



**CSP 24-002 Landa Park Golf Deck Addition
PRE-PROPOSAL CONFERENCE AGENDA
February 21 at 3 p.m.**

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: gutierrez@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.



**CSP 24-002 Landa Park Golf Deck Addition
PRE-PROPOSAL CONFERENCE AGENDA
February 21 at 3 p.m.**

- 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> Purchasing Department City of New Braunfels 550 Landa Street New Braunfels, TX 78130	<u>Labeled:</u> CSP 24-002 Landa Park Golf Course Deck Addition Due: March 7, 2024 – 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 – 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.



**CSP 24-002 Landa Park Golf Deck Addition
PRE-PROPOSAL CONFERENCE AGENDA
February 21 at 3 p.m.**

H. Other Instructions

1. Evaluation Criteria –

Score	Description
70	Cost Proposal Price
20	Experience and Qualifications
10	Proposed Project Timelines

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.