



Crossroads Community Action (CCA)

REQUEST FOR PROPOSALS FOR
GENERAL CONTRACTORS 2025

TABLE OF CONTENTS

GENERAL RFP SPECIFICATIONS.....	3
ATTACHMENT A.....	7
ATTACHMENT B	8
SCHEDULE A	10
SCHEDULE B.....	12
SCHEDULE C	14
PROPOSAL AGREEMENT... ..	25

GENERAL RFP SPECIFICATIONS

A. Request

Crossroads Community Action (CCA) is requesting proposals from qualified companies/contractors for general contract work, including weatherization services for our 15-county service area---Aransas, Bee, Brazoria, Calhoun, DeWitt, Goliad, Gonzales, Jackson, Lavaca, Live Oak, Matagorda, McMullen, Refugio, Victoria, and Wharton Counties. CEAP Heating and Cooling services for our 9-county service area---Aransas, Calhoun, DeWitt, Goliad, Gonzales, Jackson, Lavaca, Refugio, and Victoria Counties. Due to the scope of work and size of service area, CCA may procure up to two contractors. CCA is a private non-profit corporation operating multiple programs on behalf of State and Federal agencies.

B. Purpose

General contract services will include but not be limited to the Weatherization Assistance Program (WAP) and Comprehensive Energy Assistance Program (CEAP) offered by CCA. Weatherization is a program designed by the Department of Energy to assist the low-income, elderly and disabled by weatherizing their homes to decrease energy consumption. Contractor(s) will be expected to provide all materials and labor to weatherize and/or repair each dwelling unit based on an assessment of each unit prepared by CCA. The winning bidder(s) will also be able to perform services for all properties leased by CCA and all other programs offered by the agency.

ATTACHMENT A – Description and allowable activities of
Weatherization Assistance Program and
CEAP/other programs

ATTACHMENT B - General contractual requirements of all contractors

ATTACHMENT C – Labor and Material Price List

C. Deadline for Submission

The deadline for submission of proposals is **4:00 p.m. Monday, May 5, 2025.**

D. Submission Requirements

Respondents may e-mail proposals to quentin@crossroadsca.org , fax to 361/578-0062, or mail proposals to the address below:

Crossroads Community Action
PO Box 3607
Victoria, Texas 77903

Respondents must confirm receipt.

GENERAL RFP SPECIFICATIONS

To be considered responsive and receive an evaluation, a bid must fully address all sections of the bid request. A list of required items is as follows:

- 1) Cover letter – contractor(s) letterhead which includes the Contractor's contact person's name, telephone number, fax number (if available) and e-mail address (if available)
- 2) Description of Company:
 - Number of employees available to work on this contract
 - Number of years in business
 - Services provided by your company (i.e., attic/wall insulation, general carpentry, other services)
- 3) Bid Form:
 - Schedule A – Bidder's Experience
 - Schedule B – Technical & Financial Resources
 - Schedule C – Price List

E. Contact Person

All questions concerning this bid packet should be directed in writing to Chief Executive Officer Mark Bethune mark@CrossroadsCA.org.

F. Contract Type

The winning contractor(s) will be offered a contract from **June 1, 2025 through May 31, 2026** with CCA for the services specified in this proposal. With the option of CCA, the contract period can be extended and renewed annually up to four (4) years, contingent upon funding.

G. Termination of Contract

The successful contractor(s) agrees to comply with all requirements of the contract as detailed in ATTACHMENT B, General Contractual Requirements for Contractors. In the event contractor is unable to comply with the General Requirements as determined by CCA, Contractor will be notified in writing of intent by CCA to terminate the contract.

H. Limitations and Reservations

CCA reserves the right to negotiate, accept or reject any and all proposals received as a result of this request, to negotiate with all qualified sources, or to cancel in part or in its entirety this request for proposals, if found to be in the best interest of the needs of CCA.

