



REQUEST FOR COMPETITIVE SEALED PROPOSALS (CSP) No. 19013

Training Room Renovations at Construction Department

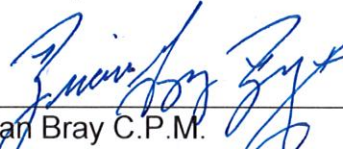
DATE: June 7, 2019

CONTACT NAME: All questions shall be sent via e-mail to: procurement@hacc.org. All questions must be received by June 25, 2019 at 3:00pm CST

One (1) original, one (1) hardcopy and one PDF version on a storage device of the Sealed Proposal Responses are due on **Wednesday, July 10, 2019 at 2:00pm CST**. Deliver or hand carry to the Corpus Christi Housing Authority, 3701 Ayers, Corpus Christi, TX 78415 (Front Window)

NOTES TO ALL CONTRACTORS:

1. All work performed must meet all electrical, mechanical and building codes based on local, state, and federal regulations.
2. Contractor shall not commence work without a properly approved purchase order.
3. A non-mandatory pre-proposal conference is scheduled for Wednesday, June 19, 2019, at 10:00am, 3740 S Port, Corpus Christi, TX 78415. A brief site visit will be conducted immediately following the meeting.



Brian Bray C.P.M.
Vice-President of Procurement

Signature and submission of this Proposal shall serve as evidence that the Contractor understands and agrees to all conditions of the Request for Competitive Sealed Proposals – CSP 19013

Company Name: _____

Authorized Representative: _____
(Print Name) (Title)

Signature: _____

Address: _____

Phone Number: _____ Email: _____

Date: _____

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- 1.0 THE AGENCY'S RESERVATION OF RIGHTS.** The Agency reserves the right to:
- 1.1 **Right to Reject, Waive, or Terminate the Solicitation.** Reject any or all proposals, to waive any informality in the CSP process, or to terminate the CSP process at any time, if deemed by the Agency to be in its best interests.
 - 1.2 **Right to Not Award.** Not to award a contract pursuant to this CSP.
 - 1.3 **Right to Terminate.** Terminate a contract awarded pursuant to this CSP, at any time for its convenience upon 10 days written notice to the successful proposer(s).
 - 1.4 **Right to Determine Time and Location.** Determine the days, hours and locations that the successful proposer(s) shall provide the services called for in this CSP.
 - 1.5 **Right to Retain Proposals.** Retain all proposals submitted and not permit withdrawal for a period of 30 days subsequent to the deadline for receiving proposals without the written consent of the Agency Contracting Officer (CO).
 - 1.6 **Right to Negotiate.** Negotiate the fees proposed by the proposer entity.
 - 1.7 **Right to Reject any Proposal.** Reject and not consider any proposal that does not meet the requirements of this CSP, including but not necessarily limited to incomplete proposals and/or proposals offering alternate or non-requested services.
 - 1.8 **No Obligation to Compensate.** Have no obligation to compensate any proposer for any costs incurred in responding to this CSP.
 - 1.9 **Right to Prohibit.** At any time during the CSP or contract process to prohibit any further participation by a proposer or reject any proposal submitted that does not conform to any of the requirements detailed herein.
- 2.0 SCOPE OF WORK/TECHNICAL SPECIFICATIONS.** The Agency is seeking proposals from qualified and licensed entities to provide the following detailed services:
- 2.1 Conversion of former stockroom warehouse into training room. See attached SOW. Drawings are available 3740 S. Port, Corpus Christi, TX 78362. Call (361) 889-3373 or email procurement@hacc.org to make an appoint to pick up.
- 3.0 PROPOSAL FORMAT AND SUBMISSION.** All Proposal responses must conform to the following format. Failure to submit requested information or submitting information in a different format, may cause the proposal response to be non-responsive to the CSP.
- 3.1 Section 1 - General Information: Form and format provided (0 pts)
 - 3.2 Section 2: Criterion 1 - Offeror's proposed price (60 pts)
 - 3.3 Section 3: Criterion 2 - Offeror's experience with projects of similar size, type and complexity (25 pts)

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- 3.4 Section 4: Criterion 3 - Offeror's proposed site Project Foreman/Superintendent (10 pts)
- 3.5 Section 5: Criterion 4 - Offeror's past performance based on references and known information (5 pts)
- 3.6 Section 6: All other required forms

4.0 Proposal Evaluation:

4.1 General Information: Offeror's must complete the attached General Information Questionnaire on page 8 and return it as Section 1 of the CSP response submission. (0 pts)

4.2 Proposed Price: Offeror must complete the completed Proposal Form and return as Section 2 of the CSP response submission. (60 pts)

4.2.1 The evaluation of proposed price will be evaluated as follows: Lowest responsive and responsible offer will receive maximum points. Each offer's price proposal over 1% of the lowest acceptable price will receive a deduction of 1.2 points up to a maximum of 50% over the lowest price. Proposed prices over 50% of the lowest evaluated price will receive 0 points.

