

Kim Rivas

Purchasing Agent

1112 Santa Fe Drive

Weatherford · Texas 76086

Bid Due

December 11, 2026

10:00 AM

RFP PC27-12

Parker County Elections

Parking Lot Renovations

THE COUNTY OF PARKER

STATE OF TEXAS

RFP #: **RFP PC27-12**
FOR: **Parker County Elections Parking Lot Renovation**
801 Santa Fe Dr., Weatherford, TX
OPENS: **December 11, 10:00 AM**

NOTICE OF REQUEST FOR PROPOSALS

Project Location: Parker County Elections Administration Building, 801 Santa Fe Drive, Weatherford, Texas

Reference Drawings: Jacob & Martin, LLC, Project No. 24116, Elections Admin Renovation, dated March 2025, Sheets 01–09.

1. Project Purpose

Parker County, Texas, is soliciting competitive sealed proposals from qualified and experienced general contractors to furnish all labor, materials, equipment, supervision, transportation, tools, and incidentals necessary to complete the Parker County Elections Parking Lot Renovations.

The project consists of renovating and reconfiguring the existing parking and pedestrian access areas surrounding the Parker County Elections Administration Building. Improvements include site demolition, clearing and tree removal, earthwork, grading, concrete paving, curbs and sidewalks, accessible parking and pedestrian improvements, parking lot striping, traffic circulation improvements, drainage, erosion control, and relocation of existing site amenities.

The completed improvements shall provide safe, durable, and accessible parking and pedestrian circulation while maintaining appropriate access to the Elections Aministration Building and surrounding properties.

All construction shall be performed in accordance with the approved plans, specifications, applicable codes, and requirements established by Parker County and the project engineer.

Submit one electronic copy at:
https://parkercountytx.bonfirehub.com/portal/?tab=openOpportunities, or in person at Parker County Purchasing Department, Attn: Kim Rivas, 1112 Santa Fe Dr., Weatherford,

TX 76086 prior to 10:00 a.m. December 11, 2026 proposals should be addressed to Kim Rivas, Parker County Purchasing Agent.

Late proposals will not be accepted.

Written questions shall be submitted to Kim Rivas at kim.rivas@parkercountytx.com or in response to requests or inquiries from Parker County, respondents shall refrain from contacting members of the Selection Committee, Commissioners Court, consultants, or other staff with respect to this RFP or the selection process.

Any changes to this RFP will be in the form of a written addendum, which will be furnished to all registered RFP holders. Any requests for modifications or clarifications must be received no later than 12:00 p.m., December 4, 2026, to allow adequate time for a response or issuance of an addendum.

All responses submitted become the property of Parker County and are subject to the Public Information Act (Texas Government Code Chapter 552). All documentation shall be open for public inspection, except for trade secrets and confidential information identified by firm as such. All confidential information should be specifically and conspicuously marked as such in red. Parker County will follow all requirements and procedures in the Public Information Act when responding to requests for disclosure of documents.

2. General Scope of Work

The selected contractor shall provide a complete, turnkey construction project, including all work reasonably necessary to deliver a fully functional parking lot and associated site improvements.

The following scope describes the principal construction activities and shall be read in conjunction with the project drawings. The drawings shall establish the specific locations, dimensions, grades, elevations, and construction details.

3. Site Preparation and Demolition

The contractor shall:

1. Mobilize equipment, personnel, and materials to the project site and establish appropriate construction limits and safety controls.

2. Identify, locate, and protect existing underground and overhead utilities before beginning excavation or demolition.

3. Remove designated existing concrete pavement, curbs, sidewalks, and other improvements identified on Sheet 04, Demolition Plan.

4. Remove approximately 20 linear feet of existing fencing as indicated on the demolition plan.

5. Remove the following trees identified for demolition:
- 20-inch-diameter pecan tree.
- 22-inch-diameter pecan tree.
- 18-inch-diameter dead pecan tree.
- 24-inch-diameter oak tree.
- 28-inch-diameter oak tree.
- 18-inch-diameter pistachio tree.

6. Remove designated vegetation, roots, debris, and unsuitable materials within the construction limits.

7. Protect existing trees, landscaping, structures, and improvements not designated for removal.

8. Saw-cut existing pavement at construction limits to provide clean, uniform transitions between existing and proposed pavement.

