

Nueces County Community Action Agency (NCCAA)

Request for Proposals

Materials and Labor Contract For

DOE/LIHEAP Weatherization Assistance Program (WAP), Comprehensive Energy Assistance Program (CEAP), Community Development Block Grant (CDBG), and Housing Programs

The Nueces County Community Action Agency (NCCAA), located at **101 South Padre Island Drive (SPID), Corpus Christi, Texas 78405**, is soliciting proposals from **General Contractors and Heating, Ventilation, and Air Conditioning (HVAC) contractors** to provide energy efficiency measures and minor home repairs in Nueces County. NCCAA serves **low-income clients** who meet **federal poverty guidelines**. Contractors must comply with **federal procurement processes and minimum installation standards** as outlined by applicable regulations (e.g., **10 CFR 440** for WAP compliance).

The contract agreement for **General Contractor and HVAC materials and labor** will commence on **July 1st, 2025**, and extend through **December 31, 2025**, with an **option to renew annually for up to three (3) additional years** through **December 31, 2028**. Renewal is **contingent upon contract performance and the availability of federal funding**.

Proposal Submission Details

Proposal package information may be requested via email from **Robert Mendez** at **robert.mendez@nccaatx.org** or at the **NCCAA office, 101 S.P.I.D., Corpus Christi, Texas 78405**, beginning **March 1, 2025**.

A **Pre-Proposal Conference** will be held on **March 28, 2025, at 2:00 p.m.** and on **May 15th, 2025, at 2:00 p.m.** at **NCCAA, 101 S.P.I.D., Corpus Christi, Texas 78405**. Attendance is **strongly encouraged** but not mandatory.

All proposals **must be submitted in a sealed envelope** and **must be received** by NCCAA for time-stamping **no later than 3:00 p.m. on Friday, June 20, 2025**.

Submission Address:

Nueces County Community Action Agency
Attn: Procurement Department
101 South Padre Island Drive
Corpus Christi, TX 78405

Late proposals **will not be considered** under any circumstances. Proposals will be **publicly opened and read aloud at 3:15 p.m. on Friday, June 20, 2025**, at **NCCAA, 101 S.P.I.D., Corpus Christi, Texas**.

Evaluation and Award Criteria

The selection process will be **competitive** and based on the following criteria:

- **Pricing (50%)**
- **Record of past performance/experience (10%)**
- **Integrity (10%)**
- **Financial Resources (10%)**
- **Technical Resources (10%)**
- **Proposal Responsiveness (10%)**

The contractor selection process is based on a **100-point evaluation**. Contractors must provide **references, financial documentation, proof of insurance, staff qualifications, and project experience** to demonstrate their ability to complete the work effectively.

NCCAA **reserves the right to reject any or all proposals**. A contract for the accepted proposal will be awarded **based on the evaluation criteria** outlined above.

Additional Requirements

- Proposals must comply with **all applicable federal, state, and local regulations**.
- Contractors must provide **proof of insurance, bonding, and licensing**.
- Any **disputes regarding award decisions** will be handled per NCCAA's **procurement dispute resolution process**.
- Confidentiality of proposals will be maintained to the extent allowed by law.

For further inquiries, please contact:

Robert Mendez

Weatherization Program Manager

Nueces County Community Action Agency

robert.mendez@nccaatx.org

Linda Carrillo, CEO

Nueces County Community Action Agency