REQUEST FOR BIDS

RECEIPT OF BIDS. Sealed bids (3 copies) for the Photo and Hort Lab Improvements **Project # FWBG2027-1** will be received by the Fort Worth Botanic Garden (FWBG) until 2:00 P.M. local time, Wednesday, December 16, 2026, as further described below:

Deborah Moncrief Garden Center - Admissions Desk
Attn: Bob Byers
3220 Botanic Garden Boulevard
Fort Worth, Texas 76107

Prequalification of bidders is not required for this invitation. Proposals will be accepted by: US Mail, Courier, FedEx or hand delivery at the address above; Proposals, addressed to Bob Byers, shall be enclosed in an opaque sealed envelope, marked with the Assigned Project Number if any, project title, the name and address of Proposer and accompanied by other required documents. Proposal should contain the following in separately labeled sections, in order as shown:

- Completed Proposal Form (provided with proposal documents)
- Completed Bid Form (form provided with proposal documents)
- Proposed Schedule with starting and completion dates
- Three (3) examples of similar work by your company or partners

If the Proposal is sent through the mail or other delivery system, the sealed envelope shall be enclosed in a separate envelope with the notation "SEALED PROPOSAL ENCLOSED" on the face of it.

Bids will be read aloud in public on December 16. 2026, at 2:05 local time in the Deborah Beggs Moncrief Garden Center Iris Room. Proposals will be reviewed by a committee of Garden stakeholders and the owner's representative using a best value evaluation system. The Garden reserves the right to request interviews with finalists during that review process if deemed necessary. Proposers will be notified not later than December 23 of the committee's decision, which is final.

GENERAL DESCRIPTION OF WORK: Existing greenhouse head house will be renovated from current office/potting areas to separate spaces for a photo laboratory and horticulture/propagation laboratory. Major components of the work are demolition of existing office space, MEP, and walls, repairs and updates to interior and exterior walls, provision and installation of specialty lab equipment, desk space, and MEP for renovated spaces and adjacent Exhibition Greenhouse.

GENERAL COMMENTS:

- Interested firms must demonstrate experience with renovation of existing buildings.
- Proposals should include project timeline, warranty and support information, and a complete cost proposal.

Bidders are expected to confirm all information in proposal documents including dimensions, quantities, volumes, logistics, etc. Incorrect proposals due to failure to verify site conditions, materials, quantities, and all other requirements will not release Proposer from responsibility to fulfill all parts of an accepted proposal. Proposers are advised to read and fully comply with the Instructions to Bidders, included with other project information at https://fwbg.org/business-opportunities/

DOCUMENT EXAMINATION AND PROCUREMENTS: The Proposal Documents may be examined or obtained on-line by visiting the FWBG website at https://fwbg.org/business-opportunities/. Documents may be downloaded, viewed, and printed by interested contractors and/or suppliers.

EXPRESSION OF INTEREST: To ensure potential proposers are kept up to date with any new information pertinent to this project, all interested parties should email Expressions of Interest in this procurement to FWBG's Project Manager as noted below. The email should include the company's name, contact person and that individual's email address and phone number. All Addenda will be distributed directly to those who have expressed an interest in the procurement and will also be posted on the FWBG/BRIT website at https://fwbg.org/business-opportunities/.

PRE-BID MEETING: A non-mandatory pre-bid meeting will be held on-site on November 25, 2026, at 10:00 a.m. local time. Attendees should meet garden staff in the lobby of the Deborah Moncrief Garden Center, 3220 Botanic Garden Blvd, Fort Worth, Texas 76107.

AWARD: FWBG reserves the right to waive irregularities and to accept or reject any or all bids. FWBG will award a contract to Bidder considered to have presented the lowest price, best qualifications and most applicable competencies.

FUNDING: Any contract awarded under this Invitation to Bidders is funded by private support and/or from revenues generated from City of Fort Worth 2022 Bond Funds and reserved for this Project.

INQUIRIES: All inquiries relative to this bid invitation should be addressed to:

Attn: Bob Byers, Botanical Research Institute of Texas
Email: bbyers@fwbg.org
Phone: 817-463-4190

All inquiries and expressions of interest for the request must be received not later than 1:00 P.M. on Friday, December 11, 2026.