



**CSP 24-024 Last Tuber's Exit Improvement
PRE-PROPOSAL CONFERENCE AGENDA
June 3 at 10 a.m.**

A. Announcement of Solicitation: CSP 24-024 Last Tuber's Exit Improvement

1. Solicitation Schedule:
 - a. Date issued: May 14, 2024
 - b. Non-mandatory Pre-Proposal Conference: June 3, 2024 at 10:00 A.M. (Central Time)
Hosted via Teams. Please click the link below to join the webinar: [Join the meeting now](#)
 - c. Sign-in – Please provide your company name, contact person, email, and phone # in the chat window of this Teams meeting.
 - d. All questions must be submitted to Greg Gutierrez no later than **June 4, 2024, by 5:00 P.M. (Central Time)**.
 - e. All proposals are due to New Braunfels City Hall, City Secretary Office - Attention: Purchasing, **no later than 3:00 P.M. (Central Time) on June 13, 2024.**
 - f. 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>.
 - g. **Notice of Award:** It is the City's intent to make its recommendation to City Council for approval in August 2024, with Notice to Proceed in November 2024.

B. Introductions (Staff)

1. Barbara Coleman, Purchasing Manager – ***primary point of contact until the contract is awarded.***
Phone: (830) 221-4389 Email: bcoleman@newbraunfels.gov
2. Adam Michie, City Project Manager – Project Contact
Phone: (830) 221-4079 Email: amichie@newbraunfels.gov
3. Jessica Robles, NBU Project Manager
4. Freese & Nichols, Inc., Design Engineer

Estimated Budget: Project Construction Budget \$740,000

C. Description of Work:

Technical description will be discussed during this meeting.

The City of New Braunfels (City) and NBU is seeking a construction company with quality experience as a general contractor with specific experience in cofferdam construction, cofferdam dewatering, concrete construction, micro-pile design and installation, underground utilities and storm sewer, and general construction activities of the same or similar type, size, nature, and class.

D. 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 **June 4, 2024, 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 June 13, 2024.**
 - 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:

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Due: June 13, 2024 – 3pm**

E. 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 – Vendor Certifications

TAB 6 – Plan and Schedule

TAB 7 – Acceptable Documentation

- Bond Form – 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, Payment and Maintenance Bonds

F. General Information

1. **Project Schedule:**

- Construction – 120 Calendar Days

2. **Liquidated Damages: \$1,285** for each calendar day that expires after the time specified.



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G. Other Instructions

1. Evaluation Criteria –

Score	Description
65	Cost Proposal Price
25	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

H. 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:

- Installation of concrete landing, stairway, and other associated features of the landing.
- Installation of ADA grab bars and transfer system
- Installation of signage and buoys
- Installation of micropiles
- Installation of handrails
- Installation of permeable concrete to cover vegetation areas
- Plugging 8-in waterline and removal of a section of the waterline
- Installation of water spigots and drinking fountain and associated waterlines
- Contractor shall coordinate all work, inspections, and approvals with the City of New Braunfels.
- Project shall comply with the United States Occupational Safety & Health Administration regulations.
- Methods & Means of construction shall be compliant with all applicable Federal, State, and Local regulations. This includes obtaining all necessary permits and inspections.
- Contractor to adhere to City of New Braunfels construction administration procedures.
- Maintain and submit all project records such as record drawings, project manuals, and warranties for approval by the City of New Braunfels.

The above list is intended to enhance the statement of work and is not intended to limit the respondent's description of the project's process or services provided. This project shall require expertise in the following construction areas:



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- Micro-piles and micro-pile installation
- Concrete placement
- Cofferdam and dewatering

I. Questions and Answers:

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