



ADDENDUM #2
ITB NUMBER: 2015021-PW-B
Carlton Street Improvements ITB

DATE: January 30, 2015

TO: All Potential Bidders

City of Harrisonburg's Carlton Street Improvements ITB, is modified as follows:

Attached are clarifications, questions and answers, and other additional materials from the Mandatory Pre-Bid Meeting for this ITB on Tuesday, January 27, 2015.

All other requirements, terms and conditions of the ITB remain unchanged.

Addendum page must be signed and returned with your bid to acknowledge receipt of this addendum.

Authorized Signature

By: Pat Hilliard, CPPB
Procurement Manager

Addendum #2

ITB NUMBER: 2015021-PW-B

Project Number: U000-115-R32, UPC103008

Carlton Street Improvement Project

DATE: January 30, 2015

TO: All Potential Bidders

City of Harrisonburg's Carlton Street Improvement Project ITB, is modified as follows:

1. *Section 105.19, Submission and Disposition of Claims*, of the VDOT Road and Bridge Specifications shall be replaced with the attachment to this Addendum.
2. Portable Changeable Message Sign – Contractor should follow the specifications included in the Project Manual. The Contractor may submit specifications for prior to the last date for questions (Feb. 3, 2015 at 12:00 PM EST) and the City will review and send out an addendum stating whether that specification meets our requirements.
3. In "Instructions to Bidders" number 3 letter E, the Non-Collusion Affidavit Form 0304, has been added as a requirement for a responsive bid.
4. It is the responsibility of the Contractor to apply for a Land Disturbing Permit for the project. The application can be found at www.harrisonburgva.gov/site-development. The City will be the "OWNER". The City is working on obtaining the necessary plan approval for stormwater permits. It will be the responsibility of the Contractor to apply for these permits.
5. Street Print shall be TrafficPatternsXD (previously called StreetPrint XD) or equivalent from other supplier. Pattern shall be diagonal herringbone. Color shall be Colonial Brick.
<http://www.ennisflint.com/Products/TrafficScapes/TrafficPatternsXD>
6. Just a reminder that the tennis court entrance must be relocated prior to the closing of Carlton Street in Phase 1.
7. On Sheet IJ(4), Temporary Traffic Control – Phase 1, the note shall be changed to read "Parking area up to base asphalt to be opened prior to **August 14, 2015.**"

105.19 - Submission and Disposition of Claims (City Revision 1-21-15)

Early or prior knowledge by the City of Harrisonburg of an existing or impending claim for damages could alter the plans, scheduling, or other action of the City of Harrisonburg or result in mitigation or elimination of the effect of the act objected to by the Contractor. Therefore, a written statement describing the act of omission or commission by the City of Harrisonburg or its agents that allegedly caused damage to the Contractor and the nature of the claimed damage shall be submitted to the Project Manager at the time of each and every occurrence, but in no event later than 30 days, that the Contractor feels gives it the right to make a claim or prior to the beginning of the work upon which a claim and any subsequent action will be based. The written statement shall clearly inform the City of Harrisonburg that it is a "notice of intent to file a claim." If such damage is deemed certain in the opinion of the Contractor to result from his acting on an order from the Project Manager, he shall immediately, take written exception to the order. In the event that the City does not take action on a claim within 30 days, the claim shall be deemed denied. Submission of a notice of intent to file a claim as specified shall be mandatory. Failure to submit such notice of intent shall be a conclusive waiver to such claim for damages by the Contractor. An oral notice or statement will not be sufficient nor will a notice or statement after the event.

In addition, at the time of each and every occurrence that the Contractor feels gives it the right to make a claim or prior to beginning the work upon which a claim and any subsequent action will be based, the Contractor shall furnish the Project Manager an itemized list of materials, equipment, and labor for which additional compensation will be claimed. Only actual cost for materials, labor and equipment will be considered. The Contractor shall afford the Project Manager every facility for keeping an actual cost record of the work. The Contractor and the Project Manager shall compare records and bring them into agreement at the end of each day. Failure on the part of the Contractor to afford the Project Manager proper facilities for keeping a record of actual costs will constitute a waiver of a claim for such extra compensation except to the extent that it is substantiated by the City of Harrisonburg's records. The filing of such notice of intent by the Contractor and the keeping of cost records by the Project Manager shall in no way establish the validity of a claim.