4.3 Offer's Experience: Offeror's must list projects, completed or ongoing, within the last 7 years, of similar size, type and complexity to this project where your company was the prime contractor. Projects must be listed in chronological order with most recent at top. Offeror's must use the following format and submit as Section 3 of the CSP response submission. (25 pts)

Project Name, Description & Location	Contact Name/Phone Number/Email	Contract Amount	Completion Date or Percent Complete
Repurpose Warehouse Space ABC Housing Authority Somewhere, USA	Name Phone Email	\$75,000	January 31, 2018, or 50% Complete

- 4.3.1 Offerors with 5 or more projects of similar size, type and complexity will receive maximum points.
- 4.3.2 Offerors with 4 projects of similar size, type and complexity will receive 80% of the maximum points.
- 4.3.3 Offerors with 3 projects of similar size, type and complexity will receive 60% of the maximum points.
- 4.3.4 Offerors with 2 projects of similar size, type and complexity will receive 40% of the maximum points.

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- 4.3.5 Offerors with 1 project of similar size, type and complexity will receive 20% of the maximum points.
- 4.3.6 Offerors with 0 projects of similar size, type and complexity will receive 0% of the maximum points.
- 4.3.7 The Agency will contact references listed.

4.4 Offeror's proposed on-site Project Foreman/Lead Supervisor: Offeror's must provide the name and list of relevant experience of the project Foreman/Lead Supervisor. Offeror's must use the following format and submit as Section 4 of the CSP response submission. (10 pts)

Project Foreman/Lead Supervisor Name: _____

Project Name, Description and Location	Date Completed	Contract Amount	Capacity served
Repurpose Warehouse Space ABC Housing Authority Somewhere, USA	January 1, 2018	\$50,000	Project Foreman

- 4.4.1 Offerors with on-site Project Foreman with 5 or more projects of similar size, type and complexity will receive maximum points.
- 4.4.2 Offerors with on-site Project Foreman with 4 projects of similar size, type and complexity will receive 80% of the maximum points.
- 4.4.3 Offerors with on-site Project Foreman with 3 projects of similar size, type and complexity will receive 60% of the maximum points.
- 4.4.4 Offerors with on-site Project Foreman with 2 projects of similar size, type and complexity will receive 40% of the maximum points.
- 4.4.5 Offerors with on-site Project Foreman with 1 project of similar size, type and complexity will receive 20% of the maximum points.
- 4.4.6 Offerors with on-site Project Foreman with 0 projects of similar size, type and complexity will receive 0% of the maximum points.
- 4.4.7 The Agency must be contacted whenever the Project Foreman/Lead Supervisor is changed.

4.5 Past Performance: The Agency will contact owner representatives in Section 4.3 and use any existing information available that Offeror has

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worked with CCHA in past. Offerors must include as Section 5 of the CSP response submission. (5 pts)

4.5.1 Points will be assessed on a scale of 0 through 5 with 5 being superior performance beyond expectation and 0 being cause for determination of non-responsibility to perform successfully.

4.6 Evaluation Method

4.6.1 **Initial Evaluation for Responsiveness.** Each proposal received will first be evaluated for responsiveness (e.g., meets the minimum of the published requirements). The Agency reserves the right to reject any proposals deemed by the Agency not minimally responsive (the Agency will notify such firms in writing of any such rejection).

4.6.2 **Evaluation Committee.** The Agency anticipates that it will select a committee to evaluate each of the responsive "hard copy" proposals submitted in response to this CSP. PLEASE NOTE: No proposer shall be informed at any time during or after the CSP process as to the identity of any evaluation committee member. If, by chance, a proposer does become aware of the identity of such person(s), he/she SHALL NOT make any attempt to contact or discuss with such person anything related to this CSP. The CO is the only person at the Agency that the proposers shall contact pertaining to this CSP. Failure to abide by this requirement may (and most likely will) cause such proposer(s) to be eliminated from consideration for award.

