



December 5, 2025

**Request for Bid**  
**Remodel of District Office Building**  
**Central Texas Groundwater Conservation District**

**1. Purpose**

The Central Texas Groundwater Conservation District is requesting written bids from qualified contractors for the remodel of the District office building located at 303 Bluebonnet Drive, Burnet, Texas. Although competitive bidding is not legally required, the District intends to evaluate multiple proposals and present them to the Board of Directors for consideration.

**2. Scope of Work**

A Certified Professional Building Designer (CPBD) will provide all required drawings, including:

- Existing floor plan
- Demolition plan
- New floor plan
- Electrical plan
- Mechanical plan

Contractors shall base their bids on these documents. The remodel is expected to include interior demolition, framing modifications, finishes, electrical improvements, mechanical alterations, and any work identified in the CPBD plans.

**3. Contractor Requirements**

Bidders must:

- Be fully insured and able to provide a certificate of insurance upon request
- Have experience with commercial remodels of comparable size
- Be able to meet the project schedule once construction begins
- Provide a single point of contact for communication with District staff

**4. Bid Requirements**

Each bid must include:

- Total project cost
- Itemized cost breakdown
- Anticipated start date and estimated duration
- List of subcontractors, if applicable
- Any exclusions, allowances, or assumptions
- Warranty information
- Proof of insurance

Optional but encouraged:

- Examples of similar completed projects



### **5. Submission Deadline**

All bids must be submitted to the District by **5:00 p.m. on Wednesday, December 18, 2025**. Late submissions will not be considered.

Bids shall be emailed to:

**Mitchell Sodek, General Manager**

**Central Texas Groundwater Conservation District**

sodek@centraltexasgcd.org

### **6. Evaluation and Award**

The District will evaluate bids based on overall value, qualifications, completeness, schedule, and clarity of assumptions. Bids will be presented to the Board of Directors at the regular meeting scheduled for December 19, 2025, where a contractor may be selected.

The District reserves the right to reject any or all bids and to request additional information from any bidder.

### **7. Site Visits**

Contractors may request a site visit prior to bid submission. Visits can be scheduled by emailing the General Manager.

### **8. Questions**

Questions regarding this Request for Bid may be directed to:

Mitchell Sodek, General Manager

sodek@centraltexasgcd.org

Phone: 512-756-4900

Enclosed: Building Project Drawings

Sincerely,

Mitchell Sodek