

Attachment 1

To: Pre-Bid Conference Attendees and Plan holders

From: Craig A Midgett, EI
City of Greenville PWD

Subject: **2017 Street Resurfacing Project, Pre-bid Minutes**

Date: March 7, 2017

On Wednesday, April 22, 2017 at 10:00 a.m., a Pre-bid conference for the referenced project was held at the Public Works Department Conference Room at 1500 Beatty Street, Greenville, NC. Those in attendance were as follows:

Craig A Midgett - COG
Lynn Raynor – COG
Scott Godefroy - COG
Denisha Harris – COG
Ferdinand A. Rouse – COG
Brent Caudle – Barnhill Contracting
Robert Byrd – ST Wooten

The following items were discussed during the meeting.

MEETING ITEMS

1. Welcome
 - a. Attendance Sheet
 - b. **Pre-bid conference not mandatory**
 - c. Introductions

2. Legal Requirements
 - a. Bonds/Insurance Certificates – Bid Bond, Payment/Performance Bonds/Insurance Certificate
 - b. MWBE Requirements/**submittal with Bids** – All MWBE subcontractors must be HUB certified. For assistance or more information contact Ferdinand Rouse 252-329-4462, frouse@greenvillenc.gov
 - c. Non-collusion Affidavit/E-Verify Affidavit/Iran Divestment Act

3. Project Data
 - a. Description – The Street Resurfacing work will consist of milling approximately 203,000 square yards of existing asphalt pavement, placing approximately 21,000 tons of Asphalt Concrete Surface Course, Type S 9.5B, 7,100 SY of Asphalt Concrete Base

repairs/patching, ADA improvements, and making necessary adjustments to valves and manholes. The Project also includes the placement of thermoplastic pavement markings on several streets as well as signal loop modifications/replacement with associated equipment. The Contractor will install improvements on City of Greenville and NCDOT Rights of Way and will be subject to their associated standards and specifications. A portion of the work must be performed at night.

- b. Liquidated Damages - **\$500/day**.
- c. Contract Award – Lowest responsive responsible bidder. Lowest bidder will be required to provide references and financial records, which the City will check prior to moving forward with award. See page IB-1, paragraph (3) in the Instructions to Bidders.
- d. Contract Completion Time is **75 Calendar Days from Notice to Proceed date**.
- e. Contractor is responsible for any necessary surveying, including documentation of existing pavement markings prior to obliteration
- f. Working Hours:
 - i. Normal Working Hours are 8am-5pm, Monday through Friday. Bidders should bid the project for all work to be completed during these times due to the proximity to residences, except as noted below.
 - ii. PSP-1. Work on W Arlington Blvd shall take place between the hours of 7pm and 7am. (Contract lists streets from previous contracts. Please disregard Medical Dr, Beasley Dr and WH Smith.)
- g. Contractor shall provide 48 hour notice to the City cancelling nighttime operations. Failure to provide this notice shall require the Contractor to reimburse the City for an 8-hour workday at the Inspector's pay rate, including fringe benefits, and shall be deducted on the next partial pay estimate. Exception to this shall be cancellation of nighttime work due to inclement weather as outlined in the contract documents. Hourly Inspector rate is \$40/hr.
- h. Traffic Control – reasonable access to residences and businesses must be maintained. Contractor will be required to provide traffic control plan/construction phasing for each street being resurfaced at the time of the pre-construction meeting.
- i. PSP – 2: Most streets have on-street parking for residents and/or patrons. Streets with on-street parking that are intended to be milled and resurfaced must be signed "No Parking" at least 72 hours in advance of work commencing. It will be the responsibility of the contractor to obtain and install these signs according to his schedule.
- j. PSP – 5: for daytime operations, any placement of asphalt not started prior to 1pm shall be suspended for the day.
- k. PSP – 6: Public Relations. Contractor shall place "door knockers" at affected residences at least 24 hours in advance of paving operations.
- l. Please omit from page NA-1 "Award is based upon award of the base bid only for an amount not to exceed \$1,000,000."
- m. While paving W Arlington Blvd, mill and place fresh asphalt up to the edge of travel lane on Memorial Blvd.
- n. While paving Elm St, mill and place fresh asphalt up to the edge of travel lane of all cross streets whose crown run normal to Elm St.
- o. Please schedule so that York Rd is the final street resurfaced.
- p. An addendum will be sent out March 7, 2017 with pre-bid minutes and any requests for information received.

- q. **Bid date –Wednesday, March 15, 2017 at 2:00 PM, 1500 Beatty St. Be sure to include all required documents with bids. (Bid Form, Bid Security, Non-Collusion Affidavit, E-verify Affidavit)**

- 4. Contact – Craig A Midgett, EI, CE I, 252-329-4474, cmidgett@greenvillenc.gov
Ferdinand Rouse, MWBE Coordinator, 252-329-4462, frouse@greenvillenc.gov

- 5. Questions/Comments
 - a. Any truck drivers used as a subcontractor for purposes of the project must be HUB certified by time of Bid Opening.
 - b. On roads with a heavy traffic volume requiring deep patch are to be milled 1.75”.
 - c. The Pre-Construction meeting and contract administration will be conducted by the COG’s representative, SEPI Engineering.
 - d. Please add lighting for work on W Arlington Blvd, which is to be conducted at night,. Also, implement variable message boards for traffic control. COG will add to Bid Item List as Bid Items.
 - e. COG will allow a previously approved by NCDOT Sakrete, or similar, concrete instead of Class B concrete for castings.
 - f. All concrete and signal work to be completed during daylight hours.
 - g. Wavetronix and FLIR equipment and installation will be added to the bid list.
 - h. Coordinate with GUC any new castings to be replaced. Acquire new castings from GUC.

The above is the author’s interpretation of the items discussed during the meeting and shall be incorporated by addendum into the contract documents.