GENERAL RFP SPECIFICATIONS

This request for proposals does not commit CCA to award a contract, to pay any costs incurred for the preparation of proposals or to procure or contract for any services. All proposals will become part of the agency's official files.

CCA specifically reserves the right to vary the provisions set forth herein any time prior to the execution of a contract where such variance is deemed to be in the best interest of the needs of CCA.

If selected for negotiations, contractor(s) may be required to prepare and submit additional information prior to final award selection, to reach terms for the provision of services, which are agreeable to both parties.

I. Modifications and Renewals

CCA reserves the right to negotiate modifications or renewal of weatherization and/or repair services in connection with any executed contract funded through this request for proposals without repeating the bid process for a period of up to four (4) additional years from the original bid initiation.

Modifications and renewals shall be considered based upon the provider's ability to meet CCA's needs.

J. Signatures

This request for proposal shall be signed by the contractor/company's official authorized to bind that contractor(s)/company(ies) and shall contain a statement to the effect that the proposal is a firm bid for a thirty (30) day period from the date that proposal is received by CCA. The proposal shall also provide the name, address, and telephone number of the individual(s) with the authority to negotiate during the period of proposal evaluation.

K. Evaluation Criteria

The selection of contractor(s) is to be made after a careful evaluation of prevailing prices in the area and of the proposals received. The successful contractor(s) must be responsive to the terms of the proposal and must demonstrate that he/she is a responsible bidder.

- a) A responsive bidder is one who submits a complete proposal within the stated time and in accordance with the proposal specifications.
- b) A responsible bidder is one who demonstrates, via his or her responses to the selection criteria, his or her ability to deliver the supplies, equipment or services solicited for procurement.

Proposals will be based on information received from schedules A, B, and C. This information will be evaluated and scored using a proposal rating table from which a contractor(s) will be selected. CCA reserves the right to reject any incomplete proposals.

GENERAL RFP SPECIFICATIONS

L. Protest Rights

Any protest regarding this solicitation process must be submitted in writing to the CCA Chief Executive Officer no later than ten (10) days from the notice of outcome.

The initial protest must contain a complete statement of the basis for the protest. The protest must state the facts and refer to the specific portion of the document or the specific statute that forms the basis for the protest. The protest must include the name, address, and telephone number of the person representing the protesting party.

The procedure and time limits set forth in this section are mandatory and are the bidder's sole and exclusive remedy in the event of a bid protest. The bidder's failure to fully comply with these procedures shall constitute a waiver of any right to further pursue the bid protest.

CCA will not release proprietary information concerning other bidders.

M. Conflict of Interest/Nepotism

To avoid any real or apparent conflict of interest or nepotism in the procurement of the bid proposal, no CCA employee, agent, consultant, officer, family member of employees, official of CCA and who exercises or has exercised any functions or responsibilities with respect to contract decision making process or gain inside information with regard to such activities, may obtain personal or financial interest or benefit, directly or indirectly, from any award connected with this request.

CCA's employees, officers, and/or agents shall neither solicit nor accept gratuities, favors or anything of monetary value from potential bidders.

N. Subcontracting

The services of any contractor(s) awarded from this RFP must be delivered by the contractor named on the bid. Contractor will be responsible for any subcontracted work.

O. Equal Opportunity Clause

Crossroads Community Action is an equal opportunity employer.

**Crossroads Community Action
ATTACHMENT A**

THE WEATHERIZATION PROGRAM

The Weatherization Assistance Program is operated under the rules, regulations, and requirements set forth by the Department of Energy (DOE) at 10 CFR 440 and the Texas Department of Housing and Community Affairs (TDHCA) at 10 TAC Chapter 6, Subchapter D. Materials and labor must meet all DOE and TDHCA standards, and all installations of weatherization materials shall be in accordance with ANSI/ASHRAE Standard 62.2-2016, the Standard Work Specifications (SWS), and the 2015 version of International Residential Code (IRC). Materials and labor must also be in full compliance with all applicable program guidelines and all applicable federal, state, and local codes.

