

**CHEYENNE LIGHT FUEL AND POWER COMPANY  
AND  
BLACK HILLS POWER, INC.**

**CHEYENNE PRAIRIE GENERATING STATION**

**MEETING MINUTES  
Pre-bid Meeting**

**HR RANCH ROAD CONSTRUCTION  
Specification No. 71.0204**

**January 9, 2013**

**1:30 P.M – 3:30 P.M**

**Cheyenne Light Fuel and Power Company**

**Business Center Conference Room**

**108 West 18<sup>th</sup> Street**

**Cheyenne, WY 82001**

**Bidder Attendees: Glenn Waters (Knife River), Rick Potter (S&S Builders), Landon Lembitz (S&S Builders), Jeff Appleman (Aztec Construction) Larry Lembitz (Aztec Construction) Cailey Reiman (Reiman Corp) and Tom McLaughlan (Kehn Construction)**

**Black Hills Invitees: Aaron Hoff, Randy Thomas, Jason Hartman, Glen Thokle and Russ Penning**

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**1. Opening Remarks / Introductions**

- Black Hills project team was introduced to the bidders
- Brief Project Overview was provided

**2. Bidders Proposal Documents**

- Explanation was provided for bidders proposal pricing breakdown and the Ownership of the Project (58% Cheyenne Light, Fuel and Power Co. / 42% Black Hills Power, Inc.)
- Black Hills explained the invoicing requirements and how they need to be split up to match the percentage of each applicable Owner

- Black Hills noted that any reference to Commercial terms in the City of Cheyenne Specifications will not apply. Commercial terms are defined in the Contract Agreement provided with the RFP
- Insurance requirements were reviewed, including the requirement for the contractor to cover the first \$100K of the Owners Builders Risk policy deductible
- Contractors were reminded to complete the Supplier Diversity form included with the RFP
- Black Hills requested that both labor and equipment rates be included with the contractors proposal
- Black Hills reconfirmed that the proposal submitted by the contractors was to be a lump sum/fixed price contract. The contractor is to complete their own takeoff based on the drawings provided to substantiate the quantities provided by the engineer.
- Unit rates were requested for each line item and will be applied if there are changes to the contractor's scope of work.
- Industrial Siting reporting requirements were reviewed as well as monthly reporting requirements by the contractor. Reporting templates were provided in the RFP and are conditions of the Industrial Siting Permit
- Black Hills stressed to the contractors that they would need to implement local hiring preferences and procedures as defined in the Special Conditions
- Black Hills confirmed that the contractors are not to include a force account in their pricing
- Black Hills confirmed that the intent is to award this work by February 7<sup>th</sup>
- Contractors expressed concern with Liquidated Damages. Black Hills confirmed the contract allows adjustments to the schedule for unusual weather delays
- Contractors were advised to clarify in their proposal if they included substantial pricing impacts due to winter conditions

### **3. Technical Overview (Scope of Work)**

- Black Hills confirmed that AVI is the Engineer of Record for the Project
- All submittals for the project will be transmitted through AVI. The submittal process will be further defined with the selected bidder
- Contractor noted that there was not a line item in the quantities for survey. Black Hills confirmed that all survey requirements would be the responsibility of the contractor
- Black Hills confirmed that a future addendum would be issued to incorporate City comments into the bid documents. Erosion control plan and details would also be issued as part of that addendum

- Black Hills confirmed that all third party testing is the responsibility of the contractor and that testing requirements are included in the specifications
- Black Hills explained that the stormwater permit and plan will be obtained and completed by Black Hills and the contractor is responsible for installation of erosion control measures, required inspections and maintenance through the end of the contract
- Contractors requested information on utility crossings. Black Hills indicated that a CenturyLink fiber line/conduit would be installed in coordination with their work on the West end of the project
- Contractors inquired if a Geotechnical Report was available. Black Hills to confirm and provide in addendum
- Contractor inquired if a WDEQ Permit to Construct had been received by Black Hills. Black Hills to confirm submittal status with AVI. Contractor indicated permit has 90 day review period and could hold up the start of construction
  - Action response: AVI submitted this permit to WDEQ on behalf of BOPU on 1/2/13, and the review period is 60 days. AVI confirmed with WDEQ that this permit is currently in review by WDEQ, who will consult with BOPU for the technical review.

#### **4. Schedule**

- A complete review of the schedule provided in the RFP was completed
- Contractor will be required to coordinate with Black Hills civil contractor to allow access into the project site
- Contractors expressed concern with potential liquidated damages and the scheduled completion date due to weather concerns. Black Hills indicated the contract allows for adjustments due to unusual weather conditions

#### **5. Contractors Work and Staging Areas**

- Black Hills indicated that a laydown area would be designated for the contractor on Black Hills property just off of HR Ranch Rd. The contractor will be responsible to clear and grub the area and stockpile the topsoil. The topsoil will be spread on the area at completion and reseeded by contractor
- Black Hills confirmed that the contractor is not required to have an office trailer located on the project site

#### **6. General Site Requirements**

- Black Hills reviewed the DOR matrix in detail
- Security will be the sole responsibility of the contractor for their own material and equipment

- Internet and telephone hard lines will not be provided by Black Hills
- Lighting and water requirements for the contractor will be the responsibility of the contractor
- Black Hills indicated a potential water source for the contractor would be a hydrant approximately 2500 feet to the west of the site location of the access road into the plant. Cost of the water will be contractors responsibility
- Black Hills indicated that a 15 to 30 min safety orientation through Black Hills would be required for all craft employees on site employed by the Contractor
- Black Hills confirmed that all Contractors employees will require drug testing specifically for the project. Those details are outlined in SC34.1

## **7. Closing Remarks**

- Black Hills extended the bid due date to January 25<sup>th</sup>, 2013