

Request for Proposals (RFP)

Town of Rancho Viejo, Texas - Town Hall Roof Repair & Replacement

RFP Release Date: February 17, 2026

Proposal Submission Deadline: March 24, 2026 at 2:00 PM

Contact: Patty Flores, Town Administrator

1. Introduction & Project Overview

The Town of Rancho Viejo ("the Town"), a Type A General Law Municipality, is seeking proposals from qualified, licensed, and insured roofing contractors to provide all labor, materials, and equipment for the repair and/or full replacement of the roof at Rancho Viejo Town Hall, located at 3301 Carmen Avenue, Rancho Viejo, TX 78575.

2. Scope of Work

The successful respondent shall provide a turnkey solution for the following:

Inspection & Assessment: Complete thermal or physical inspection to identify all leaks, structural deck damage, and insulation deficiencies.

Removal: Removal and legal disposal of existing roofing materials down to the deck.

Structural Repairs: Replacement of any damaged or rotted decking or fascia boards (to be bid as a per-unit price).

Installation: Installation of a new Architectural Asphalt Shingles 35-40 year warranty or more roofing system.

Wind-Load Compliance: All work must meet or exceed current Texas Department of Insurance (TDI) Windstorm requirements for the Rio Grande Valley region, 140 mph wind design (Zone 2).

Clean-up: Daily site cleaning and final magnetic sweep for nails and debris.

3. Submission Requirements

Proposals must be submitted in a sealed envelope marked "RFP: Town Hall Roof Project" and include:

Company Profile: Years in business, license numbers, and proof of insurance.

References: At least three (3) references for similar municipal or commercial projects.

Project Timeline: Estimated start date and duration of the project.

Pricing: Lump sum bid for the base project plus a "unit price" for unexpected deck repairs (per 4x8 sheet).

Warranty Information: Details on both material and labor warranties.

4. Legal Requirements (Texas Local Government Code)

As a Texas municipality, this RFP is subject to the following:

Competitive Bidding: This contract will be awarded to the "lowest responsible bidder" or the "proposer who provides the best value" based on the evaluation criteria (Texas Local Government Code Chapter 252).

Payment & Performance Bonds: For contracts exceeding \$25,000, a Payment Bond is required. For contracts exceeding \$100,000, a Performance Bond is required (Texas Government Code 2253).

Insurance: The contractor must maintain General Liability, Workers' Compensation, and Auto Insurance as specified by the Town.

5. Evaluation Criteria

The Town will evaluate proposals based on:

Cost: Total bid price (40%)

Experience: Previous history with municipal or high-wind-load projects (30%)

References: Quality of work as reported by previous clients (20%)

Timeline: Ability to complete the work in a timely manner (10%)

6. Reserved Rights

The Town of Rancho Viejo reserves the right to waive any informalities, to reject any or all proposals, and to accept the proposal deemed most advantageous to the Town.

7. Advertisement Instructions (For Town Secretary)

Per Texas law, this notice must be published:

Frequency: Once a week for two consecutive weeks in a newspaper of general circulation.

Friday, March 6, 2026 and Friday, March 13, 2026

Timing: The first publication must occur at least 14 days before the date set for the public opening of bids. March 24, 2026 at 2:00 PM

Posting: A copy of this notice should also be posted on the Town Hall bulletin board and the official Town website.