A. Announcement of Solicitation: CSP 24-002 Landa Park Golf Course Addition

1. Solicitation Schedule:
   1. Date issued: February 7, 2024
   2. Non-mandatory Pre-Proposal Conference: February 21, 2024 at 3:00 P.M. (Central Time)
      Hosted via Teams. Please click the link below to join the webinar: Join the meeting now
   3. All questions must be submitted to Greg Gutierrez no later than February 23, 2024, 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 March 7, 2024.
   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 March 2024.

B. Introductions (Staff)

   1. Greg Gutierrez, Buyer – primary point of contact until the contract is awarded.
      Phone: (830) 221-4398    Email: ggutierrez@newbraunfels.gov
   2. Adam Michie, City Project Manager – Project Contact
      Phone: (830) 221-4079    Email: amichie@newbraunfels.gov

C. Estimated Budget: Project Construction Budget $320,000

D. Description of Work:

   Technical description will be discussed during this meeting.

   The City of New Braunfels (City) is seeking a construction company with quality experience in commercial remodels and concrete construction. The City is requesting a bid for the facilities included with the replacement of an existing deck structure and storefront windows.

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

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 February 23, 2024, 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 March 7, 2024.
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:

<table>
<thead>
<tr>
<th>Delivery Address</th>
<th>Labeled:</th>
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<tbody>
<tr>
<td>Purchasing Department</td>
<td>CSP 24-002</td>
</tr>
<tr>
<td>City of New Braunfels</td>
<td>Landa Park Golf Course Deck Addition</td>
</tr>
<tr>
<td>550 Landa Street</td>
<td>Due: March 7, 2024 – 3pm</td>
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<tr>
<td>New Braunfels, TX 78130</td>
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</tbody>
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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 – Qualifications of Proposer:
TAB 6 – Plan and Schedule
TAB 7 – Acceptable Documentation
   • Proposal Guaranty/Bid Bond
   • Certificate of Insurance
   • Conflict of Interest
   • Certificate of Interested Parties
TAB 8 – Required information indicated in Drawings, if applicable

Required after contract award – Performance and Payment Bonds

G. General Information

1. Project Schedule:
   a. Construction – 90 Calendar Days
   b. Start Time – After Memorial Day (to be coordinated with Golf Operations)

2. Liquidated Damages: $1,200 for each calendar day that expires after the time specified.
H. Other Instructions

1. Evaluation Criteria –

<table>
<thead>
<tr>
<th>Score</th>
<th>Description</th>
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<tbody>
<tr>
<td>70</td>
<td>Cost Proposal Price</td>
</tr>
<tr>
<td>20</td>
<td>Experience and Qualifications</td>
</tr>
<tr>
<td>10</td>
<td>Proposed Project Timelines</td>
</tr>
</tbody>
</table>

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. Technical Discussion – Project Managers and Engineers:

Contractor shall complete all work as specified or indicated in the plans, specifications and contract documents. The work is generally described as follows:

Statement of Work:
- Removal of an existing wood deck and structure  
- Removal of an existing storefront window and door  
- Installation of a new pier supported concrete patio  
- Installation of new storefront doorway with associated structure and finishes  
- Installation of sidewalks and ADA pedestrian ramps  
- Contractor shall coordinate all work, inspections, and approvals with the City of New Braunfels  
- Project shall comply with the United States Occupational Safety and Health Administration regulations  
- Methods and Means of construction shall be compliant with all applicable Federal, State, and Local regulations  
- Contractor to adhere to all requirements of the Commercial Building Permit issued by the City of New Braunfels  
- Maintain and submit all project records such as record drawings, project manuals, and warranties for approval by the City of New Braunfels

J. Questions and Answers:

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