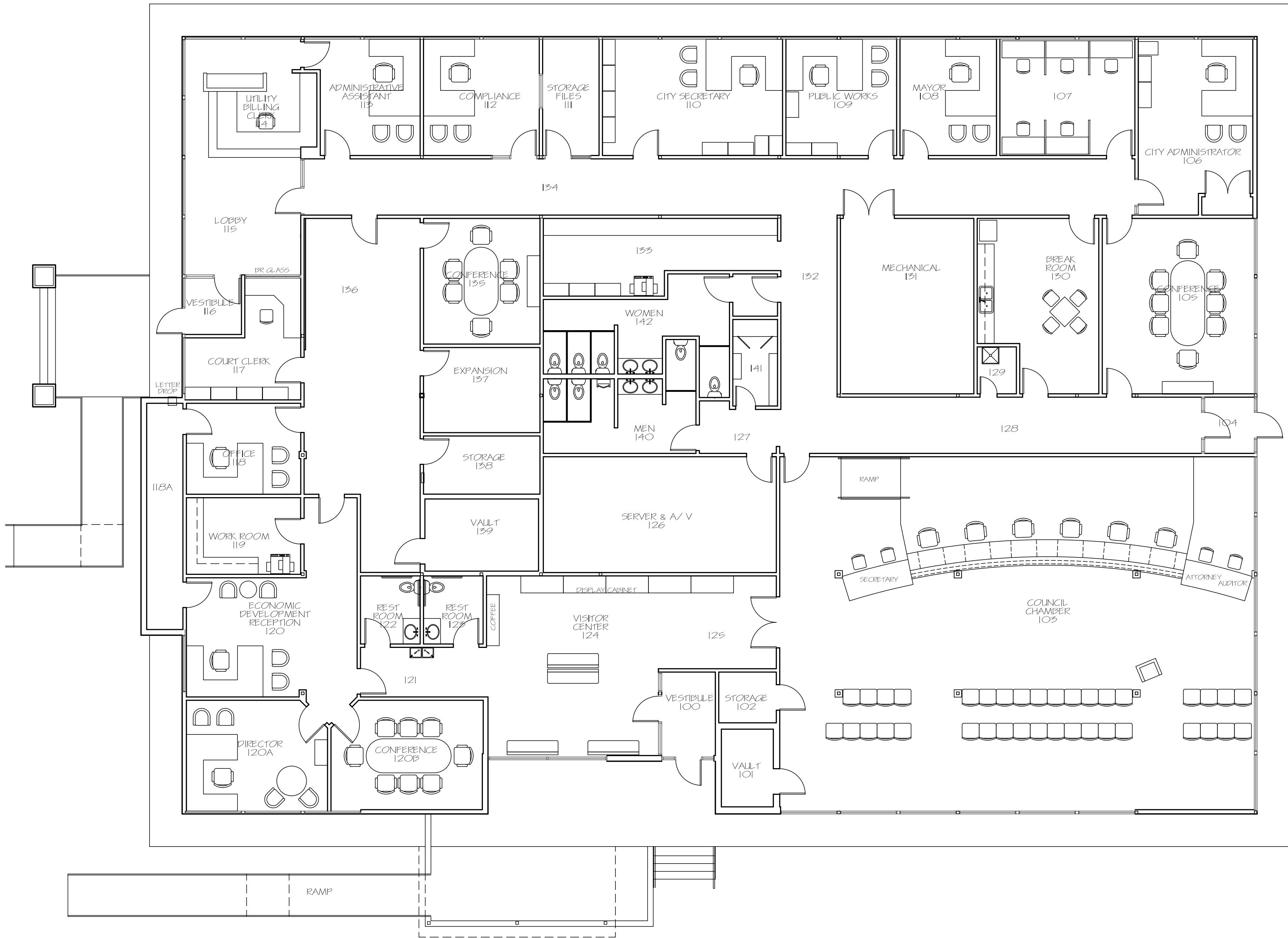
CITY OF FAIRFIELD

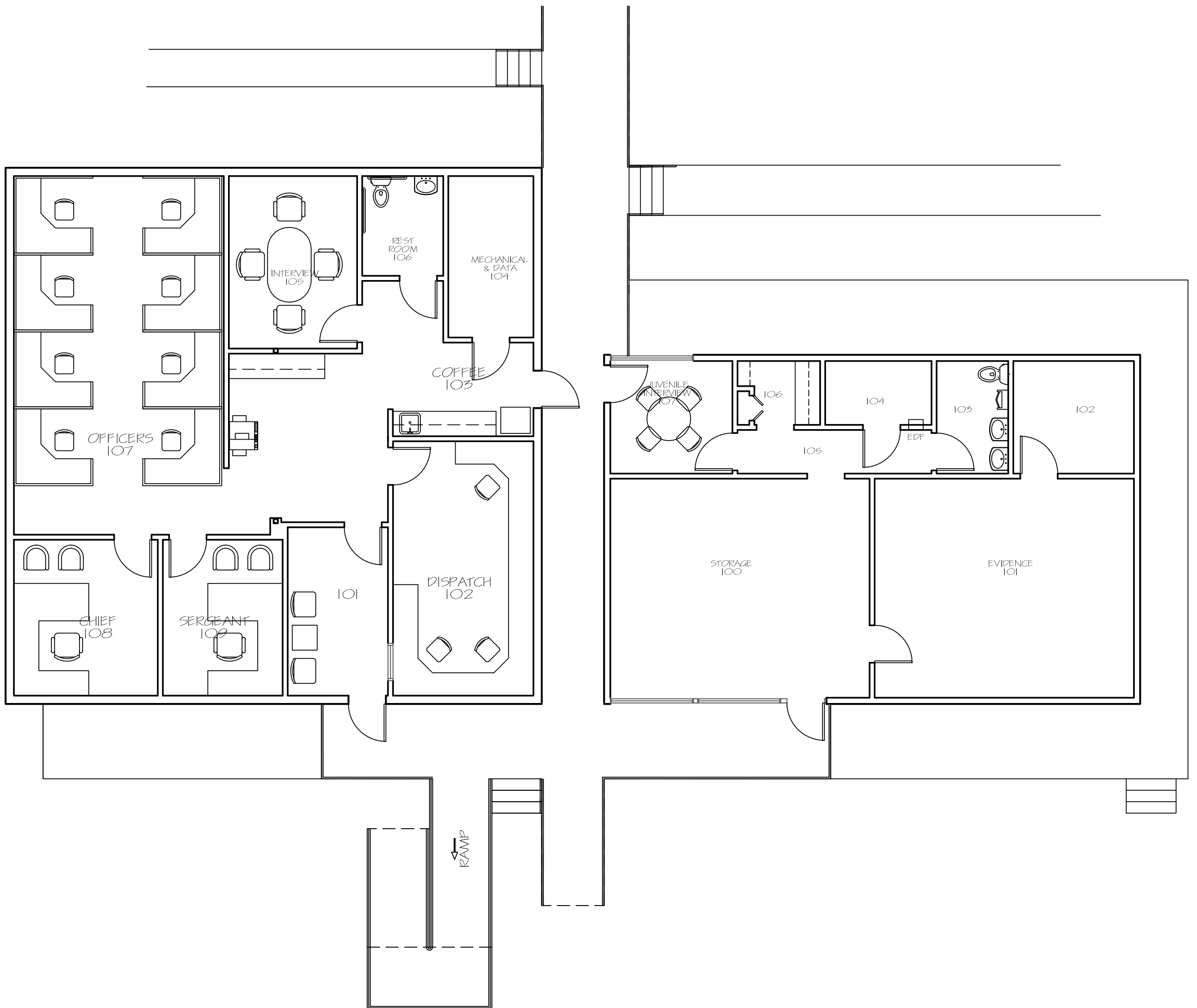
SLI

01

SITE PLAN

REVISED: May 30, 2019







*...an integrated design/build firm*

**CITY OF FAIRFIELD BUILDING 1 ADMINISTRATION, COUNCIL CHAMBER AND EDC  
BUILDING 2 – JUVENILE INTERVIEW, EVIDENCE AND STORAGE  
BUILDING 3 – POLICE DEPARTMENT  
FAIRFIELD, TEXAS  
SCOPE OF WORK  
MARCH 4, 2019  
REVISED JUNE 5, 2019**

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### **General Description of the Project**

The City of Fairfield is relocating the City Offices to 960 E. Commerce Street, Fairfield Texas. The property includes 5.0 acres of land and has 6 existing buildings. Buildings One (11,580 sq. ft.), Two (1,204 sq. ft.) and Three (1,849 sq. ft.) are addressed in this cost estimate. No work is included for Buildings, 4 or 5; however, an option to remove asbestos has been included for Building 4.

Building 1 will be used for the City Offices including Council Meeting room, Visitor's Center and Economic Development. Buildings 2 and 3 will be used for Police Department offices and storage. Building 5 will be used as covered parking for the police department vehicles.

The Scope of Work is used in conjunction with the floor plans, elevations and building renderings to prepare the Preliminary Estimate of costs for the proposed work. The Preliminary Cost Estimate may vary plus or minus ten percent (+/- 10%) based on the final design and actual subcontractor bidding. The following is a description of the services, materials and labor that are included in the Preliminary Cost Estimate.

### **Architecture, Engineering and Testing**

- ~~1. Topographical Survey~~ Parking improvements deleted from Scope of Work
- ~~2. Geotechnical Investigation~~ (Required for entry tower)
- ~~3. Asbestos testing~~ has been deleted because Buildings 1, 2 and 3 have been abated and do not require additional testing (Option 2 in the Preliminary Cost Estimate is for Asbestos abatement and monitoring at Building 4)
4. Architecture
5. Structural Engineering
6. MEP Engineering
- ~~7. Civil Engineering~~
8. Construction Documentation
9. Building and Permitting

10. Construction Administration
11. Third Party Testing
12. Project Commissioning
13. As-Built Drawings
14. TDLR/TAS Review and Inspection Fee
15. Third Party review of payment applications

**General Conditions**

1. Full time on-site supervision
