

PRE BID CONFERENCE

Minutes

Date:	March 23, 2021	Time:	10:00 am
Project:	2020-014 2" Waterline Replacement		
Location:	Via Zoom		

Items of Discussion:

1. Introductions
 - a. City Engineer: *Todd Lambert*, tlambert@burlingtonnc.gov
 - b. Project Manager: *Michael Lamping*, mlamping@burlingtonnc.gov

2. Project Description & Scope of Work
 - a. This project includes approximately 3200 LF of 6" waterline.

 - b. Contract period

Bid Due: April 6 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 9, 2021

Anticipated Date of Availability: May 6, 2021 (or as soon as possible)

Date of Completion: 3/2/2022 (300 days)
9/3/2021 (120 days ICT 1)

3. Documents
 - a. Construction Drawings (Sheets 1-8)

 - b. Specifications and Proposal

 - c. Addenda (as published).

 - d. Technical Specifications (City of Burlington website-
<https://www.burlingtonnc.gov/173/Specifications-and-Details>)

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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 119-120 of Contract Documents)
 - iii. Divestment Act Certification. (page 121 of Contract Documents)
 - iv. Contractor's Qualification Statement (page 122-124 of Contract Documents)
 - v. E-verify Affidavit (page 126 of Contract Documents)
 - vi. City of Burlington Contractor's Safety Information Checklist Form (page 138-139 of Contract Documents)
 - vii. Bid Bond (5% of bid, per page 5 and 119 of Contract Documents)
 - viii. 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.
 - ix. 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. Though the City is in the middle of revising some standards, the current published specifications and standards (with current specification’s addendums as published on the Engineering webpage) apply to this project.
 - b. The City will abandon / remove the 2” lines after the replacement project is complete.

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 30, 2021. Please submit questions to tlambert@burlingtonnc.gov