



**CSP 24-037 Bergfeld Filtration System
PRE-PROPOSAL CONFERENCE AGENDA
September 4 at 10 a.m.**

A. Announcement of Solicitation: CSP 24-037 Bergfeld Filtration System

1. **Solicitation Schedule:**
 - a. Date issued: August 8, 2024
 - b. Non-mandatory Pre-Proposal Conference: September 4, 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 **September 6, 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 18, 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 October 2024, with Notice to Proceed in late October or Early November 2024.

B. Introductions (Staff)

1. Greg Gutierrez, Buyer – **primary point of contact until the contract is awarded.**
Phone: (830) 221-4398 Email: ggutierrez@newbraunfels.gov
2. Adam Michie, City Project Manager – Project Contact
Phone: (830) 221-4644 Email: jhodson@newbraunfels.gov
3. Arcadis, U.S., Inc. – Design Engineer

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 facilities included with the Bergfeld Avenue In-Pipe Stormwater Filtration System Project and general construction activities of the same or similar type, size, nature, and class. The City is seeking a construction company with quality experience in belowground water and stormwater utility work.

Estimated Budget: Project Construction Budget \$240,000

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>
 - 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.
 - a. Deadline for submittal of Questions and Requests for clarifications will be **September 6, 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 18, 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 24-037
City of New Braunfels	Bergfeld Filtration System
550 Landa Street	Due: August 7, 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

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:**

- a. Construction – 90 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
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 – Attachment 4

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

- Demolition of portion existing Bergfeld Avenue within Right-of-Way
- Demolition of existing 60-inch stormwater pipe
- Construction of a two (2) new Pre-Cast Junction Boxes and associated appurtenances.
- Construction of a new Water Quality Vault and associated appurtenances.
- Construction of a In-Pipe Stormwater Filtration System and associated appurtenances
- Demolition and replacement of existing New Braunfels Utilities 4-inch Waterline and associated appurtenances.
- Replacement of existing Bergfeld Avenue Right-of-Way

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:

- Pipe Installation and Relocation
- Precast Concrete Construction
- Right-of-Way Demolition and Restoration
- Pipe Demolition



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I. Questions and Answers:

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