

## PRE-BID CONFERENCE AGENDA

*August 24, 2011*

*10:00 AM*

- Project: City of Sheridan  
South Park Pathways Extension
1. Bid Opening Date: Tuesday, August 30, 2011, 11:00 AM (open only)  
City Hall, 3<sup>rd</sup> Floor Council Chambers
2. Owner: City of Sheridan
3. Owner's Representatives: Lane Thompson, City of Sheridan, City Engineer  
Jason Baker, City of Sheridan, Engineering Project Manager  
Mike Evans, EnTech, Inc. (Engineer)  
Jim Bob Myers, EnTech, Inc. (RPR)
- 

### PROJECT MANUAL:

#### Advertisement for Bids

- 1.0 A change: The bridge has been moved to another project that will come out in a few weeks. This project has three alternates, all are surfacing for different sections of this pathway.

#### Instructions to Bidders

- 2.0 2.2 Complete sets of Bidding Documents must be used in preparing Bids. Neither the OWNER nor ENGINEER assumes any responsibility for errors or misinterpretations resulting from the use of incomplete sets of Bidding Documents. Only contractors who have purchased bid documents and are included on the official Plan Holders List on file at the office of the ENGINEER shall be allowed to submit a bid.
- 3.0 Must demonstrate qualifications by completing on the Bid Form:
- Previous Experience of Bidder
- 4.0 Must include a list of subcontractors with the bid:
- Anticipated Subcontractors form
- 5.0 This project is funded in part by a Transportation Enhancement Activities - Local Agreement (TEAL), which contains Federal funds, so no in-State preference will apply. Pay close attention to Form FHWA-1273 there are Federal reporting requirements and wage requirements.

- 6.0 Copies of geotechnical report are available for a cost of \$10.00.
- 7.0 Bid Security: Certified check, cashier's check or draft (5%), or Bid Bond prepared on a Form acceptable to the OWNER (5%).
- 8.0 Contract time: 60 calendar days to substantial completion, and 15 calendar days for each alternate awarded, with 30 days to final completion.
- 9.0 The award of contract will be to one Contractor, and will be based on the lowest, responsible, responsive bid as selected by the OWNER. Complete the project this year. TEAL grant has a December deadline.
- 10.0 If the Contract is to be awarded, the OWNER will give the successful BIDDER a Notice of Award within sixty (60) days after the day of the Bid Opening. We anticipate award on September 6.
- 11.0 Successful BIDDER to provide both a contract performance bond, and labor and materials payment bond, each in the amount of 100% of the contract amount (on forms provided, or forms approved by the OWNER).
- 12.0 **Insurance certificates:** See SC-2.01B, SC-5.03A and SC-5.04. OWNER, ENGINEER, and ENGINEER's consultants named as additional insured. CONTRACTOR to purchase and maintain a separate \$1 million protective liability policy covering OWNER and ENGINEER.
- 13.0 No substitutes or "approved equals" will be considered until after the effective date of the agreement.

#### Bid Form

- 14.0 Complete entire bid form, Base Bid and all alternates. Must include ANTICIPATED SUBCONTRACTORS list and PREVIOUS EXPERIENCE OF BIDDER. Must acknowledge all addenda on the Bid Form.

#### Agreement

- 15.0 Liquidated damages: \$1000 per calendar day for both substantial completion and final completion (failure to complete work).
- 16.0 Payment procedures: ENGINEER to prepare draft Application for Payment, and submit to CONTRACTOR for review. Payment cutoff date is the 20<sup>th</sup> of each month, generally. Application is due at City Hall no later than Wednesday before the first Monday of each month.

- 17.0 Retainage - 10%, after 50% of project, no more retained if work is progressing satisfactorily.
- 18.0 Interest on Retainage can go to Escrow Account. CONTRACTOR is responsible to set this up.

#### Supplementary Conditions

- 19.0 SC-6.06A The CONTRACTOR shall not employ any Subcontractor or Subcontractors such that the total value of all Subcontracts exceeds fifty percent of the value of the original Contract Price.

#### Technical Specifications

**NOTE: SPECIFICATIONS ARE CONTAINED IN THE CITY OF SHERIDAN STANDARD SPECIFICATIONS FOR STREET AND UTILITY CONSTRUCTION, DECEMBER 2003 AND ARE NOT INCLUDED IN THIS MANUAL. Division 0 and 1 are included in this manual. Division 2, 3, and 5 are to be used unless listed differently in the Table of Contents, or as shown in the Special Provisions. Additional specifications not included in the December 2003 specifications can be found in the Table of Contents. Standard construction details in the December 2003 specifications are to be used unless included in the details shown in the plans.**

#### Section 01040 - COORDINATION.

Submit and receive approval of proposed Sequence of Work before any work begins.

