



**CSP 24-039 McQueeney Road Rehabilitation  
PRE-PROPOSAL CONFERENCE  
September 5, 2024 at 10 a.m.**

**A. Announcement of Solicitation: CSP 24-039 McQueeney Road Rehabilitation**

**Joint Solicitation with New Braunfels Utilities**

1. Solicitation Schedule:
  - a. Date issued: August 13, 2024
  - b. Non-mandatory Pre-Proposal Conference: September 5, 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: 227 415 992 622  
Passcode: Xz4xyj  
Sign-in – Please provide your company name, contact person, email, and phone # in the chat window of this Teams meeting.
  - c. All questions must be submitted to Barbara Coleman no later than **September 9, 2024, by 5:00 P.M. (Central Time)**.
  - d. 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 19, 2024.**
  - e. 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>.
  - f. **Notice of Award:** It is the City's intent to make its recommendation to City Council for approval in October 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](mailto:bcoleman@newbraunfels.gov)
2. Brenadette Faust, City Project Manager – Project Contact  
Phone: (830) 221-4648 Email: [bfaust@newbraunfels.gov](mailto:bfaust@newbraunfels.gov)
3. ESP Associates, Inc. - Design Engineer  
Paul Schroeder, PE  
Phone: (210)349-3271 Email: [pschroeder@espassociates.com](mailto:pschroeder@espassociates.com)

**C. Estimated Construction Budget: \$1,650,000.**

**D. Description of Work:**

**Technical description will be discussed during this meeting.**

- Construction of approximately 1.10 miles of roadway rehabilitation including a mill and overlay with limited areas of base repair. The project includes flatwork consisting of sidewalk gap completion with ADA ramp upgrades and reconstruction of affected driveways.

**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 **September 9, 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 19, 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:

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

Labeled:  
**CSP 24-032**  
**McQueeney Road Rehabilitation**  
**Due: Sept. 19, 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**

- Proposal Guaranty/Bid Bond in an amount no less than five percent (5%) of price proposal (Section 4.13).
- One copy of 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 – Performance, Payment Bonds**

**F. General Information**

1. **Project Schedule: (refer to section 04.04.02 of solicitation)**

- a. Construction – Substantial Completion - 90 Calendar Days

Final Completion – 120 Calendar Days



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**2. Liquidated Damages: (refer to section 04.04.02 of solicitation)**

- a. **\$1,285** for each calendar day that expires after the time specified.

**G. Other Instructions**

**1. Evaluation Criteria – Refer to section 04.11 for more detail.**

Score	Description
70	Cost Proposal Price
20	Experience and Qualifications <ul style="list-style-type: none"><li>General Contractor specific experience in roadway construction of similar type, size, nature- \$2,000,000 – last 5 yrs</li><li>Previous work with City of New Braunfels</li><li>Sub-Contractor experience (if applicable) – last 5 yrs</li></ul>
10	Proposed Project Timelines Provide Baseline Schedule and Schedule Strategies
Pass/Fail	Financial Capacity

**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 04.018

**4. Prevailing wage rates:** Davis Bacon Wage Rates – Exhibit 3 – Prevailing Wage Schedule

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

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

**H. Technical Discussion – Project Managers and Engineers:**

**I. Questions and Answers:**

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