

PRE-BID CONFERENCE MINUTES

AGENDA

Date:	March 15, 2022	Time:	3:30PM
Project:	CDBG Ruby Lane Natural Trail (2022-019)		
Location:	On Site at Ruby Lane		

Items of Discussion:

1. Introductions

- a. City Engineer: *Todd Lambert*, tlambert@burlingtonnc.gov
- b. Project Manager: *Arthur Felton*, afelton@burlingtonnc.gov

1. Bid Requirements

a. Due Date

- i. By March 22 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 (*Checked at Bid Opening*)
 - 1. Non-Collusion Affidavit (pg. 117-118)
 - 2. Proposal with “Acknowledgement of Addendums” (pg. 119-121)
 - 3. Divestment Act Certification (pg. 122)
 - 4. E-verify Affidavit (page 127)
- iii. Additional Submittals
 - 1. Qualification Statement (pg. 123-125)
 - 2. List of Suppliers & Subcontractors (pg. 126)
 - 3. Contractor’s Safety Information Checklist Form with handbook (pg. 139-140)
 - 4. Official CDBG Bid Form (pg. 151)

c. Bidder Note:

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- i. Proposal (pg. 119-121)
 1. Base bid total determines lowest bidder.
 2. 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.
 3. Acknowledgement of Addendums_ Not applicable to date on this project (pg. 121)
 - a. Any additional addendums will publish on website and sent to all contractors on the bid document/plan holders list.
 4. Special Provisions (pg. 146): Provided for a pay item specific to this contract in place of or in conjunction with existing standard specification. Note: Special provision provided for all pay items in this contract.

2. Contract Requirements

- a. Review Standard General Conditions (pg. 14-81)
- b. Review Supplemental General Conditions (pg. 82-86)
 - i. Anticipated Date of Availability _ April 19, 2022
 - ii. Total Completion Time _ 60 calendar day
- c. COB Supplemental General Provisions (pg. 87-115)
 - i. Contract Time & Intermediate Contract Time #1 (pg. 95)
 1. 60 days to complete all activities no activities related to planting are include with this contract.
- d. Upon Receiving Notice of Award be prepared to Submit
 - i. Proof of Liability Insurance (pg. 7)
 - ii. Power of Attorney (pg. 132)
 - iii. Performance & Payment Bond (pg. 134-137)
- e. CDBG Compliance per Funding
 - i. Appendix (pg. 150)
 1. Forms
 2. Federal Labor Provisions/ HUD
 3. Wage Worksheet
 4. Minimum wage rates are subject to the Davis-Bacon Act. Rates given.

3. Project Description & Scope of Work

- a. Access to property will be entirely form Ruby Lane.

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- b. This project includes approximately 1800 LF of natural trail (See note 11). The project starts at southern end of Ruby Lane and terminates at existing Haw River Trail. (See itemized proposal)
 - i. Minimal Concrete removal and installation at Ruby Lane
 - ii. Clear a space approximately 12' wide; shred vegetation in place (See note 12).
 - iii. Place surge stone & overlay with smaller (57) stone at two channel crossing locations. (See Section B-B')
 - c. Special Provisions and Details by Reference refer to Specifications and Standard Drawings applicable to project. These documents 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.
- 4. Project Walk with Contractor Questions & Answers:**
- a. Q: Must ADA requirements be met on this project.
 - i. A: ADA requirement are not applicable on natural walking trails. No improvements or grading will be done to subgrade.
- 5. 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 or afelton@BurlingtonNC.gov