



☒ AMENDMENT OF SOLICITATION  
☐ MODIFICATION OF CONTRACT

City of New Braunfels  
Purchasing  
550 Landa Street  
New Braunfels, Texas 78130

Page 1 of 1

<b>1. Solicitation No.</b>  CSP 24-032 Sou0th Union Ave Improvements		<b>2. Contract No.</b>	<b>3a. Amendment No.</b> 1  <b>3b. Modification No.</b>	<b>4. Effective Date of this Action</b>  12-Jul-24
<b>5. Name and Address of Offeror or Contractor</b>		<b>6. For Information Call:</b> Barbara Coleman Purchasing Manager Phone No.: 830-221-4389 Email: <a href="mailto:bcoleman@newbraunfels.gov">bcoleman@newbraunfels.gov</a>		<b>7. Amount of Contract/Order is:</b> Increased by: Decreased by: \$ _____ New Total: <input checked="" type="checkbox"/> Unchanged
<b>8. THIS BLOCK APPLIES TO AMENDMENTS OF SOLICITATIONS ONLY:</b> The above numbered solicitation is amended as set forth in Block 10 below. <input type="checkbox"/> The date and time specified for receipt of offers IS NOT extended. <input checked="" type="checkbox"/> <b>THE DATE AND TIME SPECIFIED FOR RECEIPT OF OFFERS IS CHANGED TO:</b> 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. <b>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.</b>				
<b>9. THIS BLOCK APPLIES TO MODIFICATIONS TO CONTRACTS, DELIVERY OR PURCHASE ORDERS ONLY.</b> The above numbered Contract, Delivery, or Purchase order is modified as set forth in block 10 below. <input type="checkbox"/> This Change Order is issued in accordance with authority granted by instrument referenced in block 2. <input type="checkbox"/> The instrument in Block 2 is modified to reflect administrative changes. <input type="checkbox"/> This Supplemental Agreement is entered into pursuant to the Authority of: General Provision #2 Changes. <input type="checkbox"/> Other (Specify type of modification and authority): _____ <input type="checkbox"/> CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT. <input type="checkbox"/> Contractor is not required to sign this document but is requested to acknowledge receipt.				
<b>10. DESCRIPTION OF CHANGES:</b> a. Addendum is issued to support the posting of the Pre-proposal Minutes.				
Except as provided herein, all terms and conditions of the document referenced above remain unchanged and in full force and effect.				
<b>11a. SIGNATURE OF OFFEROR OR CONTRACTOR</b>		<b>CITY OF NEW BRAUNFELS, TEXAS</b>  Barbara Coleman		
<b>11b. PRINTED NAME AND TITLE</b>	<b>11c. DATE</b>	SIGNED Barbara Coleman Purchasing Manager		
		Date 12-Jul-24		



**CSP 24-032 South Union Ave Improvements  
PRE-PROPOSAL CONFERENCE MINUTES  
July 11 at 10 a.m.**

**A. Announcement of Solicitation: CSP 24-032 South Union Ave Improvements**

**Joint Solicitation with New Braunfels Utilities**

1. Solicitation Schedule:
  - a. Date issued: June 26, 2024
  - b. Non-mandatory Pre-Proposal Conference: July 11, 2024 at 10:00 A.M. (Central Time)  
Hosted via Teams. Please click the link below to join the webinar:  
[Join the meeting now](#)  
Meeting ID: 235 782 716 493  
Passcode: 7GFvhS
  - 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 Barbara Coleman no later than **July 12, 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 July 30, 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 September 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](mailto:bcoleman@newbraunfels.gov)
2. Adam Michie, City Project Manager – Project Contact  
Phone: (830) 221-4079 Email: [amichie@newbraunfels.gov](mailto:amichie@newbraunfels.gov)
3. Jessica Robles, NBU Project Manager
4. Ardurra - Design Engineer for Union Avenue Street Improvements  
Freese and Nichols – Design Engineer for Water Main Improvements

**C. Estimated Construction Cost:** \$2,580,000. (City road portion estimation - \$1,360,000 and Water Main estimation - \$1,220,000)

**D. 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 qualifying experience as a general contractor. This is a joint Road and Utility Project, New Braunfels City-Wide Street Project-S. Union Avenue Improvements (Common St-Lincoln St). The joint project will allow the City of New Braunfels to cooperatively purchase construction services in the best interest of both parties. The joint project will benefit from coordinating their respective parts of the Project in order to expedite project



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construction and realize cost savings and improvements in efficiency and quality of roadway, water and wastewater facilities.

**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 **Friday - July 12, 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 July 30, 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:

<u>Delivery Address</u>	<u>Labeled:</u>
Purchasing Department	<b>CSP 24-032</b>
City of New Braunfels	<b>S. Union Ave. Improvements</b>
550 Landa Street	<b>Due: July 30, 2024 – 3pm</b>
New Braunfels, TX 78130	

**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 – refer to Section 04.18
- Conflict of Interest
- Certificate of Interested Parties

**TAB 8 – Required information indicated in Drawings, if applicable**

**Required after contract award – Performance, Payment Bonds**



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**F. General Information**

**1. Project Schedule:**

- a. Construction – Substantial Completion - 180 Calendar Days  
Final Completion – 210 Calendar Days

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

**G. Other Instructions**

**1. Evaluation Criteria –**

Score	Description
65	Cost Proposal Price
20	Experience and Qualifications
15	Proposed Project Timelines

**2. Retainage: (5%)**

**3. Bonding & Insurance –**

- o Bid Bond (5%)
- o Performance (100%) Equal to Contract Amount
- o Payment (100%) Equal to Contract Amount
- o 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:**

The project will include milling and overlaying from face of curb to face of curb of S. Union Avenue from Common Street to San Antonio Street with 3" TY C HMAC.

Base repair is required from San Antonio Street to Lincoln Street, as per plans.

The project includes the replacement of curbs, driveways, sidewalks, and pavement markings to match the existing layout within the project limits.

Intersection improvements and new signals will be installed at Common Street and San Antonio Street.

Additionally, there will be concrete sidewalk widening for the existing shuttle stops at Schlitterbahn near Union and Lincoln, and new sidewalk improvements along Union Avenue.



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The project also includes the S. Union Ave Water Line Improvements project which includes water main replacement from the intersection of Union Avenue and San Antonio Street to the intersection of Union Avenue and Lincoln Street. The project includes the connection to the existing water main, new service lines, water meters, valves, and water main connections to side streets.

**I. Questions and Answers:**

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