9. Remove and legally dispose of demolished materials and construction debris at an approved off-site facility.

10. Restore any existing improvements damaged by construction activities to a condition equal to or better than their original condition.
Reference: Sheet 04 – Demolition Plan.

4. Earthwork, Excavation, and Site Grading

The contractor shall:

1. Perform all excavation, embankment, grading, and subgrade preparation necessary to construct the proposed parking lot and pedestrian improvements.
2. Establish the proposed grades and elevations shown on Sheet 06, Proposed Grading Plan.
3. Remove unsuitable materials and prepare the subgrade to support the proposed pavement sections.
4. Furnish and install required fill and base materials, compacted in accordance with the plans and applicable specifications.
5. Adjust existing manholes, valve boxes, and other utility appurtenances as necessary to match proposed finished grades.

6. Establish positive surface drainage and prevent ponding on parking surfaces, sidewalks, and accessible routes.
7. Match existing pavement, sidewalks, and adjoining surfaces at the designated construction limits.
8. Maintain existing drainage patterns except where modifications are specifically shown on the plans.
9. Provide all necessary grading, stabilization, and finish work to produce a complete and functional site.
All work shall conform to the proposed grading plan and applicable NCTCOG standards.

Reference: Sheets 02 and 06 – General Notes and Proposed Grading Plan.

5. Concrete Parking Lot and Pavement Improvements

The contractor shall construct the proposed parking lot configuration shown on Sheet 05, Proposed Site Plan, and Sheet 08, Paving Details.

The work shall include:

1. Furnishing and installing concrete pavement in the locations, dimensions, and configurations shown on the plans.

2. Constructing the proposed angled parking spaces and vehicular circulation lanes.

3. Providing the required subgrade preparation, base materials, forms, reinforcement, and concrete placement.

4. Installing new concrete curbs, curb transitions, and associated pavement edges.

5. Providing pavement expansion joints, contraction joints, and joint sealants.

6. Constructing pavement transitions to existing driveways and adjoining pavement.

7. Providing proper surface finishing, curing, and protection of newly placed concrete.

8. Completing pavement construction in accordance with the specified thickness, reinforcement, and construction details.

The plans specify Class C concrete pavement with a minimum compressive strength of 3,600 PSI at 28 days, Grade 60 reinforcing steel, and applicable NCTCOG concrete paving requirements.

The contractor shall protect newly placed pavement from vehicle traffic until the concrete has achieved the required strength for service.

Reference: Sheets 02, 05, and 08.

6. Parking Configuration, Striping, and Traffic Circulation

The contractor shall construct and mark the parking lot in accordance with the approved proposed site plan.

The work shall include:

1. Establishing the proposed angled parking arrangement and designated vehicle circulation pattern.

2. Providing parking spaces with dimensions and spacing as shown on the plans.

3. Installing 4-inch-wide yellow parking lot striping as indicated on Sheet 05.

4. Marking accessible parking spaces and associated access aisles in accordance with the plans and applicable accessibility requirements.

5. Providing directional pavement markings and other traffic-control markings shown on the plans.

6. Installing parking wheel stops where designated.

7. Providing four additional standard parking spaces in the area identified on the proposed site plan.

8. Ensuring completed parking spaces, drive aisles, and circulation areas conform to the approved design.

All striping shall be applied to properly prepared surfaces using materials suitable for exterior parking lot applications.

Reference: Sheet 05 – Proposed Site Plan.

7. Accessible Parking and Pedestrian Improvements

The contractor shall construct accessible parking and pedestrian improvements in accordance with the plans and applicable Texas Accessibility Standards (TAS) and Americans with Disabilities Act (ADA) requirements.

The work shall include:

1. Relocating and reconstructing designated accessible parking spaces.

2. Constructing accessible parking access aisles and connecting pedestrian routes.

3. Removing and replacing designated sidewalks and curbs.

4. Constructing accessible sidewalks, curb ramps, landings, and transitions.

5. Installing handrails and related pedestrian safety improvements where indicated.

6. Installing wheel stops at designated parking locations.

7. Providing accessible connections between the parking area and Elections Administration Building entrances.

8. Verifying constructed slopes and elevations to ensure compliance with accessibility requirements.

The grading plan specifies the following maximum slopes:

Improvement Maximum slope

Accessible parking spaces, entrances, and landings 2% in any direction

Accessible pedestrian routes 5% longitudinal

Accessible ramps 8.3% longitudinal

Sidewalk cross slopes 2%

The contractor shall immediately notify the project engineer if actual field conditions prevent compliance with the required accessible slopes.

