



IRRIGATION INSTRUCTIONS TO BIDDERS

GIDDINGS GOLF COURSE

Giddings, TX

22 July 2024



A handwritten signature in black ink that reads "Kyle Larson".

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I. CONTACT INFORMATION

PHYSICAL PROJECT ADDRESSES

Giddings Municipal Golf Course
1031 CR 227
Giddings, Texas 78942

Giddings City Hall
118 E Richmond St.
Giddings, Texas 78942

OWNER'S REPRESENTATIVES

Mr. Kenny Ray
Director of Public Works
(C) 979-481-2579
(Email) kennyray@giddings.net

Mr. Jason Kessler
Golf Course Superintendent
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Mr. Spencer Schneider
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IRRIGATION CONSULTANT

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RETIRED MENTOR

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II. BID PROCESS

INVITATION TO BID

The OWNER invites bids for the construction of a turn-key 9-hole golf course irrigation system as specified in the Construction Documents.

BID TIMELINE

Electronic Bid Packages in PDF and/or Excel file format will be emailed to contractors invited to bid in advance of the Pre-Bid Conference. This will give contractors an opportunity to acquaint themselves with the scope of work before the Pre-Bid Conference. Contractors that are not invited to bid, but qualify for the project, can contact Larson Golf Services, to request an electronic copy of the Bid Package. The Bid Package will also be available on the City of Giddings website.

A Pre-Bid Conference is scheduled for Tuesday, August 20, 2024 at 2:00pm at the Giddings Golf Course. The golf course is about 1hour and 30 minutes east of the Austin airport. This schedule will allow contractors to travel long distances on Monday and be able to drive on Tuesday morning if they are in close enough proximity.

Participation in the Pre-Bid Conference is not absolutely mandatory, but is highly recommended. If a representative from a bidding contractor's company has a legitimate reason and cannot attend, contact Larson Golf directly to arrange a personal site visit at a different time.

Regardless, only contractors that attend the formal Pre-Bid Conference, or contractors that make a personal site visit at a different time will be qualified to bid. To reiterate, if a contractor does not make a personal site visit prior to the bid submission deadline, that contractor will be disqualified from the bid process.

The Bid Submission Deadline is Monday, September 3, 2024 at Noon via email. No bids will be considered that are not submitted before the deadline. Bids will be submitted electronically by email. All electronic bid submissions and questions shall be submitted via email to the CONSULTANT at klarson@larsongolfservices.com and to the OWNER at sschneider@giddings.net.

A formal bid negotiation is scheduled for Tuesday, September 24, 2024 at 2:00pm at Giddings City Hall.

The objective of this bid process is to negotiate a successful contract and have a contractor under contract by Monday, October 28, 2024. Once this has been completed, that contractor can make necessary plans to commence work by January 1, 2025.

Prior to construction, we will conduct a pre-construction meeting to discuss project logistics like ordering materials, mobilization and delivery of and staging materials and security.

TIMELINE SUMMARY

Bid Package Email Distribution Prior to Pre-Bid;
Pre-Bid – Tuesday, August 20, 2024 at 2:00pm at the Giddings Golf Course;
Deadline for written questions – Monday, August 30, 2024 at 5:00pm;
Bid Submission Deadline – Monday, September 3, 2024 at Noon via email;
Bid Negotiations – Tuesday, September 24, 2024 at 2:00pm at Giddings City Hall;
Contract Award Monday, October 28, 2024 at 2:00pm at Giddings City Hall; and,
Construction Start Date – January 1, 2025 (to be negotiated).

BOND REQUIREMENTS

Only the contractor that is awarded the bid will be responsible for submitting a Performance Bond for 100% of the negotiated contract price.

BID SUBMITTAL

Bids are solicited and contract award will be made as specified in the Construction Documents. The bid process is limited to bidders who meet the minimum Contractor's qualifications listed in the Bid Documents.