2. Building Permits
3. Safety equipment
4. Temporary power and water
5. Layout engineering
6. Testing laboratory services
7. General labor
8. Interim and Final Clean
9. Dumpsters
10. Port-o-lets
11. Barricades
12. Final HVAC test and balance per Building Code requirements
13. Performance and Payment bond as required in Texas State Statutes

**~~New Administration Building Parking (Intentionally Deleted)~~****Building 1 – Exterior Enhancements**

1. Remove concrete ramp on North side of building
2. Remove existing sign can located on North aggregate wall
3. Power wash existing brick façade
4. Stucco tower at Administration entry on North side of building with single slope roof
5. **Note:** West tower addition has been deleted due to budget constraints
6. Provide 4– 24” sconce lights at Administration entry
7. ADA compliant aluminum ramp with handrails to North and West building entries
8. New concrete steps and landing at North entry
9. Existing steps at West entry to remain; add handrails at existing steps
10. Relamp existing soffit fixtures
11. An allowance has been included for landscaping
12. Stripe existing handicap spaces per ADA requirements

**Building 1 Interior Improvements****General Notes**

1. Building 1 has an existing fire alarm
2. Approximately two –thirds of Building 1 was updated about 8 years ago; new luxury vinyl flooring was installed
3. All existing hollow metal doors will be used in Building 1

4. An allowance is included for a surveillance and alarm system
5. An allowance is included for a new telephone system (does not include a new Dispatch System)

**100 West Vestibule**

1. Existing ceiling grid and tile to remain
2. Existing entry door and sidelight to remain
3. Existing flooring to remain
4. Construct gypboard wall on West side of area to create entry vestibule, texture and paint
5. Existing door to 101 Visitor Center to remain
6. Provide new recessed can LED light fixture
6. Provide new rubber base at new wall surfaces

**101 Vault Storage**

1. General clean-up of area
2. No additional work to be done in this area

**102 Storage**

1. Remove storefront door, sidelight and transom
2. Existing 2 x 4 acoustical ceiling to remain
3. Frame under grid walls, texture and paint wall surfaces
4. Install existing 3'0 x 7'0 hollow metal door; provide new hollow metal frame; paint door and frame
5. Existing floor to remain
6. Provide new 4" rubber base