Reference: Sheets 05, 06, and 09.

8. Relocation of Existing Site Amenities

The contractor shall carefully remove, relocate, reinstall, and restore designated existing site improvements as indicated on the drawings.

The work includes:

1. Relocation of the existing flagpole.

2. Relocation of designated site lighting fixtures and associated infrastructure.

3. Relocation of the existing streetlamp and concrete pedestal.

4. Relocation of existing accessible parking facilities and related improvements.

5. Coordination of electrical disconnections, reconnections, and testing associated with relocated lighting.

6. Restoration of disturbed surfaces, landscaping, and adjacent improvements.

Relocated lighting and other electrical equipment shall be tested and confirmed operational before final acceptance.

The contractor shall coordinate all relocations with Parker County and the project engineer before commencing the work.

Reference: Sheets 04 and 05.

9. Drainage and Stormwater Management

The contractor shall provide all grading and related improvements necessary to maintain proper drainage throughout the renovated parking lot.

The work shall include:

1. Establishing the proposed pavement slopes and surface drainage patterns.

2. Constructing drainage transitions in accordance with the proposed grading plan.

3. Preventing water accumulation within parking spaces, access aisles, pedestrian routes, and building entrances.

4. Protecting existing drainage facilities during construction.

5. Removing sediment and debris from affected drainage areas.

6. Correcting drainage deficiencies resulting from the contractor's work before final acceptance.

The contractor shall not alter existing drainage patterns except as authorized by the approved construction plans or project engineer.

10. Erosion Control and Environmental Protection

The contractor shall furnish, install, maintain, and remove temporary erosion and sediment control measures necessary for the project.

The work shall include:
1. Providing a Stormwater Pollution Prevention Plan (SW3P) as required by the construction documents and applicable regulations.
2. Installing temporary silt fencing and other erosion control measures at locations shown on Sheet 07.

3. Providing stabilized construction entrances where required to prevent sediment tracking onto public streets.
4. Installing additional sediment controls where field conditions warrant.
5. Protecting storm drainage facilities and adjacent properties from sediment runoff.
6. Properly managing excavated materials, stockpiles, and construction waste.
7. Maintaining erosion control measures throughout construction.
8. Removing temporary erosion controls when appropriate and restoring affected areas.
The contractor shall comply with applicable Texas Pollutant Discharge Elimination System requirements.

Reference: Sheets 02 and 07 – General Notes and Erosion Control Plan.

11. Landscaping and Site Restoration

The contractor shall complete the landscaping and site restoration necessary to return disturbed areas to an acceptable finished condition.

Work shall include:

1. Preparing disturbed landscape areas for restoration.
2. Furnishing and installing the proposed trees identified on Sheet 05, subject to confirmation of species and planting specifications.
3. Providing suitable topsoil and final grading of disturbed areas.
4. Restoring grass, vegetation, and landscape areas affected by construction.
5. Restoring or replacing existing irrigation facilities damaged or disturbed during construction.
6. Removing excess materials, debris, and equipment upon completion.
7. Leaving the site in a clean, safe, and fully operational condition.

12. Construction Standards and Materials

All construction shall comply with the project plans and specifications, including the following applicable standards:

- North Central Texas Council of Governments (NCTCOG) Standard Specifications for Public Works Construction.

- Texas Department of Transportation (TxDOT) standards and details referenced in the plans.

- Texas Accessibility Standards (TAS).

- Applicable Americans with Disabilities Act (ADA) requirements.

- Occupational Safety and Health Administration (OSHA) requirements.

- Applicable City of Weatherford and Parker County requirements.

The contractor shall furnish new materials meeting the requirements of the plans and specifications unless otherwise authorized in writing.

Any proposed substitutions or deviations from the approved design shall require prior written approval from Parker County and the project engineer.