4.6.3 **Evaluation Selection and Ranking.** Offerors will be evaluated on criteria 1 through 4. The evaluation committee will evaluate, rank, and publish said ranking once this has been completed. The evaluation committee will then proceed to negotiate a contract with the highest-ranking offeror. If the negotiations are unsuccessful, the Agency will notify said offeror that negotiations have been terminated and will proceed to negotiate with the next highest ranked offeror. The Agency will continue this process until a contract has been reached. The Agency reserves the right to exclude firms failing to achieve a minimum total score from any further consideration for negotiation.

5.0 CONTRACT AWARD.

5.1 **Contract Award Procedure.** If a contract is awarded pursuant to this CSP, the following detailed procedures will be followed:

5.1.1 By completing, executing and submitting a proposal, the "proposer is thereby agreeing to abide by all terms and conditions pertaining to this CSP as issued by the Agency, either in hard copy or by reference. Accordingly, the Agency has no responsibility to conduct after the submittal deadline any negotiations pertaining to the contract clauses already published.

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- 5.2 Contract Conditions.** The following provisions are considered mandatory conditions of any contract award made by the Agency pursuant to this CSP:
- 5.2.1 Contract Form.** The Agency will not execute a contract on the successful proposer's form-contracts will only be executed on the Agency form and by submitting a proposal the successful proposer agrees to do so (please note that the Agency reserves the right to amend this form as the Agency deems necessary).
 - 5.2.2 Assignment of Personnel.** The Agency shall retain the right to demand and receive a change in personnel assigned to the work if the Agency believes that such change is in the best interest of the Agency and the completion of the contracted work.
 - 5.2.3 Unauthorized Sub-Contracting Prohibited.** The Contractor shall not assign any right, nor delegate any duty for the work proposed pursuant to this CSP (including, but not limited to, selling or transferring the contract) without the prior written consent of the CO. Any purported assignment of interest or delegation of duty, without the prior written consent of the CO shall be void and may result in the cancellation of the contract with the Agency, or may result in the full or partial forfeiture of funds paid to the Contractor as a result of the proposed contract; either as determined by the CO.
- 5.3 Contract Period.** Completion within 60 work days after receipt of Notice to Proceed.
- 5.4 Licensing and Insurance Requirements.** Prior to award (but not as a part of the proposal submission) the *successful proposer* will be required to provide:
- 5.4.1 Workers Compensation Insurance.** An original certificate evidencing the proposer's current industrial (worker's compensation) insurance carrier and coverage amount (NOTE: Workers Compensation Insurance will be required of any Contractor that has employees other than just the owner working on-site to provide the services);
 - 5.4.2 General Liability Insurance.** An original certificate evidencing General Liability coverage, naming the Agency as an additional insured, together with the appropriate endorsement to said policy reflecting the addition of the Agency as an additional insured under said policy (minimum of \$1,000,000 each occurrence, general aggregate minimum limit of \$1,000,000, together with damage to premises and fire damage of \$50,000 and medical expenses any one person of \$5,000), with a maximum deductible amount of \$5,000;
 - 5.4.3 Automobile Insurance.** An original certificate showing the proposer's automobile insurance coverage in a combined single limit of \$1,000,000. For every vehicle utilized during the term of this program, when not owned

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by the entity, each vehicle must have evidence of automobile insurance coverage with limits of no less than \$100,000/\$300,000 and medical pay of \$5,000.

- 5.4.4 **City/County/State Business License.** If applicable, a copy of the proposer's business license allowing that entity to provide such services within the City of Corpus Christi, Nueces County, and/or the State of Texas.
- 5.4.5 **Certificates/Profile of Firm Form.** Pertaining to the aforementioned (within Sections 5.4.1 through 5.4.4) insurance certificates and licenses, each proposer is required to enter related information where provided for on the Profile of Firm Form (do not attach or submit copies of the insurance certificates or licenses within the proposal submittal—we will garner the necessary documents from the successful proposer prior to contract execution).
- 5.5 **Right to Negotiate Final Fees.** The Agency shall retain the right to negotiate the amount of fees that are paid to the successful proposer, meaning the fees proposed by the top-rated proposer may, at the Agency's options, be the basis for the beginning of negotiations. Such negotiations shall begin after the Agency has chosen a top-rated proposer. If such negotiations are not, in the opinion of the CO successfully concluded within 5 business days, the Agency shall retain the right to end such negotiations and begin negotiations with the next-rated proposer. The Agency shall also retain the right to negotiate with and make an award to more than one proposer, as long as such negotiation(s) and/or award(s) are addressed in the above manner (i.e. top-rated first, then next-rated following until a successful negotiation is reached).
- 5.6 **Contract Service Standards.** All work performed pursuant to this CSP must conform and comply with all applicable local, state and federal codes, statutes, laws and regulations.
- 5.7 **Prompt Return of Contract Documents.** Any and all documents required to complete the contract, including contract signature by the successful proposer, shall be provided to the Agency within (ten) 10 work days of notification by the Agency.