**103 Council Chamber**

1. Room is existing
2. 2'0 x 4'0 acoustical ceiling to remain
3. Existing LVT flooring to remain
4. Remove existing storefront entry and sidelight
5. Frame new opening for 6'0 x 7'0 laminate entry doors in aluminum frame with ADA compliant office lockset hardware and throw bolts
6. Add eight (8) LED recessed can lights at perimeter of room on separate switch with dimmer
7. City of Fairfield logo signage centered on wall behind Council table with recessed LED wall washer lights
8. Two (2) 84" wall hung LED screens (one on each side of logo signage) with electrical, data and cable connections concealed behind screen at 72" AFF
9. Raised 6" high platform at Council Dais; ADA ramp with handrails to raised platform at Council dais;
10. Glue down carpet at platform and ramp
11. Laminate Council table with electrical chase, access doors, raised hood front panel to 42" AFF to conceal display monitors
12. Three (3) ¾" conduits to electrical chase at Council table for power, data and A/V connections (conduits to be brought down structural column chase)



13. There are six (6) positions at the circular Council seating area and two (2) floor positions on each side of the Council table; each position to have one (1) duplex electrical and one (1) duplex data/telephone outlet concealed in the electrical chase
14. Each Council position to have an angled monitor concealed behind a continuous hood above the work surface
15. One (1) duplex electrical, duplex data/telephone and audio/visual connection at column adjacent to Speaker's podium
16. One (1) above-counter duplex electrical at built-in lower cabinet on Northeast side of room
17. Rubber base is existing at LVT flooring; add rubber base at raised platform and steps
18. Audio Visual equipment and installation is included in proposal including audio/visual equipment at council chamber including two (2) 84" LED screens with mounting hardware, audio sound system with stationary and mobile microphones, built-in LED widescreen monitors with privacy shields (one for each Councilman and one for Mayor), ceiling speakers, microphone stand at podium, wall rack for Room 126 AV Equipment, Hearing Assist System, Audio Amplifier. A/V, also, includes 60" LED screens with mounting hardware at Conference Room 105

#### **104 – South Vestibule**

1. Install existing storefront 3'0 x 7'0 door in area behind Administration Lobby to be installed in existing storefront frame with passage hardware and closer
2. Existing LVT plank flooring to remain
3. Rubber base

#### **105 – Conference**

1. Remove wood veneer walls constructed on East and West sides of room
2. Rework ceiling grid where walls removed
3. Cut and tie up ceiling grid to construct new North wall between Conference and Break Room
4. Construct gypboard wall above grid with sound insulation on North side of area
5. Relocate existing light fixtures if interfering with new wall
6. Provide separate lighting control for Rooms 106 and 130 with independent light switch
7. Rework HVAC to provide supply and return for Rooms 105 and 130
8. Texture and paint walls
9. Relocate one (1) 3'0 x 7'0 hollow metal door and frame from East side of Breakroom as new East door to Conference area; provide new ADA compliant passage hardware and stop
10. Provide one (1) new 3'0 x 7'0 hollow metal door and frame with ADA compliant lockset and stop
11. One (1) duplex electrical, one (1) duplex data outlet and one (1) television outlet at 72" AFF for wall-hung 60" LED screen
12. Flat wire electrical and data to monument under table; power and data to table top connection power/data outlet at conference table
13. Existing dedicated electrical outlets on East and West walls to remain
14. Existing LVT flooring to remain – patch area where wood paneled walls removed
15. Provide rubber threshold where new doors installed
16. New mini-blinds at exterior windows

#### **106 City Administrator Office**

1. Existing area



2. Existing paneling to remain
3. Brick wall on South side of room to remain
4. Existing ceiling and grid to remain
5. Existing 3'0 x 7'0 hollow metal door and frame to remain
6. Provide new ADA compliant office lockset at existing door
7. Provide one (1) duplex electrical and one (1) quadplex data/telephone outlet on East window wall mullion behind work area
8. Miscellaneous paint touch-up at existing wall surfaces
9. Existing flooring to remain
10. New mini-blinds at exterior windows

### **107 - Council Office**

1. Tie up ceiling grid
2. Construct new gypboard under grid with sound insulation to separate Rooms 107 and 108
3. Acoustical batts in ceiling above wall
4. Rework existing 2'0 x 4'0 lay-in light fixtures if interfering with new wall
5. Rework existing HVAC to provide supply and return for 107 and 108
6. Separate lighting control with independent switch
7. Cut new door opening; relocate existing hollow metal door and frame from Server Room 126
8. Provide new ADA compliant office lockset hardware and stop at relocated hollow metal door
9. Laminate work surface with 15" box/box/file drawer and 15" file/file drawer at each work area with 48" high laminate dividers between work areas
10. Provide electrical raceway along window wall with one (1) duplex electrical outlet at each work area
11. Provide data/telephone raceway along window wall with one (1) quadplex data/telephone jack at each work area
12. Existing flooring and wall base to remain
13. Provide 4" rubber base at new wall to match existing base
14. Provide floor transition strip where new door to corridor installed
15. Replace two (2) water damaged ceiling tiles
16. Texture and paint new wall
17. Miscellaneous paint touch-up at existing wall surfaces
18. New mini-blinds at exterior windows

### **108 Mayor**

1. Existing flooring to remain
2. Existing 3'0 x 7'0 hollow metal door and frame to remain
3. Provide new ADA compliant office lockset at existing door
4. Rework existing 2'0 x 4'0 lay-in light fixtures if interfering with new wall
5. Separate lighting control with independent switch
6. Rework existing HVAC to provide supply and return in each room
7. Provide one (1) duplex electrical outlet and one (1) quadplex data/telephone outlet at work area
8. Existing 4" rubber base to remain
9. Provide new 4" rubber base at new gypboard wall
10. Provide sound batts above ceiling grid at under grid walls for sound control
11. Texture and paint new wall
12. Miscellaneous paint touch-up at existing wall surfaces

