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## PRE-BID CONFERENCE

### AGENDA

Date:	<b>February 22, 2022</b>	Time:	<b>10:00 am</b>
Project:	<b>2022-021 CDBG North Park Walking Trail Addition</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: *Arisbett Smith*, [aasmith@burlingtonnc.gov](mailto:aasmith@burlingtonnc.gov)

**2. Project Location and Description**

- a. Project includes approximately 1200 LF of asphalt paved walking trail with an additional 570 LF of paving of existing roadway.
  - i. Access from Sharp Road & off Ross Street to North Park Road.

**3. Bid Requirements**

- a. Due Date
  - i. By March 8 at 2:00 PM, bid must be delivered to the “Engineering Municipal Office” located at:  
425 S. Lexington Avenue  
Burlington, NC 27215
  - ii. The bids opening will be at 2PM in the Municipal Council Chambers, located at the same address.
- b. Instructions to Bidders (pg. 10-13)
  - i. Bids must be in sealed envelope labeled with contract name & number; envelope must also have contractors name, address, and license number displayed. (pg. 11)
  - ii. Bidder Submittals
    - 1. Non-Collusion Affidavit (pg. 117-118)
    - 2. Proposal (pg. 119-121)
      - a. Base bid total determines lowest bidder. Taxes (See pg. 8-9 & pg. 89-90) may be estimated, and taxes do not calculate with bid price. Tax amount will not be part of calculation to determine the low bid. Taxes will only be paid per receipts provided.
    - b. Acknowledgement of Addendums (pg. 121)
      - i. Addendum 1 \_ Added sheet 4 to drawing set

- ii. As with addendum 1: Any additional addendums will publish on website and sent to all contractors on the bid document/plan holders list.
- c. Special Provisions (pg. 146): Provided for a pay item specific to this contract in place of or in conjunction with existing standard specification. Clarity is found within the special provision.
- 3. Divestment Act Certification (pg. 122)
- 4. Qualification Statement (pg. 123-125)
- 5. List of Suppliers & Subcontractors (pg. 126)
- 6. Bid Bond (pg. 133)
- 7. Contractor's Safety Information Checklist Form (pg. 139-140)
- 8. Official CDBG Bid Form (pg. 157)

#### **4. Contract Requirements**

- a. Bid requirements satisfied
- b. Review Standard General Conditions (pg. 14-81)
- c. Review Supplemental General Conditions (pg. 82-86)
  - i. Anticipated Date of Availability \_ April 6, 2022
  - ii. Total Completion Time \_ 240 calendar day
- d. COB Supplemental General Provisions (pg. 87-115)
  - i. Contract Time & Intermediate Contract Time #1 (pg. 95)
    - 1. 60 days to complete all activities except activities related to planting; an additional 180 days is available for planting related activities.
- e. Upon Receiving Notice of Award be prepared to Submit
  - i. Proof of Liability Insurance (pg. 7)
  - ii. E-Verify Compliance Affidavit (pg.127-128)
  - iii. Power of Attorney (pg. 132)
  - iv. Performance & Payment Bond (pg. 134-137)
- f. CDBG Compliance
  - i. Appendix (pg. 156)
    - 1. Forms
    - 2. Federal Labor Provisions/ HUD
    - 3. Wage Worksheet
    - 4. Minimum wage rates are subject to the Davis-Bacon Act. Rates given

#### **5. Scope of Work**

- a. Scope work is basically itemized on the proposal.

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- b. Note details & reference drawings are not given in drawing set but are available for your review, see page 11 as follows:
    - i. City of Burlington Engineering Specifications and Standards can be found: (pg. 11) <http://www.ci.burlington.nc.us/173/Specifications-and-Details>
    - ii. January 2018 Edition of the North Carolina Department of Transportation “Standard Specifications for Roads and Structures” and “Roadway Standard Drawings” can be found on NCDOT website.
  - c. Significant earthwork may be required to keep proposed trail in ADA compliance of not to exceeding 5% slope. (Does not apply to existing road to be paved)
  - d. Retaining wall height is limited to 2 feet.
  - e. Erosion Control: Portions of the trail is running adjacent to a creek; the contractor is required to prevent any and all sediment from leaving site. As the disturbed area is less than an acre, an erosion control permit & plan is not required, but be mindful of the creek. Include whatever measures necessary to prevent sediment from leaving the site within the erosion control pay item.

**6. Contractor Questions and Answers**

- a. None

**7. Request for Additional Bid Information**

- a. 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)