



**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: 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.**



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- 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:

Delivery Address

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

Labeled:

**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.



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**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.