Each bid submission must be received in electronic format before the Bid Deadline at which time bids will be reviewed. All electronic bid submissions and questions shall be submitted via email to the CONSULTANT at klarson@larsongolfservices.com and to the OWNER at sschneider@giddings.net.

An administratively complete Bid Submission will include:

- Bid Proposal Form;
- Contractor Qualifications Form;
- Quantity Verification Form;
- Unit Pricing Proposal Form;
- Submittals Form;
- Addenda;
- Business Relationship Affidavit; and,
- Non-Collusion Affidavit.

All Bid Forms shall be filled out completely, dated and signed by the Contractor or authorized agent. All blank spaces for bid prices must be filled in, in word-processing or spreadsheet software, and in both words and figures.

Bids received after the time set for receipt of bids, WILL NOT be considered.

Each bid submitted is a legal offer and when accepted by the OWNER, constitutes a FIRM AND BINDING CONTRACT.

MATERIAL SUBSTITUTION

Each bidder shall base their bid upon the materials and equipment as described in the Bidding Documents. The successful Contractor will not be allowed to make any substitutions on their own initiative, but in each instance will be required to obtain authorization from the OWNER and the CONSULTANT before installing any work in variance with the requirements of the Contract Documents.

PROJECT DOCUMENTS

Bid Documents, Irrigation Plans and Specifications, Construction Details and related documents will be distributed in electronic PDF format by the CONSULTANT via email and/or available on the OWNER's website. During the bid process, the Contractor will be responsible for plotting hardcopy sets. To emphasize, no hardcopies of the bid documents will be provided during the bid process.

EXAMINATION OF BIDDING DOCUMENTS

Each bidder, by making their bid, represents that they have read and understand the bidding documents. The bidder shall include, in their bid prices, any and all costs that may be necessary to complete the work in accordance with the requirements of the Contract Documents.

ADDENDA

Any questions concerning this project shall be submitted in writing and directed via email to the CONSULTANT and the OWNER by Monday, August 30, 2024 at 5:00pm to provide time for issuing and forwarding a written Addendum. No oral explanations in regard to the meaning of the drawings and the specifications will be made.

Discrepancies in or omissions from the plans, specifications, bid documents, intent of the specifications or drawings or questions to their meaning shall be immediately brought to the attention of the CONSULTANT. Any interpretation of the documents will be made only by Addenda and a copy of the questions and responses will be emailed to each firm receiving a set of bid documents. The OWNER will not be responsible for any other explanations or interpretations.

The OWNER reserves the right to issue Addenda to the documents as they may desire at any time prior to the bidding. A copy of such Addenda will be emailed to each prospective bidder. Acknowledgment of receipt must be indicated on the Bid Proposal Form (if none mark "NONE"). Addenda will become part of the CONTRACT when the construction contract is executed. To emphasize, all bidders will be copied the response to all questions submitted.

EXAMINATION OF SITE

Each bidder, by making their bid, represents that they have visited the site and familiarized themselves with all the conditions under which the work is to be performed. No extra compensation will be allowed by reason of any matters or things concerning that which the bidder did not inform themselves prior to bidding.

SUBSURFACE EXPLORATION DATA

Investigations of subsurface conditions at the site are the responsibility of the Contractor. The OWNER assumes no responsibility whatsoever with respect to the sufficiency of the Contractor's investigations, or of the interpretation, and there is no guarantee, either expressed or implied, that the conditions found by the Contractor are representative of those existing throughout the work or any part of it, or that unforeseen developments may not occur. The Contractor shall plan their work based upon their own subsurface information and assume responsibility for conditions other than those they may find. For convenience, the OWNER will open up a representative number of potholes for review during the Pre-Bid Conference.

EASEMENTS

Work performed on, or use of, easements shall be subject to the provisions of the easement agreements on file and open to inspection in the office of the OWNER.

AWARD OF CONTRACT

Award of the Contract for this proposal will be based on cost, Contractor's experience on this type of installation, financial stability of the Contractor and demonstrated ability to perform the work to the level expressed in the Specifications within the specified time period.