13. Construction Operations and Site Access

The Elections Administration Building may remain operational during construction. The contractor shall coordinate all activities with Parker County to minimize disruptions to County operations, employees, visitors, and election-related activities.

The contractor shall:

1. Submit a proposed construction schedule and sequence of work before mobilization.

2. Coordinate construction phases, temporary parking arrangements, and access restrictions with Parker County.

3. Maintain safe pedestrian and vehicle access to the building as directed by the County.

4. Maintain two-way traffic as required by the general notes and coordinate any necessary temporary restrictions.

5. Provide appropriate barricades, warning signs, and traffic-control devices.

6. Protect County personnel, visitors, and the public from construction hazards.

7. Coordinate interruptions to utilities, lighting, parking, and building access in advance.

8. Maintain emergency vehicle access throughout construction.

9. Provide a designated on-site superintendent responsible for daily construction operations.

10. Maintain a clean, organized, and secure construction site.

No interruption to essential County operations or building access shall occur without prior authorization.

14. Utility Protection and Coordination

The contractor shall be responsible for locating and protecting all existing utilities within the construction area.

The contractor shall:

1. Contact Texas 811 and coordinate required utility locates before excavation.

2. Field-verify the location of existing utilities shown on the plans.

3. Protect underground and overhead electrical, water, sewer, communications, and other utility facilities.

4. Immediately notify Parker County and the project engineer of any utility conflicts or unforeseen conditions.

5. Coordinate utility adjustments and relocations with the appropriate utility providers.

6. Repair any utilities damaged by contractor operations at the contractor's expense.

The plans identify utility locations as approximate. The contractor shall not rely solely on the drawings for utility locations.

15. Quality Control, Testing, and Inspections

The contractor shall provide appropriate construction quality control to ensure compliance with the approved plans and specifications.

Requirements include:

1. Submitting required concrete mix designs, material certifications, and product information before installation.

2. Coordinating construction inspections and material testing with Parker County and the project engineer.

3. Allowing inspection of subgrade, reinforcement, forms, and other work before concrete placement.

4. Providing access to the site for County representatives and testing personnel.

5. Correcting deficiencies identified during inspections.

6. Replacing rejected or nonconforming materials and workmanship at no additional cost to Parker County.

7. Providing retesting when initial testing fails.

The general notes specify that initial density and concrete testing shall be provided by the Owner, with retesting following failed tests being the contractor's responsibility.

16. Project Management and Coordination

The selected contractor shall designate a qualified project manager and on-site superintendent responsible for coordinating and supervising construction activities.

The contractor shall:
1. Attend a preconstruction conference with Parker County and the project engineer.
2. Submit a detailed construction schedule identifying major activities and anticipated completion dates.
3. Submit a sequence-of-work plan for approval.
4. Provide monthly schedule updates before progress payments, as required by the drawings.
5. Attend construction coordination meetings when requested.
6. Provide advance notice of activities affecting County operations.
7. Submit requests for information (RFIs) when clarification of the drawings or specifications is necessary.
8. Obtain written authorization before proceeding with changes affecting contract price, scope, or schedule.
9. Maintain appropriate records of construction activities, inspections, and approved changes.

17. Project Completion and Final Acceptance

The project shall be considered substantially complete when the parking lot and associated improvements are sufficiently complete for their intended use, subject to Parker County's approval.

Before final acceptance, the contractor shall:

1. Complete all construction activities required by the contract documents.
2. Complete final parking lot striping, accessible markings, signage, and wheel stop installation.
3. Verify that accessible parking spaces, sidewalks, ramps, and pedestrian routes comply with the approved plans and applicable standards.
4. Complete all grading, drainage, landscaping, and site restoration.
5. Confirm that relocated lighting and other site amenities are operational.
6. Remove temporary construction facilities, equipment, materials, and debris.
7. Complete a final walkthrough with Parker County and the project engineer.
8. Correct all deficiencies identified on the final punch list.
9. Provide applicable warranties, testing documentation, and closeout records.
10. Obtain written final acceptance from Parker County.

Final payment shall be subject to completion of all contractual requirements and acceptance by Parker County.

18. Contractor Responsibilities

The contractor shall be solely responsible for furnishing all labor, materials, equipment, subcontractors, supervision, transportation, and incidentals necessary to complete the work.