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SECTION 1 – General Information Questionnaire (0 Points)

1. Name of Firm: _____
Address of Principle Office: _____
Phone: _____ Fax: _____
Form of Business Organization: _____
Responsible Contact Personnel:
Name _____ Cell # _____ E-mail _____
Name _____ Cell # _____ E-mail _____
Name _____ Cell # _____ E-mail _____
2. How many years has your organization been in business in its current capacity?
3. How many years has your organization been in business under its present name?
4. Under what other or former names has your organization operated?
5. Claims and suits (If the answer to any of the questions below is yes, please attach details).
 - 5.1 Has your organization ever failed to complete any work awarded to it?
 - 5.2 Are there any judgments, claims, arbitration proceedings or suits pending or outstanding against your organization or its officers?
 - 5.3 Has your organization filed any lawsuits or requested arbitration or mediation with regard to construction contracts within the last fifteen years?
6. Within the last fifteen years, has any officer or principal of your organization ever been an officer or principal of another organization when it failed to complete a construction contract? (If the answer is yes, please attach details.)

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7. Proposer's Certifications:

(1) Instructions. Unless otherwise specifically required, the items listed below must be completed and included in the proposal submittal.

(2) Section 3 Statement. Are you claiming a Section 3 business preference? Yes No If "YES," pursuant to the Section 3 portion within the Conditions and Specifications, which priority are you claiming?: _____.

(3) Debarred Statement. Has this firm, or any principal(s) ever been debarred from providing any services by the Federal Government, any state government, the State of Texas, or any local government agency within or without the State of Texas? Yes No If "Yes," please attach a full detailed explanation, including dates, circumstances and current status.

(4) Disclosure Statement. Does this firm or any principals thereof have any current, past personal or professional relationship with any Commissioner or Officer of the Agency? Yes No If "Yes," please attach a full detailed explanation, including dates, circumstances and current status.

(5) Felony Disclosure. Has any principal(s) or any person(s) proposed to perform the work ever been convicted of a felony? Yes No If "Yes," please attach a full detailed explanation, including dates, circumstances and current status. PLEASE NOTE: The Agency reserves the right to not make award to any proposer that has staff who has been convicted of a felony if the Agency feels that doing such is in its best interests.

(6) Non-Collusive Affidavit. The undersigned party submitting this proposal hereby certifies that such proposal is genuine and not collusive and that said proposer entity has not colluded, conspired, connived or agreed, directly or indirectly, with any proposer or person, to put in a sham proposal or to refrain from bidding, and has not in any manner, directly or indirectly sought by agreement or collusion, or communication or conference, with any person, to fix the proposal price of affiant or of any other proposer, to fix overhead, profit or cost element of said proposal price, or that of any other proposer or to secure any advantage against the Agency or any person interested in the proposed contract; and that all statements in said proposal are true.

(7) Proposer's Statement. The undersigned proposer hereby states that by completing and submitting this Form and all other documents within this proposal submittal, he/she is verifying that all information provided herein is, to the best of his/her knowledge, true and accurate, and that if the Agency discovers that any information entered herein to be false, such shall entitle the Agency to not consider or make award or to cancel any award with the undersigned party. Further, by completing and submitting the proposal submittal, and by entering and submitting the costs, the undersigned proposer is thereby agreeing to abide by all terms and conditions pertaining to this CSP as issued by the Agency, including an

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agreement to execute an Agency Contract form. Pursuant to all CSP Documents, this Form of Proposal, and all attachments, and pursuant to all completed Documents submitted, including these forms and all attachments, the undersigned proposes to supply the Agency with the services described herein for the fee(s) entered within the areas provided in this CSP.

