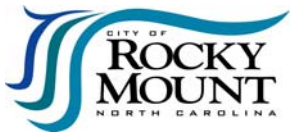




PRE-BID CONFERENCE
Leggett Park Sewer Improvements
January 19, 2010
SIGN-IN SHEET

Name	Organization/Title	Phone/FAX	e-mail
Calvin Moore	Basnight Construction Co.	P 252-473-3474 F 252-473-3001	basnightco@aginet.com
Bill Sullivan	T.A. Loving	P 919-734-8400 F 919-736-2148	jsmith@taloving.com
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Tony Mancari	City of Rocky Mount – Engineering Dept.	P 252-972-1120 F 252-972-1176	anthony.mancari@rockymountnc.gov
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DEPARTMENT OF ENGINEERING

PRE-BID CONFERENCE
Leggett Park Sewer Improvements
January 19, 2010

AGENDA

1. WELCOME, SIGN-IN AND INTRODUCTIONS
2. PROJECT DESCRIPTION
3. ACCESS TO SITE DURING BIDDING PERIOD
4. BID FORM
5. PERMIT AND ROW CONDITIONS
6. CONSTRUCTION SCHEDULE
7. SUPPLIERS AND SUBCONTRACTORS LIST
8. CHANGE ORDERS AND FIELD DECISIONS
9. RECORD DOCUMENTS
10. PAYMENT REQUESTS
11. LIQUIDATED DAMAGES:
12. TRAFFIC CONTROL
13. STORAGE OF MATERIALS AND SECURITY
14. PROTECTION OF EXISTING UTILITIES
15. SAFETY
16. HOUSEKEEPING
17. WORK HOURS

1. Welcome, Sign-in and Introductions
2. Project Description

2.1.1.

10,320 ft - Sanitary Sewer including: 3592 ft 12 in, 6728 ft 8 in
Abandonment and connection of 74 existing septic systems to public sewer
2525 ft - 3 in water main w/ reconnection of 16 unmetered service connections
485 ft - 6in PVC water main
8 ea. - ¾ in service taps with meter box and connection to existing service line
2 ea - well abandonment

2.1.2. Subsurface conditions:

2.1.2.1. Subsurface geotechnical investigation is underway and will be completed prior to the bid date. Copies of the report will be made available through the City's web site.

2.1.2.2. No reports or drawings related to Hazardous Environmental Conditions are known to Owner or Engineer.

2.1.3.

3. Access to Site During Bidding Period

- 3.1. Access to the site during the bidding period shall be coordinated through the Engineering Department and shall be limited to Monday through Friday between 8:00 am and 5:00 pm.
- 3.2. Coordinate with Engineering Department for access to pump station site.

4. Bid Form

- 4.1. Bid form is included in the Bid Manual. Bidders are required to purchase one set of contract documents to be included on the bidders list and must submit bids on the original bound Bid Manual. Bidders desiring additional copies of the bid documents may download them from the City's web site.
- 4.2. Bid Security in the amount of five percent (5%) of the Bid must accompany each Bid and shall be subject to the conditions provided in the Instructions to Bidders. A performance and payment bond will be required. Bids for this project shall be guaranteed by all bidders for a period of 60 calendar days following the bid opening.
- 4.3. This Bid will remain subject to acceptance for 90 days after the Bid opening, or for such longer period of time that Bidder may agree to in writing upon request of Owner. The following documents are attached to and made a condition of this Bid
 - 4.3.1. Required Bid security
 - 4.3.2. List of Proposed Subcontractors
 - 4.3.3. List of Proposed Suppliers
 - 4.3.4. Non-Collusion Affidavit and Debarment Certification

4.3.5. MWBE Identification of Minority Business Participation

4.3.6. MWBE AFFIDAVIT A- Good Faith Efforts

4.3.7. MWBE AFFIDAVIT B- Intent to Perform Contract With Own Workforce

Note if any work is to be subcontracted, including survey work, documentation of good faith efforts is required.

