



CSP 21-016 Mission Hill Park Improvements PRE-PROPOSAL CONFERENCE AGENDA
July 22, 2021 at 10 a.m.

1. Announcement of Solicitation: CSP 21-016 “Mission Hill Park Improvements”

A. Solicitation Schedule:

1. Date issued: June 22, 2021
2. Non-mandatory Pre-Proposal Conference: July 22, 2021 at 10:00 A.M. (Central Time)
Hosted via zoom:
To join the webinar: <https://us02web.zoom.us/j/84977762009>
Telephone Only: (833) 926-2300 / Webinar ID: 849 7776 2009
3. All questions must be submitted to **Barbara Coleman** no later than **July 23, 2021 by 5:00 P.M. (Central Time)**.
4. All proposals are due to New Braunfels City Hall, City Secretary Office - Attention: Purchasing, **no later than 3:00 P.M. (Central Time) on August 4, 2020=1.**
5. Proposals will be read aloud virtually via Zoom:
To join the webinar: <https://us02web.zoom.us/j/82395908274>
Telephone Only: (833) 926-2300 / Webinar ID: 823 9590 8274
6. **Notice of Award:** It is the City’s intent to make its recommendation to City Council for approval in August 2021.

2. Introductions (Staff)

- A. Barbara Coleman, Purchasing Manager – ***primary point of contact until the contract is awarded.***
Phone: (830) 221-4389 Email: bcoleman@nbtexas.org
- B. Adam Michie, City Project Manager
Phone: (830) 221-4079 Email: AMichie@nbtexas.org
- C. Design Engineer, Parkhill/Schricket Rollins

3. Description of Work:

The City of New Braunfels seeks a proposal for construction of a parking lot and trail as specified in the Mission Hill Park plans, prepared for the City of New Braunfels.

All proposals shall follow the format provided by the City of New Braunfels.

Statement of Work:

- Construction of approximately 625 square yards of HMAC parking lot, 167 square yards of 6” concrete drive approach, and 210 linear feet of concrete curb and gutter.
- Construction of approximately 828 linear feet of 5” concrete pedestrian paving trail.
- Site earthwork and grading.

4. Engineer’s Project Estimation: \$145,000

5. Review of Bidding Procedures

A. 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, <http://www.nbtexas.org/2694/Active-Solicitations>



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B. Submission: Proposer must follow proposal instructions notated within Sections 1 through 5 of the solicitation documents to provide consistency for the evaluation committee.

- 1) Deadline for submittal of Questions and Requests for clarifications will be **July 23, 2021** at 5:00 p.m.
 - 2) All proposals are due to New Braunfels City Hall, City Secretary Office - Attention: Purchasing, **no later than 3:00 P.M. (Central Time) on August 4, 2021.**
 - 3) All proposals must be time stamped by the City Secretary's Office at the New Braunfels City Hall.
 - 4) Proposals received after the time and date set for submission will be returned, unopened, upon request.
 - 5) Delivery Address
Purchasing Department
City of New Braunfels
550 Landa Street
New Braunfels, TX 78130
- Labeled:
CSP 21-016
Mission Hill Park
Due: August 4, 2021 – 3pm

C. 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 (Exhibit 4)

TAB 6 – Plan and Schedule as required in Section 4.10.D

TAB 7 – Acceptable Documentation

- Proposal Guaranty/Bid Bond in an amount no less than five percent (5%) of price Proposal, Section 4, Article 11.
- Confirmation for Performance & Payment Bonds Section 4, Articles 12 and 13.
- One copy of Certificate of Insurance completed and signed, Section 4, Article 15
- Conflict of Interest, Section 4, Article 16.11
- Certificate of Interested Parties (Form 1295), Section 4, Article 16.10

TAB 8 – Required information indicated in Drawings, if applicable

NOTE –Required after contract award – Performance & Payment Bonds Section 4 Art. 12 & 13.

6. General Information

A. CONTRACT TIMES:

1. Days to Achieve Substantial Completion and Final Payment: The Work will be substantially completed within **60** calendar days after the date when the Contract Times commence to run



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2. Days to completed and ready for final payment within **75** calendar days after the date when the Contract Times commence to run.

The substantial completion schedule will be further defined with the final contract.

- B. **Liquidated Damages: \$500** for each calendar day that expires after the time specified.

7. Other Instructions

A. Evaluation Criteria –

Cost Proposal Form **(70 points)**

Plan and Schedule **(10 points)**

Overall Experience, Qualifications, Past Relationship with the City **(20 points)**

Financial Capacity (pass/fail)

Bonding & Insurance –

- Bid Bond (5%)
- Performance (100%) Equal to Contract Amount
- Payment (100%) Equal to Contract Amount
- Insurance and Liability Coverage – Section 4.17

- B. **Retainage:** (5%)

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

- D. **General Contractor Registration with the City:** Section 04.11, 05.23

- E. **Anti-Lobbying:** Section 4.18.08

8. Proposal Form – Exhibit 1 –

- Lump Sum
- An Excel Proposal Form will be included with this addendum release.

9. Technical Discussion – Project Manager and Engineer:

1) Overview

- Construction of approximately 625 square yards of HMAC parking lot, 167 square yards of 6” concrete drive approach, and 210 linear feet of concrete curb and gutter.
- Construction of approximately 828 linear feet of 5” concrete pedestrian paving trail.
- Site earthwork and grading.
- Construction of concrete trail head and stone seating.
- Construction of park sign.
- Construction of associated trail signs.
- 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 & Means of construction shall be compliant with all applicable Federal, State, and Local regulations. This includes obtaining all necessary permits and inspections.
- Contractor shall comply with TCEQ permit requirements.
- 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



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approval by the City of New Braunfels.

10. Questions and Answers:

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