

# Pre-Bid Conference

## ADA Bus Stop Improvements Phase VII - Zones 1-3



# 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 ADA Bus Stop Improvements Phase VII - Zones 1-3. The term of the contract is to complete all work within 150 calendar days after receiving the city permits and the Notice to Proceed. The Bidder shall complete all work within 150 calendar days, which includes the permitting period of 60 days and the 90 calendar days for construction. Liquidated damages will be charged for work that exceeds the time frame.**

- This is a firm fixed-price service contract.
- Bid prices shall be good for one hundred twenty (120) 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 (Attachment G) Due Wednesday, October 25, 2023, 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 Wednesday, November 1, 2023.**

- 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 Wednesday, November 15, 2023, 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.

**Bid Opening Wednesday, November 15, 2023, at 3:30 p.m. (CST)**

- The Bid Opening will be held at 3:30 p.m. (CST) at 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.

**Contract Awarded (Tentative) – February 7, 2024**

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

# APPLICABLE DOCUMENTS

**The following bid documents are applicable under this procurement:**

- Invitation for Bids,
- Bid Submission Checklist (Use As A Reference),
- Instructions to Bidders,
- General Instructions,
- Wage Rates,
- Standard Service Terms and Conditions,
- Federal Supplemental Conditions (Construction Contracts),
- Special Provisions Concerning Disadvantaged Business Enterprises (DBEs), and
- Bid Guarantee.

## **Attachments and Certifications:**

- Price Schedule (Attachment A),
- Certification Form (Attachment B),
- Conflict of Interest Acknowledgement and Certification (Attachment C),
- Acknowledgement of Addendum/Addenda (Attachment D),
- References (Attachment E),
- Bidder/Offeror/Proposer Information Sheet (Attachment F),
- Request for Information/Exceptions/Approved Equals Form (Attachment G)
- Buy America (Attachment H),
- Certification of Restrictions on Lobbying (Attachment I), and
- DBE Participation From Schedules A-D ( Attachment J).

# APPLICABLE DOCUMENTS

The following bid documents are applicable under this procurement:

**Exhibits:**

- Zone 1-3 Technical Specifications (Exhibit A)
- Zone 1 Construction Drawings (Exhibit B-1)
- Zone 2 Construction Drawings (Exhibit B-2)
- Zone 3 Construction Drawings (Exhibit B-3)

## **CERTIFICATION FORMS**

**Do NOT Alter Any Forms.**

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

**Complete, sign and submit the following forms and return with your signed bid.**

- Certification Form (Attachment B),
- Conflict of Interest Acknowledgement and Certification (Attachment C),
- Acknowledgement of Addendum/Addenda (Attachment D),
- References (Attachment E),
- Bidder/Offeror/Proposer Information Form (Attachment F),
- Buy America (Attachment H),
- Certification of Restrictions on Lobbying (Attachment I), and
- DBE Participation Form Schedules A-D (Attachment J).

### **Reminders:**

- Acknowledge all addenda issued on the Acknowledgement of Addendum/Addenda Form (Attachment D).

# Submission Of Bids:

Sealed Bids must 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. 2023-FC-19 ADA Bus Stop Improvements Phase VII - Zones 1-3**

**Bid Due Date: Wednesday, November 15, 2023, at 3:00 p.m. (CST)**

# REQUIRED DOCUMENTS

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

For mailed bid submissions, please submit the following documents:

- Attachments and Certifications:
  - Price Schedule (Attachment A),
  - B, C, D, E, F, H, I, and J, and
- Bid Guarantee.

If hand delivery is preferred, please deliver to the third-floor receptionist to have your bid time and date stamped.

For electronic bid submissions, please submit the following documents as separate electronic files to [procurement@ccrta.org](mailto:procurement@ccrta.org):

- Attachments and Certifications:
  - Price Schedule (Attachment A): in a separate file,
  - B, C, D, E, F, H, I, and J: Please combine these attachments into one electronic file,
- Bid Guarantee (**must be mailed and received by the CCRTA by 3:00 p.m. (CST), Wednesday, November 2, 2023**).

Ensure that all electronic files are clearly titled with the corresponding document name and email these files to [procurement@ccrta.org](mailto:procurement@ccrta.org).

BIDDERS must submit the Price Schedule, all certification forms, and a Bid Guarantee (in the form of a Bid Bond or Certified Check equivalent to 5% of the bid price).



# REQUIRED DOCUMENTS

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

**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.

**A Performance Bond and Payment Bond are also required for this Contract. See General Instructions Section 16. Bonding for further instructions.**

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

# 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", and
- Payment Bond and Performance Bond.

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

# INSTRUCTIONS TO BIDDERS

## 7.0 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.

## 9.0 REFERENCES

The CCRTA is requiring that bidders supply a list of pertinent references using the Reference (Attachment E) form. **DO NOT include the CCRTA as a reference.**

- Email addresses 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.

## FEDERAL SUPPLEMENTAL CONDITIONS (CONSTRUCTION)

This is a federally-funded contract, so please read through this section of the IFB in its entirety.

Be mindful that certain clauses within the Federal Supplemental Conditions extend to all contractors and their contracts (subcontracts) at every tier.

## SPECIAL PROVISIONS CONCERNING DISADVANTAGED BUSINESS ENTERPRISES

This is a federally-funded contract, which includes a **DBE Participation Goal of 12%**.

- **DBE Participation Form Schedules (Attachment J):**

Schedule A – must be completed and signed by the contractor/bidder

Schedule B – must be completed and signed by the proposed DBE firm(s)

- **Where to find DBE certified firms?**

**Texas Unified Certification Program (TUCP) DBE Directory**

[www.ccrta.org/news-opportunities/dbe-program](http://www.ccrta.org/news-opportunities/dbe-program) or <https://txdot.txdotcms.com>

Mrs. Laura Yaunk  
DBE Liaison Officer  
361-903-3521  
[ccrtaDBE@ccrta.org](mailto:ccrtaDBE@ccrta.org)

## Common Vendor Errors in Bid Submissions:

- Forgetting to sign the Price Schedule (Attachment A)
- Not signing the Attachments and Certifications Forms
- Having an inactive or no Unique Entity ID number on SAM.gov
- Taking exceptions to the solicitation
- Failure to acknowledge receipt of addenda
- 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 and Gabriel Ortiz, Engineer of Record with Hanson Professional Services, Inc.

- [General Instructions,](#)
- [Zones 1-3 Technical Specifications \(Exhibit A\),](#)
- [Zone 1 Construction Drawings \(Exhibit B-1\),](#)
- [Zone 2 Construction Drawings \(Exhibit B-2\),](#)
- [Zone 3 Construction Drawings \(Exhibit B-3\),](#) and
- [Price Schedule \(Attachment A\).](#)





Thank You  
For Your  
Attendance!