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**Proposed Price
Fixed-Fee Lump Sum**

\$ _____

Written Price

Company Name

Printed Name of Authorized Representative

Signature

Address

Phone Number

E-Mail Address

Date

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Scope of Work:

The Capital Fund Department Building, 3740 South Port, Corpus Christi, Texas, is being remodeled for a "Training Room" to serve the CCHA employees. Proposed stock room exhibits CMU Blocks/wall with metal ceiling having approximately 20 foot center height supported by truss girts forming gable roof every 20 foot apart with channel purlins across the truss girts every 6 foot apart to support 36" wide R rated exterior roof panels 28 foot in length per each side of gable roof with ridged cover over center. The proposed "Training Room" area, 30 feet x 48 feet length consisting of 1440 square feet in floor space. Fifteen (15) fluorescent 2 x 4 light fixtures are suspended from the purlin sections. Thirty (30) feet across from south wall is a stair with metal rail leading to second floor concrete galley walk to storage rooms by double solid wood door entries along 22 feet long x 6 foot wide hallway/ground floor. The hallway allows entry into ground floor of CFP Department and midway door/hall leading to additional storage rooms. (See drawing/Existing Site Plan).

The "Proposed Training Room" (See Proposed Plan) has an east CMU block wall eleven (11') feet in height with 2 metal 3' x 6'-8" doors with frames at each end of wall, and fence to remove between the doors, and the west CMU wall has an 8' x 10' overhead metal door adjoining south wall corner with utility panel boxes/16' wide wall section, and 3' x 7' metal door with frame/opposite wall end for "Training Room" entry/exit door. All 3 exterior CMU block walls are subject to condensation sweat as HVAC proposed system by others with compressor outside along southeast corner of building with ducts per open interior ceiling area. The insulation walls, 1350 sq. feet, and ceiling method is proposed to remedy problem as follows: 1.) Removing and Replacing roof panels, 3240 sq. feet, and applying 6" batt insulation stretched per ceiling beam with white poly film facing downward, and 2.) Applying rigid foam 1" x 2' x 8' between 2" x 4" pine board laid flat and anchored to CMU block walls using 3/8" x 3" galv./plastic sleeves 2 foot apart vertically to ceiling and covered with 1/2" x 4' x 8' sheetrock, tape & floated, textured, primed, and painted 2 coats light gray latex paint to control the sweating problem from proposed HVA system by others. Place vinyl 4" cove around wall/floor sections as walls are completely finished.

The concrete floor is to be lightly sanded, cleaned and sealed to allow prime coat and concrete light gray epoxy water base paint to adhere to surface finish with 2 coats of semi-gloss paint. All training floor area, 1440 sq. feet, enclosed hall area, 132 sq. feet, upper galley walk, 132 sq. feet, and steps, 52 sq. feet, with metal rail painted oil base red traffic paint 2 coats. Support rail per steps including metal bottom of steps, and 2 support columns painted 2 coats oil base light gray with step metal border. Upper double wood doors, both front and back, including metal frames, to be cleaned and painted 2 coats oil base light gray. Ground floor wood doors to also be cleaned and painted 2 coats oil base

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light gray, including metal frames around door and window. Walls, both sides of hall and upper galley walk to be cleaned and painted 2 coats latex white, and 8' high drop ceiling to be placed with 5/8" x 1' x 1' white fissured squares/white metal bands to secure ceiling. Two (2) recessed 1' x 4' fluorescent light fixtures with new lamps to be placed equal spaced in drop ceiling. Existing vinyl cove to be removed and replaced with white vinyl cove. All existing yellow painted gable trusses to be cleaned, primed, and painted 2 coats oil base red traffic paint. Ceiling beams or purlins, approx.. 6' apart, to be cleaned and painted 2 coats oil base light gray, and painted prior to placement of poly vinyl insulated ceiling facing downward. All fluorescent ceiling lights, 15 total, to be cleaned, top and bottom, and GE Fluorescent lamps placed or LED as needed. North training room wall to be painted white latex 2 coats semi-gloss white. Door with frame/office storage to be painted 2 coats light gray oil base semi-gloss. Metal door with frame, east and west walls, to be mortar sealed around each door and painted 2 coats light gray, interior and exterior, semi-gloss.

Existing double solid wood doors from Capital Fund work area to training room to remain. Door and frame to be painted 2 coats oil base light gray, both front and back/hall side. Finished sheetrock on hall side to be painted 2 coats latex white as walls. Solid wood door in hall/entry-exit to storage to also be painted light gray oil base 2 coats. At end of hall, prior to entering training area, another stud wall closure per single solid wood door is placed with metal frame, 3' x 6'-8" to be painted oil base light gray 2 coats, to open into hall with panic hardware and lever handle without lock. Hall floor to be sanded, cleaned, and painted light gray as training room. View window, 1' x 1', to also be placed with new door. Fire alarm to remain attached to wall.