**109 Public Works Director**

1. Existing flooring to remain
2. Rework existing 2'0 x 4'0 lay-in light fixtures if interfering with new wall
3. Separate lighting control with independent switch
4. Rework existing HVAC to provide a supply and return in each room
5. Relocate existing 3'0 x 7'0 hollow metal door and frame from Court Clerk area
6. Provide new ADA compliant office lockset hardware and stop
7. Provide one (1) quadplex electrical and one (1) quadplex data/telephone outlet at work area
8. Texture and paint new wall
9. Miscellaneous paint touch-up at existing wall surfaces
10. Provide flooring transition where new door installed
11. Provide rubber base to match existing at new wall

**110 City Secretary**

1. Existing room
2. Sound batts in ceiling above under grid walls
3. Existing 3'0 x 7'0 hollow metal door to remain
4. Provide new ADA compliant office lockset
5. One (1) quadplex electrical outlet and one (1) quadplex data/telephone outlet at work area
6. Miscellaneous paint touch-up at existing walls
7. Existing flooring to remain
8. Existing rubber base to remain

**111 Storage/Files**

1. Room is existing, ceiling and lights to remain in current location
2. Existing hollow metal door to remain
3. Provide new ADA compliant office lockset hardware
4. Existing flooring and base to remain

**112 Compliance**

1. Existing window between 112 and 111 to remain
2. New below grid gypboard wall on North side of room with sound insulation
3. Remove and relocate existing 2'0 x 4'0 lay-in light fixtures that interfere with new under grid walls
4. Rework HVAC to provide one supply and return in each office area
5. Independent light switch
6. Existing 3'0 x 7'0 hollow metal door, frame and side lite to remain;
7. Provide new ADA compliant office lockset hardware
8. One (1) quadplex electrical outlet and one (1) data/telephone quadplex outlet at work area
9. Texture and paint new wall
10. Miscellaneous paint touch-up at existing walls
11. Existing flooring to remain
12. Existing rubber base to remain
13. Provide new rubber base at new all area

**113 Administrative Assistant**

1. Remove and relocate existing 2'0 x 4'0 lay-in light fixtures that interfere with new under grid wall
2. Provide independent light switch at each area
3. Rework HVAC to allow one (1) supply and one (1) return at each office
4. Provide new 3'0 x 7'0 hollow metal door and frame to Corridor 128 with ADA compliant office lockset hardware; paint to match existing doors
5. Provide new 3'0 x 7'0 laminate door and frame to Utility Billing Clerk 114 with ADA compliant office lockset hardware
6. One (1) quadplex electrical outlet and one (1) quadplex data/telephone outlet at work area
7. Existing flooring to remain
8. Existing rubber base to remain
9. Provide rubber base at new wall surface
10. Provide transition strip where new door to Corridor 128 installed
11. Provide transition strip where new door to room 114 Utility Billing Clerk installed
12. Texture and paint new wall
13. Miscellaneous paint touch-up at existing walls

**114 Utility Billing Clerk**

1. Existing counters and cabinets to remain
2. Existing LVT flooring and base to remain
3. Provide one (1) above counter duplex electrical and one (1) above counter data/telephone outlet for utility billing printer
4. Miscellaneous paint touch-up at existing walls

**115 Administration Lobby**

1. Area is existing
2. LVT flooring and base are existing
3. Existing window coverings to remain
4. Miscellaneous paint touch-up at existing walls

**116 Vestibule**

1. Area is existing
2. Remove glass adjacent to 117 – Court Clerk
3. Install gypboard to ceiling height, both sides
4. Texture and paint new wall surface
5. Provide rubber base at new wall surface
6. LVT flooring and base are existing

**117 Court Clerk**

1. Remove existing door and frame (save for reuse at Room 119 Dispatch)
2. Remove storefront glass at North wall between 116 and 117; provide new gypboard wall to separate areas

3. Existing 2'0 x 4'0 acoustical ceiling and light fixtures to remain
4. HVAC to remain "as-is"
5. Construct new gypboard wall between Rooms 115 and 116
6. Frame opening for bullet resistant glass window from 116 to 115
7. Provide bullet resistant glass window with pass through to 115 Administration Lobby
8. Texture and paint new walls
9. Provide rubber base at new walls
10. Laminate built-in "L" work area with drawer storage
11. One (1) quadplex electrical outlet and one (1) quadplex data/telephone outlet at work area
12. New 3'0 x 7'0 laminate door in aluminum frame to Corridor 136 with office lockset, stop and coat hook
13. Existing flooring to remain
14. Provide transition where new door opening installed
15. Paint existing and new wall surfaces

**118 – Office**

1. Gypboard walls below grid with sound insulation
2. Sound batts above ceiling above under grid walls
3. Existing 2'0 x 4'0 ceiling to remain
4. Provide new 2'0 x 4'0 lay-in LED light fixtures
5. Independent light switch
6. 3'0 x 7'0 laminate door in aluminum frame with office lockset to Room 136
7. Rework HVAC to provide supply and return in each area
8. Two (2) duplex electrical outlets at work area
9. Two (2) duplex data/telephone outlets at work area
10. One (1) additional duplex electrical outlet at wall opposite work area
11. Texture and paint wall surfaces
12. Glue down carpet
13. Rubber base

**118a – Administration Storage/Letter Drop**

1. Remove sliding doors from storage area (approximately 26 l. f.)
2. Frame opening and install 1-side gypboard at face of opening
3. Texture and paint new wall surface
4. Frame for new North/South wall to secure Administration storage from Economic Development storage area
5. Provide one (1) approximate 4'0 high door for access to storage area from Room 118, door pull with magnetic latch
6. Remove existing letter drop; install new letter drop
7. Remainder of area to stay "as-is"
8. Texture and paint wall surfaces

**118b – Storage**

1. Frame for new 4'0 high door opening from Room 120
2. Provide one (1) approximate 4'0 high door for access to storage area from Room 120, door pull with magnetic latch

