



**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
2. Brenadette Faust, City Project Manager – Project Contact
Phone: (830) 221-4648 Email: bfaust@newbraunfels.gov
3. ESP Associates, Inc. - Design Engineer
Paul Schroeder, PE
Phone: (210)349-3271 Email: 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:

| | |
|-------------------------|--------------------------------------|
| <u>Delivery Address</u> | <u>Labeled:</u> |
| Purchasing Department | CSP 24-032 |
| City of New Braunfels | McQueeney Road Rehabilitation |
| 550 Landa Street | Due: Sept. 19, 2024 – 3pm |
| 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 (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">• General Contractor specific experience in roadway construction of similar type, size, nature- \$2,000,000 – last 5 yrs• Previous work with City of New Braunfels• Sub-Contractor experience (if applicable) – last 5 yrs |
| 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.