



MEMORANDUM

TO: Attendees and Planholders

FROM: Carl Smith, E.I.
Durk Tyson, P.E.

SUBJECT: Pre-Bid Conference Minutes
Greenville Utilities Commission / Compressed Natural Gas Fueling Station
Site Work Contract

DATE: February 25, 2015

A Pre-Bid Conference for the subject project was held in the Engineering Center Conference Room of Greenville Utilities Commission at 801 Mumford Road, Greenville, NC 27834 on Tuesday, February 24, 2015 at 10:00 a.m. Attendance was documented on a sign-in sheet, a copy of which is attached to this memorandum.

Following the welcome and introductions, the Carl Smith provided a short project overview, and shared the following information with the attendees based on items and particulars the Engineer believed notable to potential Bidders:

- Although Greenville Utilities will make a sincere effort to answer all questions to the best of their ability, Bidders are reminded to rely only on written information contained in the Contract Documents and Addenda.
- Attendance at the Pre-Bid Conference is mandatory. Minutes of the Pre-Bid will be prepared and issued to all plan holders as a part of Addendum No. 1.
- Bids will be received on Tuesday, March 10, 2015 at 10:00 a.m., in the same location as the Pre-Bid Conference (Engineering Center Conference Room at 801 Mumford Road, Greenville, NC 27834). Refer to the Notice to Bidders for details on submitting the Bid.
- Upon receipt of satisfactory bids, Greenville Utilities expects to immediately proceed with awarding the contract and proceeding with construction. The contract time limit for this project will be 120 consecutive calendar days and liquidated damages are set at \$1,000.00 per calendar day.
- Questions that arise prior to opening of bids should be directed in writing to Greenville Utilities. They may be faxed or emailed to Carl Smith (smithch@guc.com).
- The contract will be a single prime, lump sum contract with a unit price item for excavated material differing from 600 cubic yards. The unit price for the Base Bid shall be used as an

add/deduct for adjustment of costs based upon the actual amount of material excavated and disposed of off-site.

- The proposal also contains an alternate that consists of substituting concrete paving for the bituminous pavement that is included in the base bid. The price for the Alternate Bid shall be used as an add/deduct to the Base Bid.
- Bid bond or Bid deposit in an amount equal to not less than five percent (5%) of the proposal **is required**.
- Performance bond and payment bond **are required**.
- Properly completed and executed Bid Proposal Package with original signatures and seals, is required.
- Compliance with the Greenville Utilities Commission M/WBE Program is required. The appropriate completed MB forms must be submitted with the bid.
- Bidders must hold a current license from the North Carolina Licensing Board for General Contractors with a classification in Highway, or Unclassified.
- Greenville Utilities Commission will be assuming the duties of the Engineer during the bidding and construction phases of this project.
- The scope of the project generally includes:
 - Grading and drainage.
 - Concrete curb and gutter.
 - Asphalt pavement (or concrete pavement is Add Alternate is accepted).
 - Landscape improvements.

After the engineer concluded his presentation, the floor was opened for questions:

- Who is responsible for testing? Testing services for materials qualification shall be responsibility of the Contractor. Testing services for field quality control will be paid for by the Owner (refer to Section 014000 and Addendum No. 1).
- Who is responsible for construction surveying? Contractor shall be responsible for employing a Professional Land Surveyor to perform layout services (refer to Section 010100 and Addendum No. 1).
- On Sheet C1, the work by Jones & Frank includes 13 bollards but the plans show 31 bollards. Who is responsible for the additional bollards? All bollards are by Jones and Frank (refer to Addendum No. 1).
- The work by Jones & Frank includes the concrete pad under the canopy. What about the rest of the site? All of the remaining driving surfaces will be bituminous pavement (or

concrete if the Alternate Bid is accepted) and are the responsibility of the Site Work contractor.

- The detail sheet includes a detail for 2'-6" and 2'-0" curb & gutter. What sized curb will be required for this project? All curb and gutter on this project will be 2'-0" (refer to Addendum No. 1).
- Are any pavement markings (arrows, stop bars, etc.) and sidewalks required? There are no proposed pavement markings or sidewalks on this project.
- What are the requirements for topsoil? Section 329300-3 contains the requirements for use of existing and imported topsoil.
- When is the site construction planning to start? Once a contractor is selected, GUC anticipates work to start immediately when a contract is executed.
- Since the site work will require coordination with work by Jones & Frank; the following DRAFT milestones have been provided for the Site Contractor's information:
 - Mobilization 05/11/2015
 - Pour equipment pads and canopy foundations 05/20/2015
 - Major equipment delivery 06/03/2015
 - Pour pad under canopy 07/01/2015
 - First day of operation 08/03/2015
- The concrete paving section does not show any reinforcing and it's not mentioned in the specs for concrete paving. Is any reinforcing required? Reinforcing is not required for the concrete paving alternate bid (refer to Section 4.6 in the Geotechnical Engineering Report).
- The specifications list a one year warranty on landscaping. Considering the project schedule of the station being completed mid-summer, and the site will not have irrigation; would it be acceptable to plant vegetation when it is seasonally appropriate? If possible the contractor should seek to plant the perimeter site vegetation before summer with the vegetation closest to the compound delayed until seasonally appropriate; however, if the work sequence doesn't allow this, all landscaping may be delayed until seasonally appropriate.
- Is the planned Station expansion area to be graded? This area should be graded to slope from the proposed pavement to the proposed swale.
- Can the contractor opt not to bid on the concrete paving? The asphalt paving is included in the base bid. The concrete paving is an alternate and will be treated as such if the contractor chooses not to bid.
- At what point does Jones & Frank want the stone base installed? It would be best to install the stone base after the conduits are installed.
- Meeting was adjourned at 10:40 AM.

PRE-BID MEETING
Tuesday, February 24, 2015 @ 10:00 AM

OWNER: Greenville Utilities Commission
PROJECT: Compressed Natural Gas Fueling Station
CONTRACT: Site Work
MEETING LOCATION: 801 Mumford Road
Greenville, NC 27834

<u>Name</u>	<u>Affiliation</u>	<u>Telephone</u>	<u>Email Address</u>
Carl Smith, E.I.	Greenville Utilities Commission	(252) 551-1492	smithch@guc.com
Durk Tyson, P.E.	Greenville Utilities Commission	(252) 551-2048	tysonfd@guc.com
Paul Heatherington	S.T. Wooten	(919) 437-2319	paul.heatherington@stwcorm.com
Rodney Cole	E.R. Lewis Construction	(252) 321-1101	rcole@erlewisconstruction.com
<u>Conference Call</u>			
Eric Lockhart	Jones & Frank	(919) 268-6382	elockhart@jones-frank.com
Blake Bammer	Jones & Frank	(919) 480-7221	bbammer@jones-frank.com