The contractor shall also be responsible for maintaining a safe work environment, complying with applicable laws and regulations, obtaining required permits, coordinating subcontractors, protecting existing County property, and correcting defective workmanship.

All work shall be performed in a professional and workmanlike manner consistent with generally accepted construction industry standards.

19. Scope Clarifications and Changes

The scope of work is intended to describe a complete construction project. Items specifically shown or required by the approved construction drawings and specifications shall be included in the contractor's proposal, even when not individually described in this narrative.

Any discrepancies, omissions, or conflicts between the scope of work and the construction drawings shall be submitted to Parker County for clarification before the proposal deadline.

No changes in scope, contract amount, or completion time shall be undertaken without the required written authorization and approvals.

20. Construction Documents

The following drawings shall be incorporated into RFP PC27-12 as the technical construction documents, following final approval and release for bidding:

Sheet	Description
01	Cover Sheet
02	Notes
03	Existing Site Plan
04	Demolition Plan
05	Proposed Site Plan
06	Proposed Grading Plan
07	Erosion Control Plan
08	Paving Details
09	TxDOT PED-18 Detail

The contractor shall review the complete plan set and include all required work in the proposal price.

21. Similar Projects

Provide information for a minimum of **three (3) and preferably five (5)** projects completed within the last five years that are similar in size, scope, or construction type.

For each project provide:

- Project name;
- Owner;
- Location;
- Building size;
- Original construction budget;
- Final construction cost;
- Date completed;
- Description of services provided;
- Project delivery method;
- Architect's project manager; and
- Owner contact information.

Respondents should explain significant differences between the original construction budget and final construction cost.

22. Public-Sector Experience

Describe the firm's experience working with Texas counties, municipalities, school districts, or other governmental entities.

Describe the firm's familiarity with public-sector procurement and construction requirements applicable to Texas governmental entities.

23. Current Workload and Availability

Describe the firm's current workload and ability to begin work promptly upon authorization.

Identify any known scheduling limitations that could affect the project.

Provide the anticipated availability of the proposed Project Architect and Project Manager.

24. References

Provide a minimum of **three (3) references** for similar projects.

Include:

- Organization;
- Contact person;
- Title;
- Telephone number;
- Email address;
- Project name; and
- Date completed.

25. Claims and Litigation

Identify any professional liability claims, litigation, arbitration, or contract terminations involving the firm during the previous five years that are relevant to the firm's ability to perform this project.

Provide a brief explanation of each matter and its current status or disposition.

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26. EVALUATION CRITERIA

Statements of Qualifications will be evaluated based upon demonstrated competence and qualifications.

Parker County may use criteria substantially similar to the following:

Evaluation Criteria	**Weight**
Contractor’s Relevant Experience	25%
Experience with Similar Parking Lot/Public-Sector Projects	20%
Qualifications and Experience of Proposed Project Team	20%
Project Approach, Quality Control, and Cost Management	15%
Past Performance and References	10%

Evaluation Criteria	Weight
Current Workload, Availability, and Ability to Meet Project Schedule	10%
TOTAL	**100%**

Parker County may conduct interviews with one or more highly qualified contractors before making a final ranking.

Parker County reserves the right to request clarification or additional information regarding qualifications submitted.

It is understood that Parker County reserves the right to accept or reject any and/or all responses to this RFP as it shall deem to be in the best interest of Parker County. Receipt of any Proposals shall be received and acknowledged only as to avoid disclosure of the contents to competing Respondents and kept secret during the negotiation/evaluation process. However, all documentation shall be open for public inspection after a contract is awarded, except for trade secrets and confidential information identified by Respondent as such. All confidential information should be clearly marked in red.

Any cost or expense incurred by the Respondent that is associated with the preparation of the submittal or during the phase of the selection process, if any, shall be borne by the Respondent.

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8. INSURANCE REQUIREMENTS

The selected firm shall maintain insurance coverage meeting Parker County's requirements, including, as applicable:

- Workers' Compensation;
- Employer's Liability;
- Commercial General Liability;
- Automobile Liability; and
- Professional Errors and Omissions Liability.

Specific coverage limits and insurance requirements will be incorporated into the professional services agreement.