



Pre-Proposal Conference

For

Generator For Bear Lane

PURPOSE

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

The Corpus Christi Regional Transportation Authority (CCRTA) is seeking proposals for the procurement and installation of a new 300 kW natural gas generator to replace an existing generator that has reached its useful life.

- This is a firm-fixed-price, one-time purchase contract that includes a warranty.
- Proposals will be valid for 120 calendar days from the board approval date.
- Proposals received after the deadline will not be accepted and will be returned to the Proposer unopened.

DATES TO REMEMBER

Any questions or clarification needed after this Pre-Proposal meeting must be submitted through a RFI submission to procurement@ccrta.org.

Request for Information (Attachment I) Due Thursday, September 12, 2024, by 3:00 p.m. (CST)

- Please submit one form for each Request for Information to procurement@ccrta.org.

CCRТА's Response to Request for Information Due Thursday, September 19, 2024.

- Responses will be posted as an addendum to the CCRТА's website at www.ccrta.org/news-opportunities/business-with-us/.

Proposals Due Thursday, October 3, 2024, by 3:00 p.m. (CST)

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

Proposal Closing Thursday, October 3, 2024, at 3:30 p.m. (CST)

- The Proposal Closing 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 Proposals Closing remotely, please submit a login request to procurement@ccrta.org by 1:00 p.m. (CST) on this date.

Contract Awarded (Tentative) – November 6, 2024

- The CCRТА's Board of Directors will meet to award a Contract to the successful firm.

APPLICABLE DOCUMENTS

For the purposes of this procurement, the following proposal documents are applicable:

- Request for Proposals,
- Proposal Submission Checklist (Use as a reference),
- Instructions to Proposers,
- General Instructions,
- Special Instructions,
- Wages,
- Standard Supply Agreement Terms and Conditions,
- Standard Service Terms and Conditions, and
- Federal Supplemental Conditions (Construction Contracts).

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),
- Proposer Information Sheet (Attachment F), and
- Buy America Certificate (Attachment G)
- Certification of Restrictions on Lobbying (Attachment H), and
- Request for Information Form (Attachment I).

Exhibits:

- Specifications (Exhibit I), and
- Construction Drawings (Exhibit II).

MAILED OR HAND DELIVERED SUBMISSION REQUIREMENTS

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

For mailed proposal submissions, please submit the following documents:

- **Proposal in Response to the RFP**
 - One (1) original, and
 - One (1) electronic version in a PDF file supplied on a USB Flash Drive.

- **Hard Copies of Attachments and Certifications:**
 - Price Schedule (Attachment A)
 - One (1) signed hard copy in a separately sealed envelope, and
 - One (1) electronic version in a PDF file supplied on a USB Flash Drive.
 - B, C, D, E, F, G, and H.

- **Bid Guarantee.**

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

MAILED OR HAND DELIVERED SUBMISSION REQUIREMENTS:

Mailed or Hand Delivered Proposal Submission Instructions:

Sealed Proposals must be submitted in an envelope marked on the outside containing the Proposer's name and address along with the RFP number and title addressed to:

Corpus Christi Regional Transportation Authority

Staples Street Center

Attn: Procurement Department

602 N. Staples Street

Corpus Christi, TX 78401

Proposals For: RFP No. 2024-FC-17 Generator For Bear Lane

Proposal Due Date: Thursday, October 3, 2024, by 3:00 p.m. (CST)

ELECTRONIC SUBMISSION REQUIREMENTS:

For electronic proposal submissions to procurement@ccrta.org, please submit as follows:

- **Proposal in Response to the RFP** (Attach as a separate, electronic file).
- **Attachments and Certifications:**
 - Price Schedule (Attachment A). Signed and submitted in a PDF file, and
 - B, C, D, E, F, G, and H. Sign and combine these attachments into one electronic file.
- **Bid Guarantee. Must be mailed and received by the CCRTA by 3:00 p.m. (CST), Thursday, October 3, 2024.**

Ensure that all electronic files are clearly labeled with the corresponding document name and email these files to procurement@ccrta.org.

Note: Proposer's email submission must be less than 50MB. If your email submission is more than 50MB, submit your proposal 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 for the files to be accessed.

OTHER DOCUMENTS

The following documents are required to be submitted ONLY upon notification of recommendation for award:

- Form 1295 “Certificate of Interested Parties”,
- Certificate of Insurance, and
- Performance Bond and Payment Bond.

Proposers are encouraged to utilize the enclosed Proposal Submission Checklist to ensure your proposal package is responsive to the requirements of this RFP.

- Proposal Submission Checklist

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

ATTACHMENTS AND CERTIFICATION FORMS

Do NOT Alter Any Forms.

Doing so will deem your proposal as non-responsive.

Complete, sign, and submit the following forms with your signed Proposal:

- 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),
- Proposer Information Form (Attachment F),
- Buy America Certificate (Attachment G), and
- Certification of Restrictions on Lobbying (Attachment H).

Reminders:

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

INSTRUCTIONS TO PROPOSERS

6.0 MODIFICATION OR WITHDRAWAL OF PROPOSALS

Proposals 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 Proposals. A Proposal may also be withdrawn in person by a Proposer or an authorized representative prior to the Proposal deadline; provided the Proposer's identity is made known and he or she signs a receipt for the Proposal.

10.0 RESERVATION OF RIGHTS.

The CCRTA expressly reserves the right to:

10.1 Reject or cancel any or all Offers;

10.2 Waive any defect, irregularity or informality in any proposal or proposal procedure;

10.3 Waive as an informality, minor deviations from specifications at a lower price than other Offers meeting all aspects of the specifications if it is determined that total cost is lower, and the overall function is improved or not impaired;

10.4 Extend the proposal closing time and date;

10.5 Reissue a Request for Proposal;

10.6 Consider and accept an alternate proposal as provided herein when most advantageous to the CCRTA;

10.7 Procure any item or services by other means; and

10.8 The CCRTA reserves the right to negotiate a Contract with the Proposer having the best evaluation as determined by the CCRTA. No award will be made automatically based upon the lowest price or based solely on the proposal submitted. The CCRTA additionally reserves the right to suspend negotiations with the first Proposer should it not progress in a manner satisfactory to the CCRTA and commence negotiations with the next best rated Proposer.

INSTRUCTIONS TO PROPOSERS

18.0 NO DIRECT CONTACT WITH CCRTA BOARD MEMBERS

Proposers are advised not to contact any Board members of the CCRTA directly in any manner during this proposal process. All communications directly with the Board should be reserved for public meetings in which this item is properly posted on the agenda. All communication regarding this RFP must be made through the Procurement Department.

COMMON VENDOR ERRORS IN PROPOSALS SUBMISSIONS:

- Forgetting to sign the Price Schedule (Attachment A)
- Not signing the Attachments and Certifications Forms
- 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 the Proposals

NOTE: Ensure all Proposal Documents are enclosed with your submission by using **The Proposal Submissions Checklist.**

Project Overview

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

Sections Covered:

- [General Instructions,](#)
- [Special Instructions,](#)
- [Specifications \(Exhibit I\),](#)
- [Construction Drawings \(Exhibit II\), and](#)
- [Price Schedule \(Attachment A\).](#)



Thank You
For Your
Attendance!