



PRE-PROPOSAL CONFERENCE MINUTES
June 1, 2022 at 2:00 pm – Hosted Remotely
CSP 22-017
Old FM 306 and Common Intersection Improvements

To participate, use the link below
Register in advance for this webinar:

https://us02web.zoom.us/webinar/register/WN_DdKc4WNLQnaFISCyCuZijw

Agenda is available at the following link: <http://www.nbtexas.org/2694/Active-Solicitations>

1. Announcement of Solicitation: CSP 22-017 Old FM 306 and Common Intersection Improvements

1. Date issued: May 17, 2022
2. Pre-Proposal Conference: Hosted Remotely
3. All questions must be submitted to **Barbara Coleman** no later than **June 3, 2022** 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 June 16, 2022.**
Proposals shall be read aloud at City Hall and posted on the City Website with the solicitation posting.

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. Charlie Blue, City Project Manager
Phone: (830) 221-4644
- C. Jacobs Engineering, Design Engineer: James Kratz

3. Addendums – all changes to this solicitation will be issued through a formal addendum.

- A. The minutes to this meeting and answers to all questions will be posted in an addendum following this meeting.
- B. All addendums require acknowledgement and shall be included in your response.

4. Description of Work:

THE PROJECT: Old FM 306 and Common Intersection Improvements

- City is seeking construction company with quality experience in intersection improvements including Signal installation and ADA pedestrian ramps for the Old FM 306 and Common Intersection Improvements.
- Work includes:
 - Installation of Traffic Signals
 - Installation of sidewalks and ADA pedestrian ramps
 - Installation of Pedestrian controls and signage
 - Intersection pavement markings
 - 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.



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- Methods & 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.

5. Review of Bidding Procedures

A. Solicitation documents may be obtained at:

- online to <https://www.bidnetdirect.com/texas/city-of-new-braunfels>, click on Bid Opportunities, then City of New Braunfels
- at the City of New Braunfels Web site: <http://www.nbtexas.org/2694/Active-Solicitations>

B. **Submission:** Proposer must follow proposal instructions notated within Parts 1-3 of the solicitation documents to provide consistency for the evaluation committee.

- 1) Deadline for submittal of Questions and Requests for clarifications will be **June 3, 2022**.
 - 2) All proposals are due to New Braunfels City Hall, City Secretary Office - Attention: Purchasing, **no later than 3:00 P.M. (Central Time) June 16, 2022**.
 - 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 22-017
Old FM 306 and Common Intersection Improvements
Due: June 16, 2022 at 3:00 pm

C. **Required Proposal Documents:**

To achieve a uniform review process and to obtain a maximum degree of comparability, the City of New Braunfels requires that proposals be submitted in a sealed envelope with **one (1) original master (marked original), one (1) copy, and one (1) electronic formatted USB. Responses shall be tabbed and labeled as indicated for consistency.**

1. **TAB 1** – Solicitation and Offer Form; completed and signed.
2. **TAB 1** – Acknowledgment of Addenda, if applicable.
3. **TAB 2** – Cover Letter: Name and address of the Proposer, as well as a brief description of the firm and its history.
4. **TAB 3** – Executive Summary: A brief summary highlighting the most important points of the proposal.
5. **TAB 4** – Cost Proposal Form (Exhibit 1)
6. **TAB 5** – Qualifications of Proposer (Exhibit 3)
7. **TAB 6** – Plan and Schedule as required in Exhibit 3, Qualifications of Proposer, Section 5.
8. **TAB 7** – Acceptable Documentation
 - Proposal Guaranty/Bid Bond in an amount no less than five percent (5%) of price proposal (Section 4, Article 11).



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- 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).
9. **TAB 8** – Required information indicated in Drawings, if applicable.
10. **Required after contract award** – Performance and Payment Bonds (Section 4, Articles 12 and 13).

6. General Information

A. Project Schedule:

- **Days to achieve substantial completion** is estimated to be **30** calendar days after the date when the Contract Times commence.
- Days to completed and ready for final payment within **45** calendar days after the date when the Contract Times commence.
- The substantial completion schedule will be further defined with the final contract.

B. Damages: Liquidated damages are set at the following limits and will be incorporated into A101, 4.5 Liquidated damages and 4.6.1 Special Damages. An updated A101 will be provided in a supporting addendum.

- \$500

C. Bonding –

- Bid Bond (5%)
- Performance (100%) Equal to Contract Amount
- Payment (100%) Equal to Contract Amount

D. Retainage: (5%), Referenced in A101, Section 5.1.7.1

E. General Contractor Registration with the City – Sec. 4.10.01

F. Prevailing wage rates: Davis Bacon Wage Rates – Exhibit 2 – Prevailing Wage Schedule

G. Restrictions on Communication – Sect 4.16.08. All communications shall come to Barbara Coleman. Respondent(s) are prohibited from communicating with: City council and the City staff until after contract is awarded.

H. Addendums and modifications: any changes to the CSP will be issued as an addendum and posted as referenced above. It is the respondent's responsibility to check posting sites for addendums.

7. Other Instructions

A. Notice of Award: It is the City's intent to make its recommendation to City Council for approval in July of 2022.

B. Evaluation Criteria:

The Proposals submitted in response will be reviewed by the Evaluation Committee. Proposers must submit fully completed Response Forms; provide all information requested and outline in Tabs 1-10 to assist in the evaluation of the CSP responses based on the selection criteria. The selection criteria used to evaluate the



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CSP responses for the Construction of the Fire Station #7 and Fire Training Complex are to be considered separately and combined, at the City's discretion. The selection criteria used to evaluate the CSP responses will include the following criteria:

1. **Cost of the Work** (weighted at 60 pts)
2. **Relevant Experience and Other Considerations of Firm** (weighted at 20 pts)
 - a. Experience as a General Contractor
 - b. Sub-contractors experience
 - c. Project Experience
 - d. Historical information and facts including experience with the City
3. **Proposed Schedule/Contract Time** (weighted at 20 pts) (Best Plan)
4. **Financial Information (Pass/Fail)**

8. **Technical Discussion:**

9. **Questions and Answers Received before meeting:**