#### Section 01050 - FIELD ENGINEERING.

ENGINEER to establish horizontal and vertical control to include reference points at the project site. There are three now, we can add one more on the north end if needed. This project matches existing concrete on the north. CONTRACTOR to provide all additional construction staking and layout. See Special Provisions.

#### Section 01400 - QUALITY CONTROL.

ENGINEER to provide quality assurance testing. Specific testing requirements are found in the respective Division 2 and Division 3 specification sections. CONTRACTOR to provide quality control testing.

#### Section 01550 - PARKING AREAS.

All vehicles belonging to contractor's employees that are parked in the project vicinity shall be parked only within the construction staging area. Vehicles shall not be randomly parked around the construction site or on any land not owned by the OWNER without permission of the property owner. Construction staging area is responsibility of CONTRACTOR and will be limited to specific areas.

Section 01560 – TEMPORARY CONTROLS.

Keep disturbance to a minimum. Do not go onto private property, must stay within ROW and areas as defined on plans.

Section 01700 – CONTRACT CLOSEOUT.

Consent of Surety required.  
Affidavit on behalf of Contractor.  
Lien waivers required for all subcontractors and suppliers.  
Contractor's record drawings required.

Special Provisions

SP 1. AWARD: If a contract is to be awarded, it shall be to the lowest responsible, qualified bidder.

All bidders shall submit a bid on Base Bid, Alternate 1, Alternate 2, and Alternate 3.

The lowest bid will be determined by the following:

Lowest Sum of Base Bid + Alternate 1 + Alternate 2 + Alternate 3

If funding is not available for the entire project as bid, Lowest Sum will be for Base Bid only or Base Bid and the Alternate that will match project funding.

SP 3. FEDERAL AID PROVISIONS: Partial funding for this project is from the Wyoming Department of Transportation in the form of a Transportation Enhancement Activities – Local (TEAL) Grant. A requirement for that grant is that the project will follow the requirements as specified in Form FHWA-1273, which is included in these contract documents. All requirements will be strictly enforced

SP 5. SPECIAL SEQUENCING REQUIREMENTS: Special attention of the CONTRACTOR is directed to the following stipulations:

CONTRACTOR shall coordinate on a weekly basis (at a minimum) with the General Contractor for the City of Sheridan South Park Stream Enhancements Project and a future bridge project in South Park regarding to the sequencing of all work to be performed within South Park by all parties. The purpose of this Sequence of Work Schedule is to plan accordingly that the work of multiple contractors in the relatively small work area proceeds in an orderly and efficient manner to the benefit of all parties. CONTRACTOR shall designate a point of contact that shall be in charge of this sequencing of work. No claims will be considered for delays, lack of access, or any other item that can be avoided with proper coordination. This is a bid item.

SP 6. SUBMISSION OF WORK PLAN AND PROGRESS SCHEDULE. Prior to beginning any work on this project, the CONTRACTOR shall submit a work plan and progress schedule which is sufficiently detailed to show the sequence of each component of work as outlined below to complete the project within the contract time period, and in the manner specified in this special provision. Items to be shown include the

beginning and ending dates of each component of work, the relationship of the time required for completion of each component to the overall duration of the project, and the production rates used to estimate the time required. Major components of work that are not contract pay items shall also be shown. An updated schedule will be submitted the first working day of each month, or at more frequent intervals as directed by the ENGINEER, showing the original schedule, changes that have been made, and the progress to date for each component.

The CONTRACTOR is advised that any or all monthly partial payments will be withheld until the CONTRACTOR complies with the requirements specified herein for submission of current work schedules to the satisfaction of the ENGINEER.

- SP 7. CONSTRUCTION WATER. The CONTRACTOR is responsible for all construction water, including all dust control and other uses. Water shall be considered incidental to other work items.
- SP 17. PERMITS. The OWNER has obtained a permit from the U.S. Army Corps of Engineers to allow construction within designated wetlands. NO WETLAND DISTURBANCE WILL BE ALLOWED BEYOND THAT SHOWN IN THE PERMIT. A copy of this permit IS ATTACHED. Any conditions included in the permit that are not addressed in the specifications will be treated as a changed condition to the work. CONTRACTOR is responsible for adhering to the requirements contained within the permit.
- SP 18. CONSTRUCTION STAKING. CONTRACTOR'S staking for storm drain system shall consist of an appropriate number of stakes to lay out the line and grade of the system components. Line and grade of the completed drain shall be within the tolerances stated in the appropriate section.

CONTRACTOR'S staking for the pathway subgrade and base course shall consist of blue tops set at maximum 25-foot stations along centerline. Three blue tops shall be set for each station, one at centerline and one at each edge of the pathway.

Questions and answers (see next page).

**Site Tour to follow:**