The OWNER reserves the right to select or reject any single or all bid submissions, waive any irregularities, informalities or technicalities without assigning any reason therefore, to re-advertise and/or re-bid this project at a later date, to accept the bid submission that is in the best interest of the project and the OWNER, to negotiate the final price and Contract terms with the Contractor of choice, and to make additions/deletions to the scope of work or specified materials.

The OWNER reserves the unconditional right to cancel all or any portion of this project within thirty (30) days from the date of bid submissions, for any reason and at its sole discretion.

The Contract award will be made at the discretion of the OWNER and all Contractors will be notified by email.

WITHDRAWAL OF BID

Any bid may be withdrawn at any time prior to the hour fixed in the Bid Instructions for the bid submissions, provided that a request in writing executed by the bidder, or their

duly authorized representative, for the withdrawal of such bid is filed with the OWNER prior to the time specified for the opening of bids. The withdrawal of a bid will not prejudice the right of a bidder to file a new bid, except that the new bids must be submitted prior to the date and time for submitting bids. No bidder may withdraw their bid within thirty (30) days after the actual date of the opening thereof. And, in the event that the OWNER cannot award or reject any single or all bid submissions within thirty (30) days from the date of opening of bids, bidder(s) shall have the right to withdraw their bids on written notice to the OWNER.

EFFECTIVE DATE OF AWARD

If a Contract is awarded by the OWNER, such award shall be effective when formal notice of such award, by the authorized representative of the OWNER, has been delivered to the intended awarded, by phone, or email, or mailed to them at the main business address shown on their bids, by some officer or agent of the OWNER duly authorized to give such notice.

BID ALLOWANCES

None Identified

MINIMUM CONTRACTOR QUALIFICATIONS

Each bidder shall demonstrate their ability of meeting all requirements herein stipulated on the Contractor Qualifications Form. Each bidder is required to show that former work performed by them has been handled in such manner that there are no just or proper claims pending against such work. No bidder will be acceptable if they are engaged on any other work which impairs their ability to finance this Contract or provide proper equipment or personnel for the proper execution of same.

In determining the most responsible bidder, the following elements will be considered:

- The qualified Contractor maintains a permanent place of business;
- Has adequate plant equipment to do the work properly and expeditiously;
- Has a suitable financial status to meet obligations incident to the work;
- Has appropriate technical expertise and experience;
- Has been employed as a Supervisor for a Golf Course Irrigation Contractor, or established in business as a Golf Course Irrigation Contractor for a minimum of five (5) years;
- Has completed the installation of a minimum of five (5) complete Golf Course Irrigation Systems during the past five (5) years;
- The appointed Superintendent will have completed the installation of a minimum of five (5) Golf Course Irrigation Systems with the qualified Contractor's company in the last five (5) years;
- Has the ability to perform business with all selected vendors on a credit worthy basis; and,
- Can meet all contracting and business licensing requirements as required by the

State of Texas.

LICENSE

Each bidder shall possess state and local licenses as are required by law, and shall furnish satisfactory proof to the OWNER upon request that the licenses are in effect during the entire period of the Contract, including TCEQ Licensed Irrigator and Licensed Irrigation Technicians requirements.

WAGE DETERMINATION AND EMPLOYMENT REQUIREMENTS

The Contractor shall comply with the current determinations, as required by law. The Contractor shall be liable for any construction delays arising from their hiring practices.

ADMINISTRATIVE MATTERS

All permits, fees, and licenses required under prevailing ordinances, not regulated by state and federal law, will be collected.

All bids must be submitted in accordance with these instructions and the accompanying Construction Documents. All bidders can submit their bid forms and worksheets in either PDF or Excel format via email for bid analysis purposes. All electronic bid submissions and questions shall be submitted via email to the CONSULTANT at klarson@larsongolfservices.com and to the OWNER at sschneider@giddings.net.