General - Using blower door and duct blaster (if applicable) guided air sealing approaches, the successful bidder will install measures designed to reduce air exchange, preserve the integrity of the home's thermal envelope, reduce energy consumption, and ensure the residents' health and safety. Measures may include but are not limited to:

1. Insulating attics, walls, and floors and venting of attics/insulating attic hatch/access door.
2. Underpinning of mobile homes.
3. Weather stripping and caulking of windows and doors.
4. Replacement of exterior doors and windows, as needed.
5. Glazing and replacement of broken and/or missing window panes.
6. Repairs such as minor roof patching, replacing rotten and/or missing window sills and door frames and minor floor repair.
7. Installation of draft guards on light switch and plug outlets.
8. Replacement or installation of thresholds and door bottoms.
9. Patching of exterior walls and ceilings to reduce air infiltration.
10. Water flow restrictors and/or water flow restricting showerheads.
11. Solar screens and storm windows.
12. And various other air infiltration reduction activities and/or energy savings or energy efficiency measures.

OTHER PROGRAMS (INCLUDING CEAP)

Heating and Cooling Component

1. Installation/repair HVAC

**Crossroads Community Action
ATTACHMENT B**

GENERAL CONTRACTUAL REQUIREMENTS FOR CONTRACTORS

1. Must provide all tools needed to accomplish work.
2. Provide and transport materials, tools, and workers/employees to all job sites.
3. All debris from the job must be removed and disposed of at the contractor's expense.
4. Each weatherized home must be completed within 14 days of receipt by contractor of assessment prepared by CCA. If availability of materials presents a problem or other delays occur, CCA is to be alerted immediately. Work completed under CEAP, if it is a disaster, assistance should be provided within 48 hours; or life-threatening crisis assistance should be provided within 18 hours.
5. All work must be completed according to the federal, state and, local funding sources – such as, Texas Department of Housing and Community Affairs, Department of Energy, United States Department of Agriculture – and CCA guidelines and conform to all applicable codes and general specifications.
6. Adhere to all applicable federal, state, and local laws and regulations.
7. Contractor shall comply with the provisions and requirements of the:
 - Workers' Compensation Act, where applicable.
 - Immigration and Reform Act of 1986.
 - Clean Air and Water Act.
 - Copeland Anti-Kickback Act.
 - EPA Lead Certified Renovation Firm;
 - Civil Rights Act of 1964.
 - Davis Bacon (where applicable);
 - Drug-Free Workplace Act of 1988.
 - Rehabilitation Act of 1973.
 - Pro Children Act of 1994 (Public Law 103227, Part C Environmental Tobacco Smoke).
8. Provide adequate, fully trained, on-site supervision of all work performed under the contract.
 - Contractors must be a Certified Lead Firm and provide a Certified Lead Renovator on site in accordance with CFR Part 745.225.
9. Report only fully completed homes with itemized labor and material in the form of a Request for Inspection (RFI) sent to CCA.
10. Take any necessary corrective action which may arise because of the agency's final inspection; this would be in the area of incomplete or unsatisfactory work. This work must be completed within 14 working days from the date of notification and a second final inspection will be performed before payment of the invoice.

**Crossroads Community Action
ATTACHMENT B**

GENERAL CONTRACTUAL REQUIREMENTS FOR CONTRACTORS

11. Must provide proof of and maintain liability insurance in the amount of \$100,000.
12. Must provide proof of and maintain vehicle liability insurance and a valid Texas driver's license
13. Must be able to provide proof of at least \$20,000.00 line of credit for at least 60 days.
14. Must be willing, if necessary, to receive additional training to meet all requirements of Texas Department of Housing and Community Affairs, Department of Energy, United States Department of Agriculture, and CCA.
15. The contractor is responsible for any job-related illness or injury to workers under his/her employment, and indemnify and hold harmless CCA, CCA staff, and CCA clients in the event of on-the-job illness or injury occurring.