**119 – Work Room**

1. Gypboard walls below grid with sound insulation
2. Existing ceiling to remain
3. 2'0 x 4'0 lay-in light fixtures with independent switch
4. 3'0 x 7'0 laminate entry door in aluminum frame with passage hardware
5. Upper and lower laminate counters with task lights below uppers
6. Two (2) duplex electrical outlets above lower counter
7. One (1) data/telephone outlet above lower counter
8. One (1) dedicated duplex electrical outlet and one (1) duplex data/telephone outlet at copier
9. One (1) additional duplex electrical outlet
10. HVAC supply and return
11. Textured and painted wall surfaces
12. Glue down carpet
13. Rubber base

**120 Tourism Reception**

1. Gypboard walls below ceiling grid with sound insulation, textured and painted
2. Existing 2'0 x 4'0 acoustical ceiling to remain
3. 2'0 x 4'0 lay-in LED light fixtures with independent switch
4. HVAC supply and return
5. Provide new aluminum frame 3'0 x 7'0 storefront door with glass side light to Hallway 121 with closer, push/pull hardware and key lock deadbolt
6. Two (2) duplex electrical outlets and two (2) duplex data/telephone outlets at work area
7. One (1) duplex electrical outlet on wall opposite work area
8. One (1) duplex electrical convenience outlet on South wall
9. Glue down carpet
10. Paint gypboard wall surfaces
11. Rubber base

**120A Tourism Director**

1. Gypboard walls below grid with sound insulation, textured and painted
2. Existing 2'0 x 4'0 acoustical ceiling to remain
3. Acoustical batts in ceiling above below grid walls
4. 2'0 x 4'0 lay-in LED light fixtures
5. HVAC supply and return
6. 3'0 x 7'0 laminate door in aluminum frame with office lockset hardware
7. Two (2) duplex electrical outlets and two (2) data/telephone outlets at work area
8. One (1) duplex electrical and one (1) duplex data/telephone at conference area
9. One (1) additional duplex electrical on wall opposite work area
10. Glue down carpet
11. Rubber base

**120B Conference**

1. Gypboard walls below grid with sound insulation, textured and painted

2. Existing brick wall to remain
3. Existing 2'0 x 4'0 acoustical ceiling to remain
4. Sound batts in ceiling above below grid walls
5. 2'0 x 4'0 lay-in LED light fixtures
6. HVAC supply and return
7. 3'0 x 7'0 laminate door in aluminum frame with office lockset hardware
8. Three (3) duplex electrical outlets and two (2) data/telephone wall outlets
9. One (1) duplex electrical, one (1) duplex data and one (1) satellite/cable connection at 78" AFF for wall mount LED screen
10. Glue down carpet
11. Rubber base

**121 Hallway**

1. Gypboard walls above grid with sound insulation
2. 2'0 x 2'0 acoustical ceiling grid
3. 2'0 x 4'0 lay-in LED light fixtures
4. ADA compliant electric drinking fountain with duplex electrical outlet
5. Texture and paint new wall surfaces
6. Luxury vinyl plank flooring
7. Rubber base

**122 and 123 Men's and Women's Restroom**

1. Gypboard walls to deck with sound insulation
2. Saw cut concrete for new drain line tie-in at existing restroom
3. Wall hung ADA compliant lavatory with hot and cold-water supplies and drain
4. ADA compliant water closet with supply and drain lines
5. Floor drain
6. 2'0 x 4'0 acoustical ceiling
7. Ceiling mount exhaust fan
8. HVAC supply and return
9. 2'0 x 4'0 lay-in LED light fixture with independent light switch
10. One (1) duplex electrical GFI outlet adjacent to lavatory
11. 3'0 x 7'0 laminate door in aluminum frame with occupancy indicator privacy lock, coat hook and stop
12. Vinyl wallcovering
13. Wall mirror above lavatory
14. Grab bars at water closet
15. ADA compliant wall mount soap dispenser
16. ADA compliant wall hung automatic paper towel dispenser
17. Floor trash can
18. Luxury Vinyl tile plank flooring
19. Rubber base

**124 – 125 Visitor Center**

1. Remove walls as indicated
2. Existing 2'0 x 4'0 acoustical ceiling grid to remain

3. New 2'0 x 4'0 lay-in LED light fixtures
4. Five (5) 60" x 60" stock display cabinets at perimeter of room for Fairfield history and memorabilia (included with furniture)
5. Remove existing drinking fountain
6. One (1) duplex electrical outlet at coffee cabinet
7. Two (2) duplex electrical convenience outlets
8. 6'0 x 7'0 laminate doors in aluminum frame with office push/pull hardware with keyed dead bolt and throw bolts to 103 Council Chamber
9. Texture and paint gypboard wall surfaces
10. Existing brick walls to remain
11. Provide four (4) benches for seating (included with furniture)
12. Luxury vinyl tile flooring
13. Rubber base

### **126 – Audio/Visual Equipment and Server**

1. Room is existing
2. Ceiling is existing
3. Existing lights to remain
4. Remove existing entry door to Room 103; frame and gypboard opening, texture and paint
5. New 3'0 x 7'0 hollow metal door and frame from Corridor 127 with ADA compliant office lockset hardware
6. Wall mounted rack for equipment is existing
7. Existing electrical located on North wall
8. Flooring is existing
9. Base is existing
10. Note: confirm electrical and data/telephone requirements after AV equipment supplier selected to determine if any additional outlets are required

### **127 and 128 Corridors**

1. Existing ceiling and lighting to remain
2. Existing flooring and base to remain
3. Miscellaneous paint touch-up at existing walls

### **129 Janitor**

1. Existing room to remain "as-is"

### **130 Break Room**

1. Existing ceiling to remain
2. Existing floor to remain
3. Existing door from corridor 128 to remain
4. Existing door to Corridor 134 to be removed and used at entry to 105 Conference
5. In-fill opening with gypboard
6. New 3'0 x 7'0 hollow metal entry door with passage hardware and stop from Corridor 134

7. Remove existing kitchen sink and lower cabinet; provide and install new ADA compliant upper and lower laminate cabinets; use existing hot and cold water supplies and drain line
8. Above counter dedicated electrical duplex at coffee maker
9. One (1) above counter duplex electrical outlet
10. Provide ADA compliant 2-compartment stainless steel sink and fixtures
11. Hot and cold water supplies
12. Disposal with above counter switch and electrical connection
13. One (1) duplex electrical convenience outlet
14. One (1) duplex telephone/data wall outlet at 48" AFF for wall hung telephone
15. Provide threshold where new door cut to Corridor 134
16. Rubber base

