



**CSP 23-031 Intersection Improvements
PRE-PROPOSAL CONFERENCE AGENDA
May 26, 2023 at 10 a.m.**

A. Announcement of Solicitation: CSP 23-031 Intersection Improvements for 3 Locations

1. Solicitation Schedule:
 1. Date issued: May 9, 2023
 2. Non-mandatory Pre-Proposal Conference:
Hosted via zoom:
When: May 26, 2023 2:00 PM Central Time (US and Canada)
Register in advance for this webinar: Register in advance for this webinar:
https://us02web.zoom.us/webinar/register/WN_eDS4Ej4SxinY-z9OIW1MA
 3. All questions must be submitted to **Barbara Coleman** no later than **May 29, 2023 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 5 12, 2023. Opening changed to June 12, 2023.**
 5. Proposals will be read aloud at City Hall and posted on the city website:
 - City of New Braunfels' website, <http://www.nbtexas.org/1175/Bid-Opportunities>
 6. **Notice of Award:** It is the City's intent to make its recommendation to City Council for approval in June or July 2023.

B. Introductions (Staff)

1. Barbara Coleman, Purchasing Manager – ***primary point of contact until the contract is awarded.***
Phone: (830) 221-4389 Email: bcoleman@nbtexas.org
2. Charlie Blue, City Project Manager – Project Contact
Phone: (830) 221-4644 Email: CBlue@nbtexas.org
3. Design Engineer, Pape-Dawson – Justin Clark, PE

C. Description of Work:

The City of New Braunfels seeks proposals from contractors for the construction of Intersection Improvements at three (3) locations. Construction experience in intersection improvements including signal installation and ADA pedestrian ramps.

Technical description will be discussed during this meeting.

D. Engineer's Project Estimation: \$954,377

E. 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.nbtexas.org/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 **May 29, 2023** 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 *June 12, 2023**. ***Changed from June 5 to June 12.**
- 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 23-031
Intersection Improvements
Due: June 5, 2023 – 3pm

F. 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 04.10.C.

- a. 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 4.12).
- One copy of Certificate of Insurance completed and signed (Section 4.17).
- Conflict of Interest (Section 4.18.13).
- Certificate of Interested Parties; Form 1295 (Section 4.18.12).

TAB 8 – Required information indicated in Drawings, if applicable.

Required after contract award – Performance and Payment Bonds (Section 4.13-14).

G. General Information

1. CONTRACT TIMES:

- a. Days to Achieve Substantial Completion and Final Payment: The Work will be substantially completed within **90** calendar days after the date when the Contract Times commence to run



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- b. Days to completed and ready for final payment within **120** calendar days after the date when the Contract Times commence to run.

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

2. **Liquidated Damages:** **\$1,200** for each calendar day that expires after the time specified.

H. Other Instructions

1. **Evaluation Criteria –**

Percent	Description
70	Cost Proposal Price
20	Experience and Qualifications
10	Proposed Project Timelines
100	Total
Optional 10	Optional Interview

2. **Retainage:** (5%)

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

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

4. **General Contractor Registration with the City:** Section 04.11 and 05.23.01

5. **Anti-Lobbying:** Section 4.18.10

I. Proposal Form – Exhibit 1 –

- Line-item proposal is provided in Excel Form with the solicitation.

J. Technical Discussion – Project Manager and Engineer:

Statement of Work:

- Installation of Traffic Signals
- Installation of sidewalks and ADA pedestrian ramps
- Installation of Pedestrian controls and signage
- Intersection signing and pavement markings
- Installation of conduit for future pedestrian infrastructure
- 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



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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.

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:

- Traffic Signal Installation
- Pedestrian Ramps and controls
- Curb and Gutter
- Street pavement repair

K. Questions and Answers:

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

Note: I think it will take 90 days or more to get the signal poles once the contractor places the order. So there may need to be a contract delay added to get the materials ordered before the 90 day construction work period starts. The City will address this in the formal Addendum released next week.