Crossroads Community Action
SCHEDULE A
BIDDER'S EXPERIENCE & INTEGRITY

- A. REFERENCES:** Please list three (3) references of persons or firms whom you have worked as a contractor/subcontractor for in the past twelve (12) months and who are familiar with your work, excluding CCA. **Max 30 Points**

Reference 1:

Name _____

Address _____

Phone _____

Reference 2:

Name _____

Address _____

Phone _____

Reference 3:

Name _____

Address _____

Phone _____

These are the questions that will be asked when we contact the reference. Two points (2 Pts.) will be awarded per reference for each favorable answer (10 Points). No points will be awarded for references, which cannot be verified, or who indicate that the work performed, or staff conduct was unsatisfactory. Listed below are the questions that will be asked of each:

1. Was the quality of work of this firm or person satisfactory or poor?
 - If satisfactory, specify in what way.
 - If not satisfactory, specify in what way.
2. Has this firm or person been timely in completing projects?
3. Has this firm or person's crew operated, to the best of your knowledge, with good behavior at work sites?
4. Did the firm or person offer and explain the warranty for the products they installed?
5. If the occasion arose, would you contract/subcontract with this firm or person to do a job for you in the future?

Scoring Self-Check:

	Question 1	Question 2	Question 3	Question 4	Question 5	Reference Total
Reference 1						
Reference 2						
Reference 3						

Bidder's Experience
& Integrity (30 pts)

Total

**Crossroads Community Action
SCHEDULE A
BIDDER'S EXPERIENCE & INTEGRITY**

- A. **General Experience:** (5 pts.) 1 point per year up to five years will be awarded for previous weatherization /general contracting experience: _____

Crossroads Community Action
SCHEDULE B
Technical & Financial Resources

- A. REFERENCES:** Please list two (2) references of persons or firms that you have obtained credit from or a loan in the past twelve (12) months and who are familiar with your work.

Reference 1:

Name _____
 Address _____
 Company Name _____
 Phone _____

Reference 2:

Name _____
 Address _____
 Company Name _____
 Phone _____

These are the questions that will be asked when we contact the references. Three points (3 Pts.) will be awarded per reference for each favorable answer.

Integrity (18 Points)

1. Would you characterize this person or firm as fair, honest, and responsible? (yes = 3)
2. Would you extend credit to this person or firm? (yes = 3)
3. Has this firm or person been past-due on any of their payments during the last six months?(no = 3)

Scoring Self-Check:

	Question 1	Question 2	Question 3	Reference total
Reference 1				
Reference 2				

Technical & Financial Resources:
 Integrity (18 pts)

Total

Crossroads Community Action
SCHEDULE B
Technical & Financial Resources

B. FINANCIAL RESPONSIBILITY: (15 Points)

1. Are financial statements included in this proposal? (yes = 5) _____
2. Are you or have you been involved in Chapter 13 proceedings? (no = 1) _____
3. Are there any liens against your firm? (no = 1) _____
4. Are there any lawsuits against your firm? (no = 1) _____
5. Have any complaints been filed against your firm with the Better Business Bureau? If yes, please explain. (no = 1) _____
6. Is documentation of a line of credit for at least \$20,000 for up to 60 days included in this proposal? (yes = 5)
7. Are you willing and able to wait up to 60 days after final inspection to receive payment? (yes = 1)

Scoring Self-Check:

Question 1	Question 2	Question 3	Question 4	Question 5	Question 6	Question 7	Reference Total

Technical & Financial Resources:
 Financial Responsibility (15 pts)

Total

**Crossroads Community Action
Proposal Agreement**

I understand that selected contractor(s) may be required to undergo background and credit verification prior to execution of contract.

I understand that CCA reserves the right to reject any/all bids.

No board member, officer, agency, or employee of CCA shall be personally liable concerning any matters arising out of or in relation to the commitment of Weatherization/CEAP/Agency-wide and repair funds with regards to feasibility or validity of the proposed subject.

Contractor's Name (Please Print)

Contractor's Signature

Date