



AMENDMENT OF SOLICITATION
 MODIFICATION OF CONTRACT

City of New Braunfels

Purchasing

550 Landa Street

New Braunfels, Texas 78130

Page 1 of 1

1. Solicitation No. RFP 23-029	2. Contract No.	3a. Amendment No. 1 3b. Modification No.	4. Effective Date of this Action 26-Sep-23
5. Name and Address of Offeror or Contractor		6. <i>For Information Call:</i> Greg Gutierrez Buyer Phone No.: 830-221-4398 Email: gutierrez@newbraunfels.gov	7. Amount of Contract/Order is: Increased by: Decreased by: \$ _____ New Total: <input checked="" type="checkbox"/> Unchanged

8. THIS BLOCK APPLIES TO AMENDMENTS OF SOLICITATIONS ONLY:

The above numbered solicitation is amended as set forth in Block 10 below.

 The date and time specified for receipt of offers IS NOT extended. **THE DATE AND TIME SPECIFIED FOR RECEIPT OF OFFERS IS CHANGED TO:** **12-Oct-23**

Offerors must acknowledge receipt of this amendment prior to the date and time specified in the solicitation or as amended, by one of the following methods:

- (i) By completing Blocks 5 and 11 and returning this Amendment in the number of copies specified for the solicitation;
- (ii) By acknowledging receipt of this Amendment on each copy of the bid submitted; or,
- (iii) By separate letter, telegram, or fax referencing the solicitation and amendment.

If by virtue of this Amendment offeror desires to change an offer already submitted, such change may be made by letter or email, provided each such notice makes reference to the solicitation AND this Amendment and is received prior to the date and time specified.

NOTICE: NON-RECEIPT OF YOUR OFFER AND THIS AMENDMENT AT THE DESIGNATED PLACE WITHIN THE DATE AND TIME SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER.

9. THIS BLOCK APPLIES TO MODIFICATIONS TO CONTRACTS, DELIVERY OR PURCHASE ORDERS ONLY.

The above numbered Contract, Delivery, or Purchase order is modified as set forth in block 10 below.

- This Change Order is issued in accordance with authority granted by instrument referenced in block 2.
- The instrument in Block 2 is modified to reflect administrative changes.
- This Supplemental Agreement is entered into pursuant to the Authority of: General Provision #2 Changes.
- Other (Specify type of modification and authority): _____.
- CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT.
- Contractor is not required to sign this document but is requested to acknowledge receipt.

10. DESCRIPTION OF CHANGES:

Addendum is issued to support minutes from the Pre-proposal Conference hosted on September 20, 2023 and any questions received through the Question Period of September 22, 2023.

Due Date is extended to October 12, 2023

Attached are the Minutes which include questions and answers and updated Proposal Form

Except as provided herein, all terms and conditions of the document referenced above remain unchanged and in full force and effect.

11a. SIGNATURE OF OFFEROR OR CONTRACTOR	CITY OF NEW BRAUNFELS, TEXAS	
11b. PRINTED NAME AND TITLE	11c. DATE	SIGNED Greg Gutierrez Buyer Date Sept 26 2023



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: gutierrez@newbraunfels.gov
2. Josh Niles, City Project Manager – Project Contact
Phone: (830) 221-4638 Email: 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>



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

2. **Submission:** Proposer must follow proposal instructions notated within Sections 1 through 5 of the solicitation documents to provide consistency for the evaluation committee.
 - a. Deadline for submittal of Questions and Requests for clarifications will be **September 22, 2023, at 5:00 p.m.**
 - b. 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.**
 - c. All proposals must be time stamped by the City Secretary's Office at the New Braunfels City Hall.
 - d. Proposals received after the time and date set for submission will be returned, unopened, upon request.
 - e. Label as follows:

<u>Delivery Address</u>	<u>Labeled:</u>
Purchasing Department	CSP 23-029
City of New Braunfels	CMAR – Fire Station 5
550 Landa Street	Due: October 4, 2023 – 3pm
New Braunfels, TX 78130	

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)**

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

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



RFQ 23-035 Design Build – Mission Hill Park
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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.



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

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 (0ne) 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