### **131 Mechanical**

1. Existing room
2. Doors are existing
3. Existing water heater to remain
4. Rework fire alarm to add new corridors and restrooms

### **132 Corridor**

1. Existing ceiling to remain
2. Seal and paint red wall surfaces
3. Existing LVT flooring to remain
4. Existing base to remain

### **133 Work Room and Files**

1. Ceiling is existing
2. Lighting is existing
3. Flooring and base are existing
4. Provide dedicated duplex outlet at copier
5. Duplex data/telephone at copier
6. Existing lower laminate counter and storage cabinets to remain

### **134 Corridor**

1. Existing ceiling, lighting, walls and base to remain
2. Miscellaneous touch up paint at wall surface where new doors are cut in
3. Miscellaneous base rework where doors cut in

### **135 Conference**

1. Provide one-side gypboard at existing metal stud walls with sound insulation
2. Construct new under grid gypboard walls with sound insulation
3. Existing 2'0 x 4'0 acoustical ceiling grid to remain
4. Provide 2'0 x 4'0 lay-in LED light fixtures with independent switch
5. 3'0 x 7'0 hollow metal door and frame with office lockset hardware and stop
6. Three (3) duplex electrical outlets and two (2) data/telephone outlets



7. One (1) duplex electrical outlet, one (1) data outlet and one (1) satellite or cable connection at 78" AFF on South wall for wall mount television screen
8. Textured and painted wall surfaces
9. Glue down carpet
10. Rubber base

### **136 Open Work Area**

1. Remove existing pendant fixtures
2. Provide fire rated gypboard at East and North walls (currently metal studs with gypboard on one-side only);
3. Gypboard walls below grid
4. Texture and paint wall surface to match existing walls
5. Existing 2'0 x 4'0 ceiling to remain
6. Add 2'0 x 4'0 lay-in LED light fixtures
7. Two (2) duplex electrical convenience outlets
8. HVAC supply and return
9. Glue down carpet
10. Rubber base

### **137 Expansion**

1. Gypboard walls under grid with sound insulation
2. Existing 2'0 x 4'0 acoustical ceiling to remain
3. Provide 2'0 x 4'0 lay-in LED light fixtures with independent switch
4. 3'0 x 7'0 hollow metal door and frame with office lockset hardware and stop
5. Two (2) duplex electrical outlets
6. Two (2) data/telephone duplex outlets at work area
7. Textured and painted wall surfaces
8. Glue down carpet
9. Rubber base

### **138 – Storage**

1. Existing walls, entry door, acoustical ceiling and lighting to remain "as-is"
2. Existing electrical panel to remain
3. Remove existing flooring
4. Provide and install vinyl composition tile flooring
5. Provide and install rubber base

### **139 – Fire Rated Vault**

1. Existing document vault door to remain

NOTE: Door was locked at the time of our review and we do not know the condition of the walls, ceilings, lighting or flooring. Currently, we are showing "no work in this area"

### **140 Men**

1. Existing walls, floors, ceramic tile, entry door, acoustical ceiling and lighting to remain "as-is"

2. Existing privacy partitions to remain “as-is”
3. Seal and paint “red” painted wall surfaces
4. Provide 1” mirror bevel strips to conceal the de-silvering of the existing mirror

**141 Storage**

1. Existing walls, floors, entry door, ceiling and lighting to remain “as-is”

**142 Women**

1. Existing walls, floors, ceramic tile, entry door, acoustical ceiling and lighting to remain “as-is”
2. Existing privacy partitions to remain “as-is”
3. Seal and paint existing painted “red” walls
4. Provide 1” mirror bevel strips to conceal the de-silvering of the existing mirror

**Building One Furnishings**

1. Four (4) Benches (124 Visitor Center)
2. Five (5) 60” x 60” Display cabinets (124-125 Visitor Center)
3. Five (5) task chairs with arms (Room 107 – Council Members)
4. 96” x 48” conference table (Room 105)
5. Eight (3) conference chairs (Room 105)

**Administration Signage**

1. Reface existing single sided monument sign facing SH 84 with City of Fairfield signage
2. Relamp existing ground mounted sign light
3. Two (2) directional signs
4. Wall mount non-illuminated sign on North building wall (cost included with signage):  
*City of Fairfield Texas*
5. Wall mount non-illuminated sign on West building wall (cost included with signage):  
*City of Fairfield*  
*Council Chamber*  
*Chamber of Commerce*
6. Building Address
7. One (1) Hours sign
8. 2 ADA compliant restroom signs

**Audio/Visual Equipment**

Audio Visual equipment and installation is included in proposal including audio/visual equipment at council chamber including two (2) 86” LED screens with mounting hardware, audio sound system with stationary and mobile microphones, built-in LED widescreen monitors with privacy shields (one for each Councilman and one for Mayor), ceiling speakers, microphone stand at podium, wall rack for Room 125 AV Equipment, Hearing Assist System, Audio Amplifier. A/V, also, includes 60” LED screens with mounting hardware at Conference Rooms 105 and 121.

**Telephone Cabling and Equipment**

Includes one (1) operator console and twelve (13) handsets at Administration

## **POLICE DEPARTMENT – BUILDINGS 2 AND 3**

### **GENERAL NOTES**

1. 2'0 x 4'0 lay-in acrylic lens light fixtures are existing
2. 2'0 x 4'0 acoustical ceiling is existing
3. Stripe existing paving on South side of Building 3 to provide ADA compliant parking and access to ADA compliant ramp
4. ADA compliant aluminum ramp with handrails
5. Handrails at elevated walkways between Buildings 1, 2 and 3 to meet ADA requirements

### **BUILDING 2 – POLICE DEPARTMENT/STORAGE**

#### **100,103, 104, 105 AND 106 Existing Rooms**

1. Rooms are existing
2. No work will be done in these areas at this time

#### **101, 102 – Evidence**

1. Remove exterior windows
2. Frame and weatherproof exterior openings
3. Stucco at exterior wall surface
4. Provide 2 hour fire rating with 2 layers of 5/8" fire rated gypboard to deck
5. Reuse existing acoustical ceiling
6. Provide 90 minute rated hollow metal door and frame with ADA compliant key lock hardware
7. Paint wall surfaces
8. Vinyl composition tile flooring
9. Rubber base