The west wall overhead door, 8' x 10', is to be removed and opening closed by 2 x 4 stud wall with 6" batt insulation and exterior wall plaster board to apply plastered finish to both interior and exterior. Exterior to be caulked and painted 2 coats oil base finish as existing exterior paint finish. Interior to be caulked and painted 2 coats latex light gray finish. Adjoining south wall per 16 lin. feet parallel to CMU wall pilaster embossed by 8" are metal utility panel boxes servicing building, and requiring sixteen (16') foot wall, full height to ceiling, with sole plate bolted by 1/2" dia. Galv. 6" long hilti bolted every 2' apart to concrete floor five (5') feet from existing CMU south block wall. Standing wall braced to pilaster full height to ceiling with entry/exit solid core door, 3' x 6'-8", on ground floor painted oil base white, both sides, with satin lever handle/entry-exit and dead bolt. The wall, full height to ceiling, concealing utility panel boxes, is constructed of 2x6 studs, 16" apart, framed by surrounding 2x6 border with 1/2"x4'x8' sheetrock, screw to frame every 4' apart, both sides and edges, taped and floated, textured, primed, and painted 2 coats latex light gray semi-gloss. The opposite end of wall is attached by 3/8" x 3" galv. anchor screws every 2' apart to CMU existing wall section adjoining edge of overhead door opening. The south wall with panel boxes to be cleaned and painted 2 coats latex white

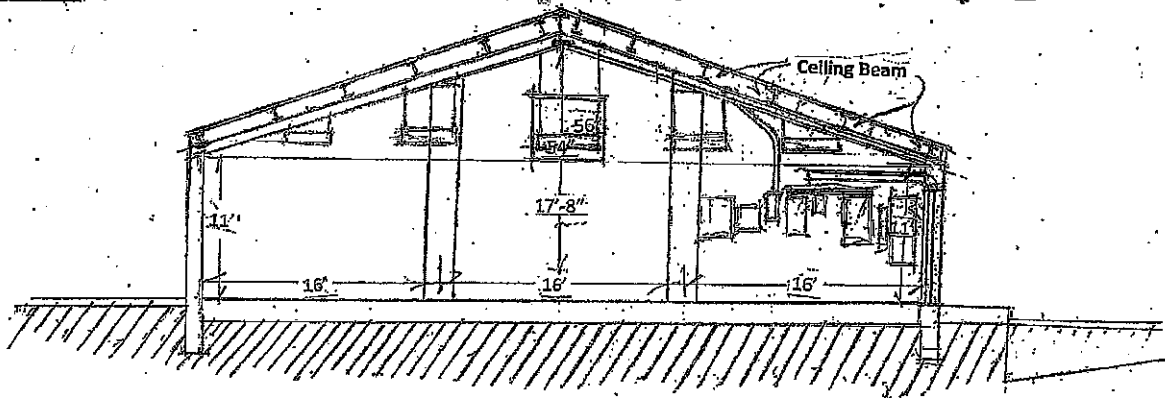
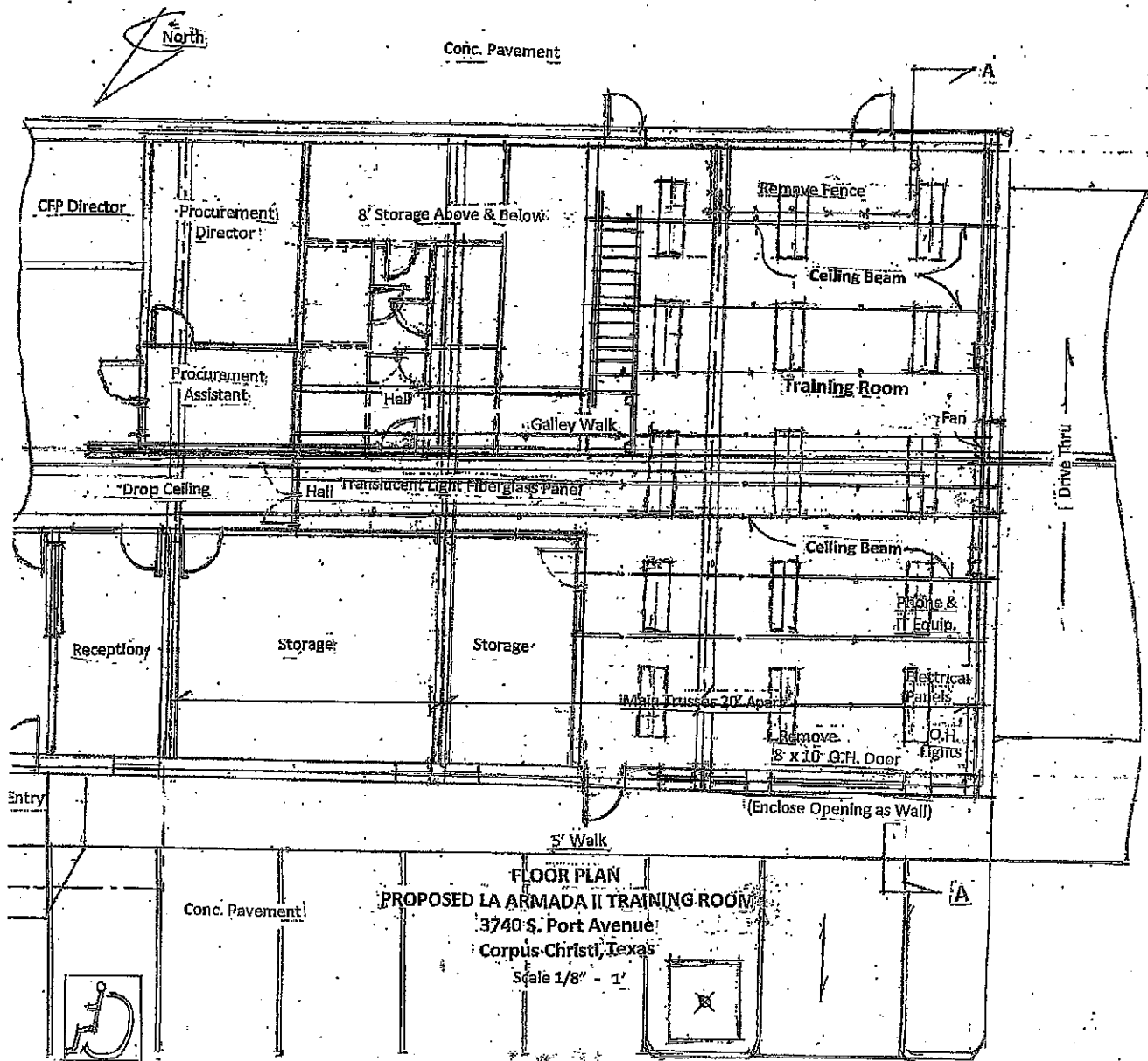
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/visibility. Two existing 2x4 light fixtures are in a location to overhang into the utility working space for suitable lights. Place vinyl 4" white cove around standing wall.

