

## PRE BID CONFERENCE

### AGENDA

Date:	<b>February 15, 2022</b>	Time:	<b>10:00 am</b>
Project:	<b>2022-020 CDBG Melrose-Chandler-Apple Street 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)
  - d. CDBG Administrator: *Arisbett Smith*, [aasmith@burlingtonnc.gov](mailto:aasmith@burlingtonnc.gov)
  
2. Project Description & Scope of Work
  - a. This project includes approximately 1850 LF of sidewalk (including crossings). The project starts at intersection of Apple Street and Hampton Drive; the sidewalk runs with Apple Street, Chandler Avenue, and Melrose Drive. The project terminates at existing sidewalk near intersection of Melrose Drive and Sharp Road.
  
  - b. Contract period
 

Bid Due:            March 1 at 2:00 pm, Engineer’s Office. Bids must be delivered to the Engineering Office by 2pm. The bids opening will be in the Municipal Council Chambers, located at 425 S. Lexington Avenue, Burlington, NC 27215.

Anticipated Date of Award:            March 23, 2022

Anticipated Date of Availability:        March 30, 2022

Contract Completion:                    Total 270 days  
(90 days ICT 1)
  
3. Documents
  - a. Construction Drawings (Sheets 1-2)
  
  - b. Specifications and Proposal

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- c. Addenda (None at this time; will publish and send to all whom received original plans/bid documents).
  - 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 (Page 7)
  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. Bid Bond (5% of bid, per page 5 and 119 of Contract Documents)
      - iii. 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)
      - iv. Divestment Act Certification. (page 122 of Contract Documents)
      - v. Contractor’s Qualification Statement (page 123-125 of Contract Documents)
      - vi. List Material Suppliers & Subcontractors (Page 126)
      - vii. E-verify Affidavit (page 127 of Contract Documents)
      - viii. City of Burlington Contractor’s Safety Information Checklist Form (Page 138-139 of Contract Documents)
      - ix. Official CDBG Bid Form (page 165 of Contract Documents)

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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 & Answers:
- a. **Q:** Will water service adjustments be right behind meter box or all the way back to water main?  
**A:** Adjustments will be at the meter with minimal impacts possible.
  - b. **Q:** Statement in bid documents about erosion control items being placed as directed. Will erosion control be a change order if anything other than what we assume is needed for this project?  
**A:** Contractor is not required to present an erosion control plan as this site does not require an erosion permit; however, the contractor is required to prevent any and all sediment from leaving site. Erosion Control pay item includes all erosion control measures mentioned and/or called out on plans and any items required to prevent sediment from leaving the work area based on the contractor's operations.
  - c. **Q:** Are plans and specs available on city website? If addendums come up will they be made available?  
**A:** No, contractor needs to provide email address to Todd Lambert @ ([tlambert@burlingtonnc.gov](mailto:tlambert@burlingtonnc.gov)); bid documents and plans will be sent to that email address at no charge. Yes, all addendums will be sent out to contractors whom received the original plans and bid documents. Addendums will also be placed on website.
8. Note:
- a. Taxes: 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.
  - b. Special Provisions: Provided for a pay item specific to this contract. In place of standard specification or where standard is not adequate or unavailable.

c. CDBG

- i. See applicable documents within Appendix.
- ii. There are deadlines associated with use of CDBG funding.

d. Request for Additional Bid Information:

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. Please submit questions to [tlambert@burlingtonnc.gov](mailto:tlambert@burlingtonnc.gov) or [afelton@BurlingtonNC.gov](mailto:afelton@BurlingtonNC.gov)