#### **107 – Juvenile Interview**

1. This is an existing room
2. Frame new opening on East exterior wall for 3'0 x 7'0 hollow metal door with view lite, closer and key lock

### **BUILDING 3**

#### **Exterior**

1. Remove existing exterior windows and entry door
2. Frame and weatherproof exterior openings
3. Stucco at exterior wall surface
4. Gypboard at interior walls
5. 3'0 x 7'0 hollow metal door with view lite, closer, panic hardware with overriding deadbolt
6. Wall mount non-illuminated signage on exterior wall "Fairfield Police Department"

7. Existing building wall pack lights to remain

**100 – Reception**

1. Gypboard walls under grid with sound insulation
2. Bullet resistant glass window with pass-through from 101 Dispatch to Reception
3. 2'0 x 4'0 lay-in light fixtures are existing – relocate lights interfering with new wall location
4. One (1) duplex electrical outlets
5. Textured and painted wall surfaces
6. Existing LVT flooring (LVT) to remain
7. Add rubber base at new walls

**101 Dispatch**

1. Gypboard walls below ceiling grid with sound insulation, textured and painted
2. Blocking in wall for wall mount 42" dispatch screen
3. 2'0 x 2'0 acoustical ceiling is existing
4. 2'0 x 4'0 light fixtures are existing; relocate lights interfering with new wall location
5. HVAC supply and return
6. Relocate existing 3'0 x 7'0 hollow metal entry door (note: door has ADA compliant hardware)
7. Built in 3-person laminate work counter with counter top grommets for electrical/data access
8. Each work area to include two (2) duplex electrical outlets and two (2) duplex data/telephone outlets
9. LVT flooring (match to existing LVT flooring material)

**102 Break Room/Wet Bar**

1. Gypboard walls below ceiling grid with sound insulation, textured and painted
2. Existing acoustical ceiling
3. 2'0 x 4'0 light fixtures are existing
4. Exterior door is existing
5. Upper and lower laminate cabinets with stone-look laminate counter top
6. Counter top microwave with dedicated duplex electrical
7. Above counter dedicated electrical duplex at coffee maker
8. One (1) above counter duplex electrical outlet
9. Single-compartment ADA compliant stainless-steel sink with supply and drain lines
10. Hot and cold water supplies
11. 20 gallon hot water heater in plenum above restroom to serve break room sink and restroom lavatory
12. Disposal with above counter switch and electrical connection
13. 21 c. f. refrigerator with built-in ice maker
14. One (1) duplex electrical convenience outlet
15. LVT flooring is existing
16. Rubber base

**Room 103 – Data/Telephone/Mechanical**

1. Room is existing

2. Relocate existing 3'0 x 7'0 hollow metal door; replace hardware with ADA compliant storeroom lock and closer
3. Relocate existing wall rack from current office
4. Provide one (1) dedicated quadplex outlet

**104 – Unisex Restroom**

1. Gypboard walls to deck with sound insulation below grid
2. 2' x 2'0 acoustical ceiling is existing
3. 2'0 x 4'0 light fixture is existing
4. Ceiling exhaust fan vented to exterior
5. HVAC supply and return
6. 3'0 x 7'0 laminate entry door in aluminum frame with push/pull hardware, closer and stop
7. Saw cut slab for drain lines; concrete pour back
8. ADA compliant water closet
9. Wall hung sink with ADA compliant fixtures
10. Hot and cold-water supplies and drain lines at lavatories
11. Wall mount automatic paper towel dispenser
12. One (1) soap dispensers
13. One (1) duplex electrical outlet adjacent to lavatory counter
14. mirror above lavatory
15. FRP to 48" AFF
16. Textured and painted walls above FRP
17. VCT flooring with rubber base

**105 – Interview/Conference**

1. LVT flooring is existing
2. Gypboard walls below grid with sound insulation
3. Sound batts in existing ceiling above below grid walls
4. 2'0 x 4'0 lay-in LED light fixtures with occupancy sensor switch
5. 3'0 x 7'0 laminate entry door in aluminum frame with passage hardware
14. Two (2) duplex electrical outlets
15. One (1) data/telephone outlet
16. HVAC supply and return
17. Textured and painted wall surfaces

**106 – Work Area**

1. Gypboard walls below grid with sound insulation, textured and painted
2. Rework 2 x 4 light fixtures if required
3. Provide one (1) dedicated duplex electrical outlet at copier
4. Provide one (1) duplex telephone/data outlet at copier
5. Lower cabinets with door and drawer storage
6. Provide two (2) above counter duplex electrical outlets
7. Provide one (1) above counter duplex data/telephone outlet
8. LVT flooring is existing

**107 - Officers**

1. Gypboard wall below grid with sound insulation
2. Existing ceiling to remain
3. Add sound batts in ceiling above under grid walls
4. 2'0 x 4'0 lay-in light fixtures are existing
5. Eight (8) duplex electrical outlets and eight (8) duplex data/telephone outlets (1 each at each work area)
6. Existing LVT flooring to remain
7. Provide rubber base at new wall

**108 – Police Chief**

1. Gypboard walls below grid with sound insulation
2. Sound batts in ceiling above below grid walls
3. Rework 2'0 x 4'0 lay-in light fixtures if required
4. 3'0 x 7'0 laminate door in aluminum frame with office lockset hardware and stop
5. Two (2) duplex electrical outlets and two (2) data/telephone duplex outlets at work area
6. One (1) duplex electrical outlet on wall across from work area
7. One (1) duplex electrical and one (1) duplex data/telephone outlet on North wall
8. Textured and painted wall surfaces
9. Rubber base at new walls to match existing
10. Existing LVT flooring to remain

