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**RFQ 23-035 Design Build – Mission Hill Park  
PRE-PROPOSAL CONFERENCE MINUTES  
September 27, 2023 at 10 a.m.**

**A. Announcement of Solicitation: CSP 23-029 Construction Manager-at Risk for Fire Station #5 Renovation**

1. Solicitation Schedule:

1. Date issued: September 5, 2023
2. Non-mandatory Pre-Proposal Conference: September 20, 2023 at 10:00 A.M. (Central Time)  
Hosted via zoom:

Register in advance for this webinar. Please click the link below to join the webinar:

[Click here to join the meeting](#)

3. All questions must be submitted to Greg Gutierrez no later than **September 22, 2023, by 5:00 P.M. (Central Time)**.
4. All proposals are due to New Braunfels City Hall, City Secretary Office - Attention: Purchasing, **no later than 3:00 P.M. (Central Time) on October 4, 2023 changed to October 12, 2023.**
5. Proposals will be read aloud at City Hall and posted on the city website:
  - City of New Braunfels' website, <https://www.newbraunfels.gov/2694/Solicitations>.
6. **Notice of Award:** It is the City's intent to make its recommendation to City Council for approval in November 2023.

**B. Introductions (Staff)**

1. Greg Gutierrez, Buyer – ***primary point of contact until the contract is awarded.***  
Phone: (830) 221-4398 Email: [ggutierrez@newbraunfels.gov](mailto:ggutierrez@newbraunfels.gov)
2. Josh Niles, City Project Manager – Project Contact  
Phone: (830) 221-4638 Email: [jniles@newbraunfels.gov](mailto:jniles@newbraunfels.gov)
3. RVK Architecture, Carr Hornbuckle and Heath Wenrich

**C. Estimated Construction Budget:** \$1,641,000 is changed to \$1,476,900.

**D. Description of Work:**

**Technical description will be discussed during this meeting.**

The City of New Braunfels (the "City") is seeking a qualified firm to provide Construction Manager-at-Risk services. The firm must demonstrate they have the resources, experience, and qualifications necessary to provide Construction Manager-at-Risk services in connection with the construction of the Fire Station 5 Facility for the New Braunfels Fire Department.

**E. Review of Bidding Procedures**

1. Solicitation documents may be obtained at:
  - The BidNet Direct website, <https://www.bidnetdirect.com/texas/city-of-new-braunfels>
  - The City of New Braunfels' website, <https://www.newbraunfels.gov/2694/Solicitations>



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2. **Submission:** Proposer must follow proposal instructions notated within Sections 1 through 5 of the solicitation documents to provide consistency for the evaluation committee.
- Deadline for submittal of Questions and Requests for clarifications will be **September 22, 2023, at 5:00 p.m.**
  - All proposals are due to New Braunfels City Hall, City Secretary Office - Attention: Purchasing, **no later than 3:00 P.M. (Central Time) on October 4, 2023 changed to October 12, 2023.**
  - All proposals must be time stamped by the City Secretary's Office at the New Braunfels City Hall.
  - Proposals received after the time and date set for submission will be returned, unopened, upon request.
  - Label as follows:

Delivery Address

Purchasing Department  
City of New Braunfels  
550 Landa Street  
New Braunfels, TX 78130

Labeled:

**CSP 23-029**  
**CMAR – Fire Station 5**  
**Due: October 4, 2023 – 3pm**

**F. Required Proposal Documents:**

**TAB 1 – Solicitation and Offer Form**; completed and signed.

**TAB 1 – Acknowledgment of Addenda**, if applicable.

**TAB 2 – Cover Letter**: Name and address of the Proposer, as well as a brief description of the firm and its history.

**TAB 3 – Executive Summary**: A brief summary highlighting the most important points of the proposal.

**TAB 4 – Cost Proposal Form**

**TAB 5 – Evaluation and Scoring Criteria**

**TAB 6 – Proposed Revisions or Exceptions**

**TAB 7 – Acceptable Documentation**

- Bond Form - Proposal Guaranty/Bid Bond in an amount no less than five percent (5%) of price proposal (Exhibit 2)
- One copy of Certificate of Insurance completed and signed (Section 4.18).
- Conflict of Interest (Section 4.19.12).
- Certificate of Interested Parties; Form 1295 (Section 4.19.11). Requested with response.