4.3.8. Contract completion time is to be amended by subsequent addendum. A separate contract time will be established for each alternate and a separate Notice to Proceed will be issued for each alternate awarded. Alternates to be awarded will be established over the course of the project dependant upon available funding.

4.4. Bid Items

4.4.1. The City of Rocky Mount LCID facility is available for disposal of all land clearing debris free of tipping charges. This facility is located just to the east of the intersection of Old Battleboro Road and Fountain School Road.

4.4.2. The Contract, if awarded, will be on the basis of materials and equipment specified or described in the Bidding Documents without consideration of possible substitute or "or-equal" items. Whenever it is specified or described in the Bidding Documents that a substitute or "or-equal" item of material or equipment may be furnished or used by Contractor if acceptable to Engineer, application for such acceptance will not be considered by Engineer until after the Effective Date of the Agreement.

5. Permit and ROW Conditions

5.1. The Site is identified in the Bidding Documents. Easements for permanent structures or permanent changes in existing facilities are to be obtained and paid for by Owner unless otherwise provided in the Bidding Documents. All additional lands and access thereto required for temporary construction facilities, construction equipment, or storage of materials and equipment to be incorporated in the Work are to be obtained and paid for by Contractor.

5.2. All ROW has been obtained. Permits are under review and will be obtained by the owner prior to Notice to Proceed.

6. Construction Schedule

6.1. Notice to Proceed for the Base Bid will be issued upon approval of the contract award by the Rocky Mount City Council. Notice to proceed on ensuing Alternates will be based on available funds. Each alternate will be provided a separate Notice to Proceed and will have a separate completion time. A subsequent Addendum will establish the completion time for each alternate.

6.2. The City is considering deleting the 3" water line from the contract and installing the water line with City crews in advance of sewer work. Connections to the existing services will be by the contractor.

7. Suppliers and Subcontractors List

7.1. Proposed Suppliers and Proposed Subcontractors Forms are included in the Bid Manual. Bidders are required to identify the proposed suppliers and subcontractors for the items of work identified on the list.

8. Change Orders and Field Decisions

- 8.1. The inspector or engineer may authorize minor field changes so long as the change does not result in a change in contract price or completion time. Any change that results in a change in contract price or completion date must be approved by change order. The contractor must identify and notify the city in writing of any change affecting the contract price or time in a timely manner. Except in emergency conditions, the contractor may not proceed with work requiring a change order until the city signs a change order.

9. Record Documents

- 9.1. The contractor is responsible for keeping one set of record documents. The contractor shall keep the record set of drawings up dated on a daily basis. A complete set of record drawings, including an as-build survey, must be submitted to the city prior to final payment.

10. Payment Requests

- 10.1. The contractor should submit a payment request form to the city for approval or use the city's standard form. The cut off date is the 25th day of the month and the contractor should get with the inspector to verify quantities. The payment request must be signed by the authorized party and be complete to insure timely payments.

11. Liquidated Damages:

- 11.1. \$500 for each day that expires after the time specified in Paragraph 4.02 for Substantial Completion until the Work is substantially complete.
- 11.2. After Substantial Completion, \$100 for each day that expires after the time specified in Paragraph 4.02 for completion and readiness for final payment until the Work is completed and ready for final payment

12. Traffic Control

- 12.1. Contractor is required to establish and maintain all required traffic control in accordance with NCDOT Standard Specifications and the MUTCD.

13. Storage of Materials and Security

- 13.1. The contractor is responsible for finding locations to store materials. The contractor is also responsible for making sure that materials purchased for this job are stored in secure areas.

14. Protection of Existing Utilities

- 14.1. There are existing utilities located within the construction area. It is the responsibility of the contractor to have the utilities located and to protect them during the construction period.

15. Safety

- 15.1. We take job safety very serious and this includes your employees, the travelling public and residents in the area.

16. Housekeeping

- 16.1. All areas must be kept clean and free of blowing debris. All erosion and sediment control devices must be maintained in accordance with the sediment and erosion control plan.

17. Work Hours

- 17.1. No work earlier than 7:00 am or later than 7:00 pm unless approved in advance by the engineering department.