**109 Sergeant**

1. Gypboard walls below grid with sound insulation
2. Sound batts in ceiling above below grid walls
3. Rework 2'0 x 4'0 lay-in light fixtures, if required
4. Provide independent light switch
5. 3'0 x 7'0 laminate door in aluminum frame with office lockset hardware and stop
6. Two (2) duplex electrical outlets and two (2) data/telephone duplex outlets at work area
7. One (1) duplex electrical outlet on wall across from work area
8. Textured and painted wall surfaces
9. Existing LVT flooring to remain
10. Rubber base at new wall to match existing

**Police Department Furnishings**

1. Eight (8) 6'0 x 6'0 work stations with one(1) box/box/file drawer and electrified base
2. 8 task chairs with arms

**Police Department Appliances**

1. 20 cu.ft. Refrigerator with ice maker
2. Counter top microwave

**Security and Surveillance**

1. Allowance for alarm and surveillance system

**Telephones**

Allowance for telephone system with main console and 6 desk/wall phones

**Data Cabling**

Allowance for network cabling

Exhibit B:  
CIQ Form



# CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For vendor doing business with local governmental entity

**This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.**

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

## OFFICE USE ONLY

Date Received

**1 Name of vendor who has a business relationship with local governmental entity.**

**2** ☐ **Check this box if you are filing an update to a previously filed questionnaire.** (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

**3 Name of local government officer about whom the information is being disclosed.**

\_\_\_\_\_  
Name of Officer

**4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.**

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

☐ Yes ☐ No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

☐ Yes ☐ No

**5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.**

**6** ☐ Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

**7**

\_\_\_\_\_  
Signature of vendor doing business with the governmental entity

\_\_\_\_\_  
Date

## **CONFLICT OF INTEREST QUESTIONNAIRE**

### **For vendor doing business with local governmental entity**

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

**Local Government Code § 176.001(1-a):** "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

**Local Government Code § 176.003(a)(2)(A) and (B):**

- (a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

\*\*\*

- (2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

(i) a contract between the local governmental entity and vendor has been executed;  
or

(ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.

**Local Government Code § 176.006(a) and (a-1)**

- (a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

(1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);

(2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or

(3) has a family relationship with a local government officer of that local governmental entity.

- (a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

- (1) the date that the vendor:

(A) begins discussions or negotiations to enter into a contract with the local governmental entity; or

(B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

- (2) the date the vendor becomes aware:

(A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);

(B) that the vendor has given one or more gifts described by Subsection (a); or

(C) of a family relationship with a local government officer.

Exhibit C:  
Additional Ethics Information

**CITY OF FAIRFIELD TEXAS**  
**DISCLOSURE OF INTERESTED PARTIES**  
**NOTICE TO CONTRACTORS**

Dear Contractor:

This informational letter is being sent to you because you are contracting with or contemplating contracting with the City of Fairfield, Texas (the “City”) which is a governmental entity subject to Section 2252.908 of the Texas Government Code.

As part of the contracting process with governmental entities, Section 2252.908 of the Texas Government Code requires that for certain types of contracts, you must fill out a conflict of interest form (“Disclosure of Interested Parties”) at the time you submit your signed contract to the District. For further information please go to the Texas Ethics Commission website via the following link.  
[https://www.ethics.state.tx.us/whatsnew/elf\\_info\\_form1295.htm](https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm)

That site contains information such as:

- logging in to the filing system for the first time;
- entering the required information on Form 1295;
- printing a copy of the completed form and certification of filing containing a unique certification number;
- having an authorized agent of your company sign the printed copy of the form and have it notarized; and
- filing the completed Form 1295 and certification of filing with the District.

Once you have filed your completed Form 1295 with certificate of filing, the City will notify the Ethics Commission of its receipt not later than the 30th day after it receives it from you. The Ethics Commission will post the completed Form 1295 to its website within seven business days after receiving it from the City.

Thank you and we look forward to doing business with you.

The City of Fairfield

Exhibit D:  
Non-Collusion Affidavit

## NON-COLLUSION AFFIDAVIT OF BIDDER

State of \_\_\_\_\_ §

County of \_\_\_\_\_ §

\_\_\_\_\_, being duly sworn, deposes and says that:

- (1) He (she) is \_\_\_\_\_ of \_\_\_\_\_, the Bidder submitting the attached Proposal;
- (2) He (she) is fully informed respecting the preparation and contents of the attached Bid and any and all appurtenances thereof;
- (3) Such Bid is genuine and is not a collusive Bid;
- (4) Neither the said Bidder nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly with another Bidder, firm or person to submit a collusive Bid in connection with the Contract for which the attached bid has been submitted or to refrain from bidding in connection with such contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Bidder, firm or person to fix the price or prices in the attached Bid or of any other Bidder, or to fix an overhead, profit or cost element of the Bid price or the Bid price of any other Bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the City or any other person interested in the proposed contract; and

- (5) The price or prices quoted in the attached Bid are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

(Title)

**Subscribed and sworn** to me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

By:

Notary Public in and for \_\_\_\_\_  
County, Texas

My Commission Expires

Exhibit E:

Non-resident bidder information



## **NONRESIDENT BIDDER PROVISIONS**

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Bidder must answer the following questions in accordance with Vernon's Texas Statutes and Codes Annotated Government Code § 2252.002, as amended:

- A. Is the bidder that is making and submitting this bid a "resident bidder" or a "non-resident bidder"?

Answer: \_\_\_\_\_

- (1) Texas Resident Bidder - A bidder whose principal place of business is in Texas and includes a Contractor whose ultimate parent company or majority owner has its principal place of business in Texas.
- (2) Nonresident Bidder - A bidder who is not a Texas Resident Bidder.

- B. If the Bidder is a "Nonresident Bidder", does the state, in which the Nonresident Bidder's principal place of business is located, have a law requiring a Nonresident Bidder of that state to bid a certain amount or percentage under the bid of a Resident Bidder of that state in order for the nonresident bidder of that state to be awarded a contract on his bid in such state?

Answer: Yes or No Which state? \_\_\_\_\_

If the answer to Question B is "yes", then what amount or percentage must a Texas Resident Bidder bid under the bid price of a Resident Bidder of that state in order to be awarded a contract on such bid in said state?

Answer: \_\_\_\_\_

\_\_\_\_\_  
Signature

**END**