

# Pre-Bid Conference

## Roof Replacement At Bear Lane Operations Building



# PURPOSE

The purpose of this meeting is to provide an overview of the requirements of the project and to answer any questions Bidders may have concerning this procurement.

**The Corpus Christi Regional Transportation Authority (CCRTA) is seeking bids from qualified bidders for the removal and replacement of the existing SBS modified bitumen roof at the CCRTA's Bear Lane Operations Building located at 5658 Bear Lane, Corpus Christi, Texas 78405. The building will remain operational during the construction process.**

- This is a firm-price service contract.
- Bid prices shall be good for one hundred eighty (180) calendar days from the board approval date.
- Bids received after the deadline will not be accepted and will be returned to the Bidder unopened.

**It is anticipated that any supplies under the resulting contract from this solicitation may be funded by the Federal Transit Administration (FTA) (Grant Number TX-2018-074) and is contingent upon funding availability; therefore, all rules and regulations related to the funding source apply.**

# Dates to Remember

Any questions or clarification needed after this pre-bid conference must be submitted through an RFI submission to [procurement@ccrta.org](mailto:procurement@ccrta.org).

**Request for Information/Exceptions/Approved Equals Request (Appendix J) Due Tuesday, September 20, 2022 by 3:00 p.m. (CST)**

- Please submit one form for each Request for Information/Approved Equals Request to [procurement@ccrta.org](mailto:procurement@ccrta.org).

**CCRTA's Response to Request for Information Due Tuesday, September 27, 2022**

- Responses will be posted as an addendum to the CCRTA's website at [www.ccrta.org/news-opportunities/business-with-us/](http://www.ccrta.org/news-opportunities/business-with-us/).

**Bids Due Tuesday, October 11, 2022 by 3:00 p.m. (CST)**

- Bids are due no later than 3:00 p.m. (CST). All Bids must be received at the CCRTA's Staples Street Center located at 602 N. Staples Street, Corpus Christi, Texas 78401 or emailed to [procurement@ccrta.org](mailto:procurement@ccrta.org) prior to the deadline.

**Bids Opening Tuesday, October 11, 2022 at 3:30 p.m. (CST)**

- The Bid Opening will be held at 3:30 p.m. (CST) in the CCRTA's Boardroom located on the second floor of the Staples Street Center at 602 N. Staples St., Corpus Christi, Texas 78401. To attend the Bid Opening remotely, please submit a login request to [procurement@ccrta.org](mailto:procurement@ccrta.org) by 1:00 p.m. (CST) on this date.

**November 2, 2022 – Contract Awarded (Tentative)**

- The CCRTA's Board of Director will meet to award a Contract to the successful Bidding Firm(s).

# APPLICABLE DOCUMENTS

The following bid documents are applicable under this procurement:

- Invitation for Bids,
  - Instructions to Bidders,
  - General Instructions,
  - Wage Rates,
  - Standard Service Terms and Conditions,
  - Federal Supplemental Conditions (Construction Contracts),
  - Price Schedule (Appendix A),
  - Certification Forms (Appendix B),
  - Certification and Statement of Qualifications (Appendix C),
  - Disclosure of Interests Certification (Appendix D),
  - Sample Form 1295 (Appendix E),
  - Buy America (Appendix F),
  - Certification of Restrictions on Lobbying (Appendix G),
  - Accessibility Policy (Appendix H),
  - References (Appendix I),
  - Request for Information Form (Appendix J), and
  - Bid Submission Checklist (Appendix K).
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- Technical Specifications (EXHIBIT A), and
  - Construction Drawings (EXHIBIT B).

# REQUIRED DOCUMENTS

The following documents must be signed and returned with your bid in order for it to be considered responsive:

For mailed bid submission, please submit as follows:

- Price Schedule (Appendix A) – **(Submit one signed Price Schedule in a sealed envelope),**
- Certification Form (Appendix B),
- Certification and Statement of Qualifications (Appendix C),
- Disclosure of Interests Certification (Appendix D),
- Buy America (Appendix F),
- Certification of Restrictions on Lobbying (Appendix G),
- Accessibility Policy (Appendix H), and
- References (Appendix I), and
- Bid Guarantee.

# REQUIRED DOCUMENTS

For electronic bid submissions to [procurement@ccrta.org](mailto:procurement@ccrta.org), please submit as follows:

- Price Schedule (Appendix A) – **Sign and Submit (in a separate file)**,
- Certification Forms (Appendix B, C, D, F, G, H, and I), **Sign All and Submit (in a separate pdf file)**, and
- ***Bid Guarantee* (must be mailed and received by the CCRTA by 3:00 p.m. (CST) Tuesday, October 11, 2022)**. It must be submitted in the form of a Bid Bond or Certified Check equivalent to 5% of the bid price.

