



Pre-Bid Conference

VA Clinic Bus Pull In

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 regarding this procurement.

The Corpus Christi Regional Transportation Authority (CCRTA) is seeking bids from qualified Bidders for the construction of one (1) new Bus Pull In at the new Corpus Christi West Point VA Clinic located at 925 South Padre Island Drive (SPID) which is on the corner of SPID (SH 358 Access Road) at W. Point Road.

The term of the contract is to complete the project within 60 calendar days after receipt of a Notice to Proceed. The project will have two major milestones:

- 1. the permitting process with the Texas Department of Transportation (TxDOT), and**
- 2. the construction of the bus stop concrete street pad.**

- This is a firm-fixed-price construction 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 certain that any supplies, construction and/or labor under the resulting contract from this solicitation will be funded by the Federal Transit Administration (FTA) 5339(b) fund (Grant Number TX-2021-074), 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.

Request for Information (Attachment J) Due Friday, September 20, 2024, by 3:00 p.m. (CST)

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

CCRTA's Response to Request for Information Due Friday, September 27, 2024.

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

Bids Due Friday, October 11, 2024, 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 prior to the deadline.

Bid Opening Friday, October 11, 2024, 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 by 1:00 p.m. (CST) on this date.

Contract Awarded (Tentative) – Wednesday, November 6, 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 Information Sheet (Attachment F),
- Buy America Certificate (Attachment G),
- Certification of Restrictions on Lobbying (Attachment H)
- DBE Participation Forms Schedules A-C (Attachment I), and
- Request for Information (Attachment J).

APPLICABLE DOCUMENTS

Special Attachments:

- Specifications (EXHIBIT I), and
- Construction Plans (EXHIBIT II).

MAILED OR HAND DELIVERED SUBMISSION REQUIREMENTS

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

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:

- **Hard Copies of Attachments and Certifications:**
 - Price Schedule (Attachment A). One (1) original signed and dated in a separately sealed envelope, and
 - B, C, D, E, F, H, and I.

- Bid Guarantee.

MAILED OR HAND DELIVERED SUBMISSION REQUIREMENTS

Mailed or Hand Delivered Bid Submission Instructions:

Sealed Bids must be submitted in an envelope marked on the outside containing the Bidder's name and address along with the IFB number and title 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. 2024-FC-09 VA Clinic Bus Pull In

Bid Due Date: Friday, October 11, 2024, at 3:00 p.m. (CST)

ELECTRONIC SUBMISSION REQUIREMENTS

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

- Attachments and Certifications:
 - Price Schedule (Attachment A). One (1) signed and dated, in a PDF file, and
 - B, C, D, E, F, G, H, and I. (Combine these attachments into one file.)

- Bid Guarantee (**must be mailed and received by the CCRTA by 3:00 p.m. (CST), Friday, October 11, 2024**).

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

OTHER DOCUMENTS

Bidders must also submit a Bid Guarantee (in the form of a Bid Bond or Certified Check equivalent to 5% of the bid price).

A Performance Bond and Payment Bond are also required for this Contract. See General Instructions Section 16.0 Bonding for further instructions.

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

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

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

Bidders are encouraged to utilize the enclosed Bid Submission Checklist to ensure your bid package is responsive to the requirements of this IFB.

- Bid Submission Checklist

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.

8.0 REFERENCES

The CCRTA is requiring that Bidders supply a list of pertinent references using the Reference (Attachment E) form.

- POC names and Email addresses are required.

INSTRUCTIONS TO BIDDERS

10.0 RESERVATION OF RIGHTS.

The CCRTA expressly reserves the right to:

- 10.1. Reject or cancel any or all bids;
- 10.2. Waive any defect, irregularity or informality in any bid or bidding procedure;
- 10.3. 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;
- 10.4. Extend the bid opening time and date;
- 10.5. Reissue a bid invitation;
- 10.6. Consider and accept an alternate bid as provided herein when most advantageous to the CCRTA; and
- 10.7. Procure any item or services by other means.

18.0 NO DIRECT CONTACT WITH CCRTA BOARD MEMBERS

Bidders are advised not to contact any Board members of the CCRTA directly in any manner during this bidding 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 IFB must be made through the Procurement Department.

ATTACHMENTS AND 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 Information Sheet (Attachment F),
- Buy America Certificate (Attachment G),
- Certification of Restrictions on Lobbying (Attachment H), and
- DBE Participation Forms Schedules A-C (Attachment I).

Reminders:

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

COMMON VENDOR ERRORS IN BID SUBMISSIONS:

- Forgetting to sign the Price Schedule (Attachment A)
- Not signing the Attachments and Certification Forms
- 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** as a reference.

DBE PARTICIPATION GOAL

Presented by Laura Yaunk, DBE Liaison Officer

- The Authority is utilizing **federal funds** for this project and is required to implement the U.S. DOT Disadvantaged Business Enterprise (DBE) Program Plan, based on 49 CFR Part 26.
- To demonstrate responsiveness, Bidders must meet the **fourteen percent (14%) DBE contract-specific goal** by proposing sufficient DBE participation (with certified DBE firms).
- Where to find DBE-certified firms? **Texas Unified Certification Program (TUCP) DBE Directory**
<https://www.ccrta.org/dbe-sbe-programs/dbe-sbe-directory/> OR <https://txdot.txdotcms.com>
- **Conditions of Responsiveness:**
 - a) At the time of bid submission, DBEs must possess a valid DBE certification from the TUCP
 - b) A firm's participation is only eligible to count towards DBE credit in the NAICS codes within their TUCP DBE Profile
 - c) Services subcontracted by DBE firms to non-DBE firms are not credited towards DBE participation.
- Special Provisions concerning Disadvantaged Business Enterprises are contained in the IFB (pages 63-75)
- DBE Required Forms: [DBE Participation Forms Schedules A-C](#) and [Bidder Information Sheet \(Attachment F\)](#)

Contact information: lyaunk@ccrta.org or 361.903.3521

PROJECT OVERVIEW

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

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



Thank You
For Your
Attendance!