

Attachment 1

To: Pre-Bid Conference Attendees and Plan holders

From: Brandon Rountree, CE I
City of Greenville Engineering Department

Subject: **2021 Street Resurfacing Project, Pre-bid Minutes**

Date: December 2, 2020

On Tuesday, December 1st, 2020 at 2:00 p.m., a Pre-bid conference for the referenced project was held on Zoom. Those in attendance were as follows:

Lynn Raynor - COG
Brandon Rountree – COG
Denisha Harris – COG
John Wolf – SEPI
Greg Mulder – SEPI
Rodney Cole – ST Wooten
Brian Johnson – LMJ

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. 5% Bid Bond Required **submittal with Bid**
 - c. MWBE Requirements/**submittal with Bid**
3. Project Data
 - a. Description – The Street Resurfacing work will consist of full & edge milling of approximately 75,518 square yards of existing asphalt pavement, placing approximately 8,640 tons of Asphalt Concrete Surface Course, Type S 9.5C, 970 tons of Asphalt Concrete Base repairs/patching, ADA improvements, curb and gutter repairs, and making necessary adjustments to valves and manholes. The Project also includes the placement of thermoplastic & temporary pavement markings on several street. The Contractor will install improvements on City of Greenville and NCDOT Rights of Way and will be subject to NCDOT associated standards and specifications.
 - b. Milling – note some streets are identified to be 4' edge milling.

- c. Asphalt Concrete Base Repairs/patching – Some areas will be marked, some will be assessed after milling.
- d. Liquidated Damages - **\$500/day**.
- e. 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.
- f. Contract Completion Time is as follows:
 - Base Bid – **120 Calendar Days from Notice to Proceed date**.
- g. Contractor is responsible for any necessary surveying, including documentation of existing pavement markings prior to obliteration
- h. Working Hours:
 - Normal Working Hours are 8am-5pm. Bidders should bid the project for all work to be completed during these times due to the proximity to residences, except as noted below.
 - Must get Engineers approval for any time outside of normal working hours & days.
 - Engineer will have the ability to change working hours depending on location of work and/or any special circumstances.
- i. Work operations on 1st Street & Cotanche Street will have to be handled after **April 12th, 2021**. This is to avoid as much ECU student traffic as possible.
- j. PSP – 1: Addressed streets will be scheduled as last in the contract. Add to that list is Cotanche Street. All 3 streets will be scheduled last in operations to help avoid as much school operations as possible.
- k. PSP – 2: Most streets have on-street parking for residents. 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. Contact Brandon Rountree – Engineer 1 with acquiring these signs. All signs must be returned for final to be accepted.
- l. PSP – 6:
 - For daytime operations, any placement of asphalt not started prior to 1:00 PM shall be suspended for the day.
 - For nighttime operations, any placement of asphalt not started prior to 5:00 AM shall be suspended for that operational period.
- m. PSP – 7: Public Relations. Contractor shall place “door knockers” at affected residences at least 24 hours in advance of paving operations.
 - Knockers will submitted to Engineer for review and acceptance
- n. An addendum will be sent out with pre-bid minutes and any requests for information received.
 - **12/09/2020** will be cut off date for submitted questions after Pre-Bid Meeting. Then an Amendment will be address before Bid Date with all questions answered.
- o. 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.
- p. **Bid date –Wednesday, December 16, 2020 at 2:00 PM, 1500 Beatty St. Be sure to include all required documents with bids. (Bid Form, Bid Security, Non-Collusion Affidavit, MWBE documentation)**

4. Contact –
Brandon Rountree, CE I, 252-329-4474, brountree@greenvillenc.gov
Denisha Harris, Financial Service Manager, 252-329-4862, DHarris@greenvillenc.gov

5. Questions

Answers to Questions during Pre Bid Meeting

Supplementary Conditions Item #10 for Testing Allowance Removed from the Contract. Testing will be done through SEPI Inspection

No night work should be on this project.

Concrete Work shall be done before paving operations on that street.

Refer to quantities in bid list as totals, do not refer to street list for quantities.

Mill and pave around radius on side streets.

Shoulder Borrow line item used if needed on roads that require should borrow build up shoulder. Use as provided in detail in the contract unit item description.

Bid meeting will be held via Zoom. Details included below.

**Topic: 2021 Street Resurfacing Bid Opening
Time: Dec 16, 2020 02:00 PM Eastern Time (US and Canada)**

**Join Zoom Meeting
<https://zoom.us/j/91095729987?pwd=VERzL2pmemcyRUdhM0FhYnZsajNQdz09>**

**Meeting ID: 910 9572 9987
Passcode: 205783
One tap mobile
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**Meeting ID: 910 9572 9987
Find your local number: <https://zoom.us/u/aeEzdBA1Rn>**

City of Greenville Engineering Dept.
2021 Resurfacing
PRE-BID MEETING
December 1, 2020 at 2:00 P.M., PWD Conference Room

NAME	COMPANY	PHONE	EMAIL
Brandon Rountree	City of Greenville	252-329-4474	brountree@greenvillenc.gov
John Wolf	SEPC	919-820-1969	johnwolf@sepiinc.com
GREG MULDER	SEPI	252-325-4306	GMULDER@SEPIINC.COM
Jeremy Whitehurst	Barnhill	252-824-8211	Jeremy@barnhillcontracting.com
Rodney Cole	Stwooten	252-714-2689	Rodney.Cole@Stwooten.com
Denisha Harris	COB	252-329-4862	DP DHarris@greenvillenc.gov
Lynn Raynor	COB	252-329-4620	LRaynor@greenvillenc.gov
Brian Johnson	LMI	910-759-0310	b.johnsonlmi@gmail.com