The fan on existing pilaster, as standing wall is being placed, is to be removed, and provided to Maintenance. The major wall fan, 48" x 52", is to be removed and opening concealed by continuous 2' spacing of 2 x 4 flat wall runners screwed to opening with backing of 5/8" plywood, 1" rigid foam board, and continuous 1/2" x 4' x 8' sheetrock, tape & floated, textured, and painted 2 coats latex light gray continuous wall finish. Ceiling wall heater is also to be removed and blocked from any gas seepage. Separate HVAC system to be installed by others for heating and cooling training area.

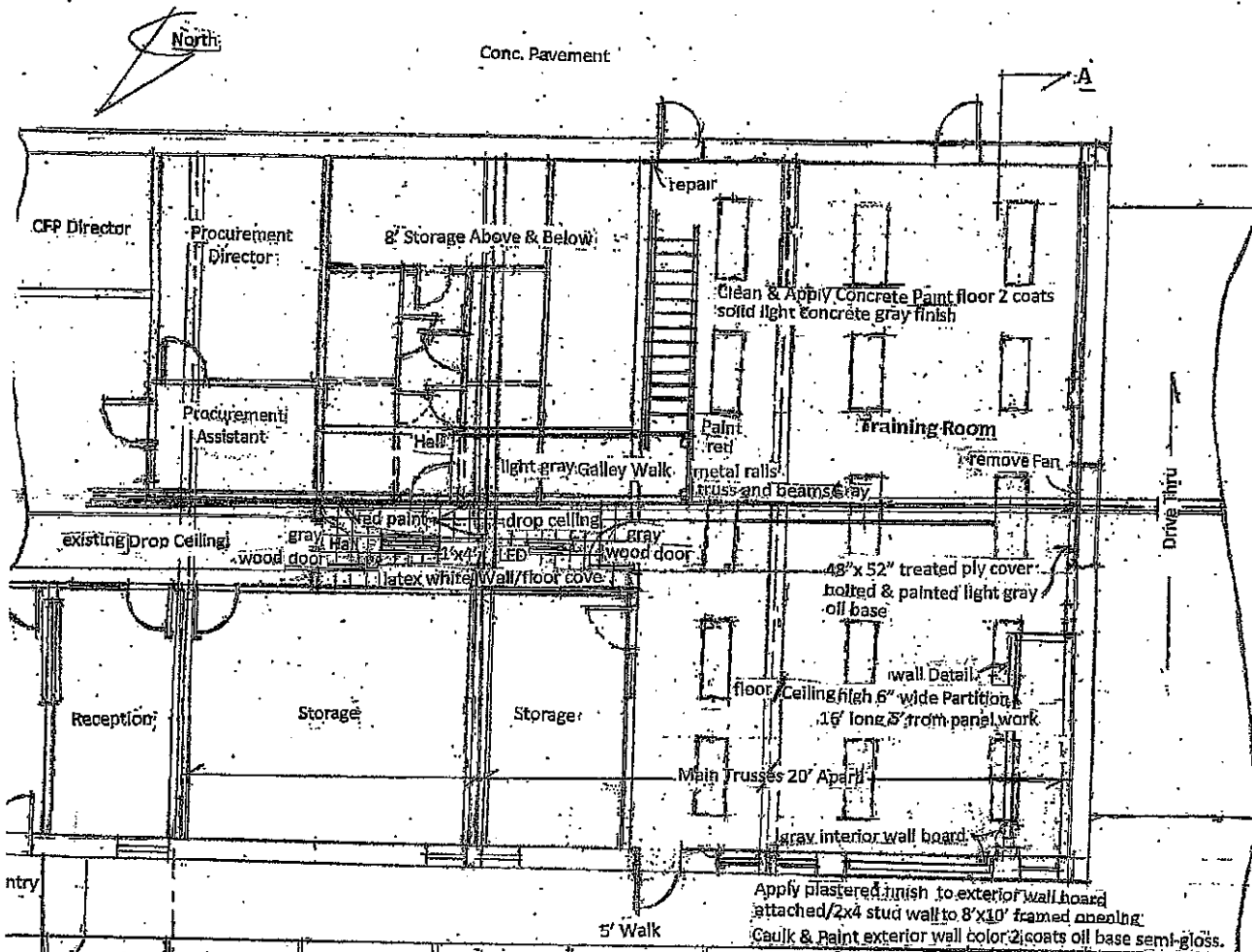
Note : All square footages are approximate. Contractor to verify measurements.

Note : Owner, Corpus Christi Housing Authority, to select colors. Colors "Gray and White" are strictly mentioned only for Bidding purposes.



TRAINING ROOM
 CROSS SECTION A - A OF WALL
 Scale 1/8" = 1"

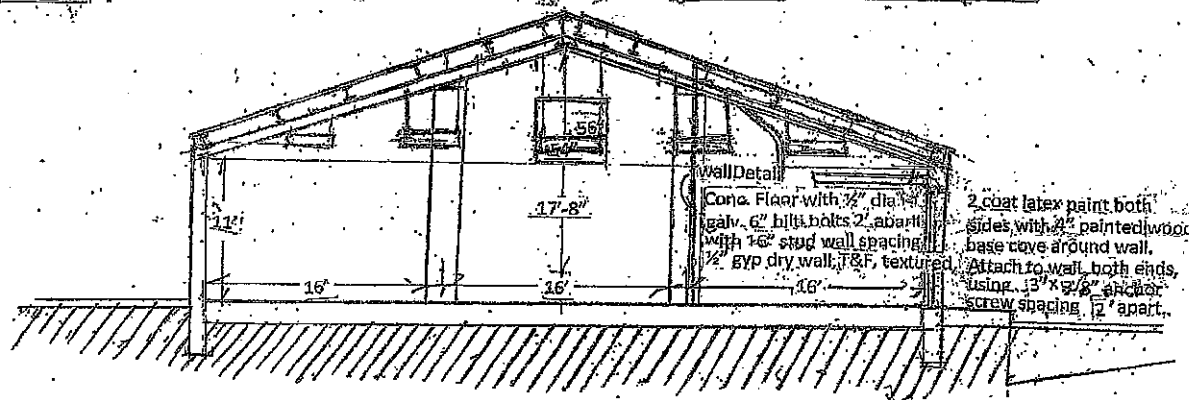
EXISTING SITE PLAN WITH ELEVATION



FLOOR PLAN
PROPOSED LA ARMADA II TRAINING ROOM

3740 S. Port Avenue
Corpus-Christi, Texas

Scale 1/8" = 1'



TRAINING ROOM
CROSS SECTION A - A OF WALL

Scale 1/8" = 1'

PROPOSED FLOOR PLAN WITH IMPROVEMENTS