



**CSP 24-028 Landa Park Lake Dam Improvements
PRE-PROPOSAL CONFERENCE MINUTES
August 13, 2024 at 10 a.m.**

A. Announcement of Solicitation: CSP 24-028 Landa Park Lake Dam Improvements

1. Solicitation Schedule:
 - a. Date issued: July 30, 2024
 - b. Non-mandatory Pre-Proposal Conference: August 13, 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: 267 572 854 602
Passcode: Zvcuwd
 - 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 **August 16, 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 September 3, 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 September 2024, with Notice to Proceed in September/October 2024.

B. Introductions (Staff)

1. Barbara Coleman, Purchasing Manager – ***primary point of contact until the contract is awarded.***
Phone: (830) 221-4398 Email: bcoleman@newbraunfels.gov
2. Adam Michie, City Project Manager – Project Contact
Phone: (830) 221-4079 Email: amichie@newbraunfels.gov
3. Freese and Nichols, Inc., Jake Donaho, PE

C. Description of Work:

Technical description will be discussed during this meeting.

The City of New Braunfels is seeking proposals for qualified firms to provide construction services for the Landa Park Lake Dam Improvement. Improvements include:

- installation of a cast-in-place concrete wall along the toe of the dam
- dewatering for and replacement of the pool inlet sluice gates and operating platform
- removal of existing lifeguard stand platforms
- placement of rock riprap in the existing auxiliary spillway
- sodding of the upstream portion of the auxiliary spillway

Project Construction Costs: Estimated Project Construction Budget \$780,000

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>



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- 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 **August 16, 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 September 3, 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. Proposals will be read aloud and posted on the City's Purchasing site.
 - f. Label as follows:

Delivery Address

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

Labeled:

**CSP 24-028
Landa Park Lake Dam Improvements
Due: September 3, 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 - Exhibit 1

TAB 5 – Qualifications of Proposer – as required in Section 04.11.C.

- Also include Vendor Certifications (Exhibit 4)

TAB 6 – Plan and Schedule as required in Exhibit 4, Qualifications of Proposer, Section 5.

TAB 7 – Acceptable Documentation

- Bond Form – Proposal Guaranty/Bid Bond - in an amount no less than five percent (5%) of price proposal (Section 4.13).
- Certificate of Insurance – completed and signed (section 4.18).
- Conflict of Interest – (Section 4.19.12)
- Certificate of Interested Parties – (Form 1295 – Section 4.19.11)

TAB 8 – Required information indicated in Drawings, if applicable

Required after contract award – 100% Performance and Payment Bonds

F. General Information

1. **Project Schedule:**



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- a. Construction – Substantial Completion at 90 Calendar Days and Final payment at 120 Calendar Days from Contract Times commence to run.

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

G. 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 – section 4.18

4. **Prevailing wage rates:** Davis Bacon Wage Rates – Prevailing Wage Schedule

5. **General Contractor Registration with the City**

6. **Anti-Lobbying:** Section 4.19.09

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:

Dam:

- Surface preparation, forming, and pouring of the cast-in-place wall along the toe of the dam within the spring-fed pool.
- Cleaning, flushing, and potential bio-foul treatment for the existing piezometers in the dam crest and replacement of the steel lids on the piezometers.

Pool Inlet Channel:

- Removal of the existing wooden platform and framing over the pool inlet channel and replacing with new platform
- Installation of a bulkhead or similar dewatering system within the pool inlet channel
- Removal and replacement of the steel sluice gates in the pool inlet channel.



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Auxiliary Spillway:

- Removal of existing TRM in a portion of the existing auxiliary spillway
- Excavation and foundation preparation for rock rip rap in the existing auxiliary spillway
- Installation of rock rip rap in the existing auxiliary spillway
- Placement of sodding in upstream portion of existing auxiliary spillway

Overall:

- Erosion, sedimentation control, and care of water for the above work
- 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 and 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:

- Care of Water and Dewatering
- Reinforced Concrete Placement
- Rock Rip Rap
- Piezometer Repair

I. Questions and Answers:

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

Refer to the NEXT PAGE for Questions and Answers Received at Pre-proposal meeting and through the end of the Question Period of August 16, 2024.



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1. What is the diameter & depth of piezometers?

Answer: Piezometers are 4" Diameter and extend the full depth of dam ~10'

2. Can a site walk be scheduled? Can questions be asked after site walk?

Answer: Site visit will be scheduled, and the solicitation due date extended by amendment.

3. Plan mentions that the aluminum screen framing is to remain but nothing about the screen. Will existing screen be reused?

Answer: Yes

4. Access? Please provide a detailed description of access to job site past the golf course. It is clear that we will enter at termination of Elizabeth Ave.

Answer: Construction access to use maintenance road leading from Elizabeth to the NBU water tank. Access from the tank to the project site to follow adjacent cart path.

5. Will any fences need to be removed and replaced. If so, please indicate which ones.

Answer: Access to the pool to be provided through double 10' gates adjacent to Tee Box 2

6. Will we be able to drive concrete trucks on crest armoring to reach the far end of proposed wall or will we need to pump concrete from 300' away?

Answer: Pumping will be required. Concrete trucks will not be allowed on the crest of the dam.

7. Please provide greater description of demo existing lifeguard stand platform.

Answer: This will be discussed at the site visit.

8. How are damages to access road to be paid?

Answer: Contractor will be responsible for repairs to adjacent areas.

9. Is tree trimming on access road to be paid by contractor?

Answer: The City's arborist will provide tree cutting to be coordinated with the selected contractor.

10. Suppliers have indicated that the lead time for the sluice gates will be 6 to 7 months, after receipt of the order. What effect does this have on the 90-day project schedule? Should contractors assume that they may need to return in the fall of 2025, and install the gates after the pool has closed again?

Answer: Venders shall provide their project plan and schedule to address possible lead times and project constraints. Substitutions may be submitted for consideration.