**G. General Information**

**1. Project Schedule: (see changes/updates in Section K)**

- Intended Notice to Proceed date is April 15, 2024 and substantial completion deadline is February 15, 2025.
- Project Duration is approximately 10 months.

**2. Liquidated Damages: \$1,200 for each calendar day that expires after the time specified.**



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**H. Other Instructions**

**1. Evaluation Criteria –**

Score	Description
40	Cost Proposal Price
20	Qualifications of Firm
10	Qualification of Individuals Assigned to the Project
10	Project Planning, Schedule, and Cost Control
5	Professional References
Optional 10	Optional Interview

**2. Retainage: (5%)**

**3. Bonding & Insurance –**

- Bid Bond (5%)
- Performance (100%) Equal to Contract Amount
- Payment (100%) Equal to Contract Amount
- Insurance and Liability Coverage – Attachment 4

**4. Prevailing wage rates: Davis Bacon Wage Rates – Attachment 3 – Prevailing Wage Schedule**

**5. General Contractor Registration with the City**

**6. Anti-Lobbying: Section 2.14**

**I. Proposal Form – Attachment 1 of the Solicitation (see clarifications / changes in Section K)**

Construction Manager's Budget Limitation (CMBL) is \$1,641,000. This includes the Pre-Construction Phase Fee and the Construction Services Guaranteed Maximum Price Proposal. Note that this includes the Pre-construction phase fee and the construction phase fee and the cost for fulfilling the project general conditions.

**J. Technical Discussion – Project Managers and Engineers:**

The Project consists of improvements to the City of New Braunfels Fire Station #5, located at 1250 W County Line Road in New Braunfels, Texas. Improvements include the construction of an addition of approx. 1,100 GSF. The addition is planned to include a space for the maintenance and storage of protective gear, a weight training room, a tool shop, and laundry facilities.

Improvements also include select renovations to the existing 4,355 GSF facility. Renovations include improvements to existing restroom and shower facilities, along with updated fixtures and finishes in staff support areas (kitchen and day room.) The apparatus bay is planned to receive limited improvements to address localized foundation settlement, and the repair or replacement of overhead doors. Updates to building systems (electrical, HVAC, emergency systems) are anticipated.



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The existing site will also receive limited improvements. A secured, fenced area will be created for employee parking at the rear of the station, along with a dumpster enclosure. Paving repair and expansion is also anticipated for vehicular access, site accessibility, and parking.

**K. Questions and Answers:**

The City's official response(s) will be provided in an Addendum released after the final date for questions.

**Clarification to Budget:**

The Project Budget references is \$1,641,000 which includes an owner's contingency of 10% (\$164,100.00)  
*The Construction Manager's Budget Limitation (CMBL) amount is \$1,476,900.*

***AN UPDATED PROPOSAL FORM IS ATTACHED***

**Clarification to the Project Schedule:**

- City's intent to make recommendation for award to City Council in December 2023 with a Notice to Proceed for the Design Phase in Late December 2023 or early Jan. 2024
- Design is anticipated at 4-5 months
- Present GMP at 95% completed Construction Documents
- Construction Intended Notice to Proceed date is April 15, 2024 and substantial completion deadline is February 15, 2025.
- Project Duration is approximately 10 months or 300 calendar days

**Site Visit was requested:**

Site Visit is scheduled for October 3, 2023 at 9:30 am. Only 1 (One) site visit will be scheduled.

Meet at the site: 1250 W County Line Rd, New Braunfels, TX 78130 – Fire Station #5

**Generator Specifications:**

**Generator and Transfer Specs**

1. Generac SG0100 100KW Natural Gas Generator
2. ATS-400-3 400 Amp S.E.R Automatic Transfer

**DUE DATE IS EXTENDED TO: October 12, 2023**