**All electronic files should be clearly titled and submitted together in the same email.**

**Note:** Bidder's email submission must be less than 30MB. If your email submission is more than 30MB, submit your bid via a file storage service such as drop box, hightail, etc. If you choose to submit via a file storage service, send a link to [procurement@ccrta.org](mailto:procurement@ccrta.org) for the files to be accessed.

**Bidders are to choose one submission option.** If submitting by mail, **DO NOT** submit electronically. If submitting electronically, **DO NOT** submit by mail.

**Failure to provide this information may deem your firm to be non-responsive.**

**A Performance Bond and Payment Bond are also required for this Contract. See General Instructions Section 14.0 Bonding for further instructions.**

# REQUIRED DOCUMENTS

**The following document must be submitted prior to award if not submitted with the Bidder's bid:**

- Copy of Insurance

**The following document is required to be submitted only upon notification of recommendation for award:**

- Form 1295 "Certificate of Interested Parties"

**Failure to provide this information may deem your firm to be non-responsive.**

# INSTRUCTION TO BIDDERS

## 5.0 SUBMISSION OF BIDS.

5.1. Sealed Bids should be submitted in an envelope marked on the outside containing the bidder's name and address and bid description addressed to:

**Corpus Christi Regional Transportation Authority**

**Staples Street Center**

**Attn: Procurement Department**

**602 N. Staples Street**

**Corpus Christi, TX 78401**

**Bid For: IFB No. 2022-FC-116 Roof Replacement at Bear Lane Operations Building**

**Bid Due Date: Tuesday, October 11, 2022 at 3:00 p.m. (CST)**

**For electronic submission of your bid, please email your bid to [procurement@ccrta.org](mailto:procurement@ccrta.org) before the bid submission deadline.**



# INSTRUCTIONS TO BIDDERS

## 6.0 MODIFICATION OR WITHDRAWAL OF BIDS

Bids may be modified or withdrawn by written or telegraphic notice received by the CCRTA prior to the exact hour and date specified for receipt of bids. A bid may also be withdrawn in person by a bidder or an authorized representative prior to the bid deadline; provided the bidder's identity is made known and he or she signs a receipt for the bid.

## 7.0 OPENING BIDS

Will be held at 3:30 p.m. (CST) on Tuesday, October 11, 2022 in the CCRTA's Boardroom located on the second floor of the Staples Street Center at 602 N. Staples Street, Corpus Christi, Texas 78401. To attend the Bid Opening remotely, please send a login request to [procurement@ccrta.org](mailto:procurement@ccrta.org) by 1:00 p.m. (CST) Tuesday, October 11, 2022.

## 8.0 REFERENCES

**The CCRTA is requiring that bidders supply a list of pertinent references using the Reference (Appendix I) form.**

- Email address are required.

# INSTRUCTIONS TO BIDDERS

## 11. RESERVATION OF RIGHTS.

The CCRTA expressly reserves the right to:

- 11.1. Reject or cancel any or all bids;
- 11.2. Waive any defect, irregularity or informality in any bid or bidding procedure;
- 11.3. Waive as an informality, minor deviations from specifications at a lower price than other bids meeting all aspects of the specifications if it is determined that total cost is lower and the overall function is improved or not impaired;
- 11.4. Extend the bid opening time and date;
- 11.5. Reissue a bid invitation;
- 11.6. Consider and accept an alternate bid as provided herein when most advantageous to the CCRTA; and
- 11.7. Procure any item or services by other means.

# **CERTIFICATION FORMS**

**Do NOT Alter Any Forms.**

**Doing so will deem your bid as non-responsive.**

**Please fill out all required forms and return with your signed bid.**

## **Reminders:**

- Acknowledge any addendums issued on the bottom of (Appendix C) Certification and Statement of Qualifications form.
- Include your firm's DUNS number on the bottom of (Appendix C) Certification and Statement of Qualifications form. Be sure that your firm is registered with the System of Award Management "SAM" and visit [SAM.gov](http://SAM.gov) to ensure that your firm's status is viewable, and active with no exclusions before submitting your bid.

# Common Vendor Errors in Bid Submissions:

- Forgetting to sign the Price Schedule (Appendix A)
- Not signing the Certification Forms
- Having an inactive DUNS number on SAM.gov
- Taking exceptions to the solicitation
- Failure to acknowledge receipt of addendums
- Including promotion/extraneous information which services to alter the solicitation requirements
- Failure to return all required forms
- Late delivery of bid

Ensure all Bid Documents are enclosed with your bid by using **THE BID SUBMISSION CHECKLIST**

# Project Overview

Presented by Sharon Montez, Managing Director of Capital Programs and Customer Services

- [General Instructions,](#)
- [Technical Specifications \(Exhibit A\),](#)
- [Construction Drawings \(Exhibit B\), and](#)
- [Price Schedule \(Appendix A\).](#)



Thank You  
For Your  
Attendance!