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## PRE BID CONFERENCE

### AGENDA

Date:	<b>March 16, 2021</b>	Time:	<b>10:00 am</b>
Project:	<b>2020-016 Vaughn Road Sidewalk Improvements</b>		
Location:	<b>Via Zoom</b>		

Items of Discussion:

1. Introductions
  - a. City Engineer: *Todd Lambert*, [tlambert@burlingtonnc.gov](mailto:tlambert@burlingtonnc.gov)
  - b. Project Manager: *Arthur Felton*, [afelton@burlingtonnc.gov](mailto:afelton@burlingtonnc.gov)
  - c. CDBG Administrator: *Leigh Simms*, [lsims@burlingtonnc.gov](mailto:lsims@burlingtonnc.gov)
  
2. Project Description & Scope of Work
  - a. This project includes approximately 1950 LF of sidewalk (including crossings).
  
  - b. Contract period
 

Bid Due:        March 30 at 2:00 pm, Engineer’s Office. Bids must be delivered to the Engineering Office by 2pm. The bids opening will be via Zoom. The meeting link can be found on the Engineering webpage (<https://www.burlingtonnc.gov/1985/Contracting-Opportunities>)

Anticipated Date of Award:    April 5, 2021

Anticipated Date of Availability:    April 12, 2021 (or as soon as possible)

Date of Completion:                    1/7/2022 (270 days)

    7/11/2021 (90 days ICT 1)
  
3. Documents
  - a. Construction Drawings (Sheets 1-3)
  
  - b. Specifications and Proposal
  
  - c. Addenda (as published).
  
  - d. Technical Specifications (City of Burlington website-  
<https://www.burlingtonnc.gov/173/Specifications-and-Details>)
  
  - e. Permits – CDBG forms, certified payroll, wage interviews.

4. Insurance Requirements.
  - a. Contractors are to provide and maintain Liability and Builders Risk coverage
5. Safety
  - a. Contractors are to comply with all OSHA and City Safety requirements.
6. Bidding and Contract Requirements
  - a. Required Bid Submittals
    - i. Certification of Non-Collusion Affidavit (page 117-118 of Contract Documents)
    - ii. Completed Proposal. The Proposal shall contain an acknowledgment of receipt of all Addenda, the numbers and dates of which shall be listed. (page 119-121 of Contract Documents)
    - iii. Divestment Act Certification. (page 122 of Contract Documents)
    - iv. Contractor's Qualification Statement (page 123-125 of Contract Documents)
    - v. E-verify Affidavit (page 127 of Contract Documents)
    - vi. City of Burlington Contractor's Safety Information Checklist Form (page 138-139 of Contract Documents)
    - vii. Official CDBG Bid Form (page 159 of Contract Documents)
    - viii. Bid Bond (5% of bid, per page 5 and 119 of Contract Documents)
    - ix. No alterations in Bids, or in the printed forms, by erasures, interpolations, or otherwise will be acceptable unless each such alteration is signed or initialed by the Bidder; if initialed, Owner may require the Bidder to identify any alteration so initialed. Do not use "White Out" or similar product to make corrections.
    - x. Sales tax shall be estimated and will not be used in determining low bid. Only documented sales tax paid by the contractor shall be paid by the City, regardless of estimated amount.

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- b. Contract Requirements
- i. Contract/Agreement – Issued with Notice of Award for execution by the Contractor
  - ii. Certificate of Insurance
  - iii. Performance Bond & Payment Bond
  - iv. Copy of Contractor’s Safety Manual
7. Contractor Questions:
- a. Are there MWBE / DBE Goals: The City has an aspirational goal of 10% but does not have project specific goals. All DBE utilization should be documented with for tracking.
  - b. Are there testing requirements by the contractor: The city will be performed all required testing. The City will inspect forms prior to pouring. Form approval does not lessen the contractor from proper pour, placement, and finishes. All completed work must be ADA compliant.
8. Closing

The bidder is instructed to base his bid solely on the written information furnished with the original documents and all addenda issued. The bidder must not rely on verbal information. Please refer to the Specifications and Proposal, Section Instructions to Bidders, 5. Interpretations and Addenda, which states:

All questions about the meaning or intent of the Bidding Documents and the Contract Documents shall be submitted to Owner in writing. Interpretations or clarifications considered necessary by Engineer in response to such questions will be issued by Addenda, mailed or delivered to all parties recorded by Owner as having received the Bidding Documents. Only answers issued by Addenda will be binding. Oral and other interpretations or clarifications will be without legal effect.

Written questions may be submitted via email. The cutoff for questions shall be 5pm on March 23, 2021. Please submit questions to [tlambert@burlingtonnc.gov](mailto:tlambert@burlingtonnc.gov)