Upon completion of the Contract, the Contractor may, within 60 days after the final payment date established by the City of Harrisonburg pursuant to Virginia Code, §2.2-4363, deliver to the City of Harrisonburg a written claim, which must be a signed original claim document along with three legible copies of the claim document, for the amount he deems he is entitled to under the Contract. For the purpose of this Section, the final payment date shall be that date set forth in a letter from the City of Harrisonburg to the Contractor sent by certified mail and shall be considered as the date of notification of the City of Harrisonburg's final payment. Regardless of the manner of delivery of the claim, the City of Harrisonburg must receive and have physical possession of the Contractor's written claim within the 60 day period that commences with the final estimate date. Submittals received by the City of Harrisonburg either before the final payment date or after the 60 day period shall not have standing as a claim. The claim shall set forth the facts upon which the claim is based. The Contractor shall include all pertinent data and correspondence that may substantiate the claim. Only actual cost for materials, labor and equipment will be considered. If the Contractor makes a claim, the City of Harrisonburg shall have the right, at its expense, to review and copy all of the Contractor's project files and documents, both electronic and paper, for use in analyzing the claim. Within 90 days from the receipt of the claim, the City of Harrisonburg will make an investigation and notify the Contractor by certified mail of its decision. However, by mutual agreement, the City of Harrisonburg and Contractor may extend the 90-day period for another 30 days.

If the Contractor is dissatisfied with the decision, he shall notify the City Manager in writing within 30 days from receipt of the City of Harrisonburg's decision that he desires to appear before him, whether in person or through counsel, and present additional facts and arguments in support of his claim. The City Manager will schedule and meet with the Contractor within 30 days after receiving the request. However,

the City Manager and Contractor, by mutual agreement, may schedule the meeting to be held after 30 days but before the 60th day from the receipt of the Contractor's written request. Within 45 days from the date of the meeting, the City Manager will investigate the claim, including the additional facts presented, and notify the Contractor in writing of his decision. However, the City Manager and Contractor, by mutual agreement, may extend the 45-day period for another 30 days. If the City Manager deems that all or any portion of a claim is valid, he shall have the authority to negotiate a settlement with the Contractor subject to any approvals required by the *Code of Virginia* and Harrisonburg City Code. Any monies that become payable as the result of claim settlement after payment of the final estimate will not be subject to payment of interest unless such payment is specified as a condition of the claim settlement.

The Contractor shall submit a certification with any claim using the following format:

Pursuant to *Code of Virginia*, I hereby certify that this contract claim submission for City of Harrisonburg Project in County, Virginia is a true and accurate representation of additional costs and/or delays incurred by (name of Contractor) in the performance of the required contract work. Any statements made, and known to be false, shall be considered a violation of the Virginia Governmental Frauds Act §18.2-498.1 to 18.2-498.5, punishable as allowed by the Virginia Code for a Class 6 Felony.

(Company)

By:

As officer or duly appointed agent of (Company)

Title:

Date:

State Of:

City/County of, To-Wit:

I, the undersigned, a Notary Public in and for the City/ County and State aforesaid, do hereby certify that , whose name is signed to the foregoing instrument, bearing date of the day of , 20 , has this day acknowledged the same before me in my City/ County and State aforesaid.

Given under my hand this day of , 20 .

Notary Public:

My commission expires:

Claims submitted during the statutory period for submitting contract claims and submitted without the certification described above shall not have standing as a claim and shall not be considered by the City of Harrisonburg.

Carlton Street Improvement Proj. #:U000-115-R32

PRE-BID ORIENTATION

REQUIRED RESPONSIVE BID FORMS

- × Signed Cover Sheet
- × Bid Form
- × Bid Tab
- × Bid Security
- × Contractor Eligibility & Registration
- × State Corporation Commission Registration
- × Non-Collusion Affidavit
- × Form C-48 Subcontractor/Supplier Solicitation & Utilization
- × Copy of VDOT Certification of Qualifications
- × Insurance Requirements for the City of Harrisonburg
- × Signed Addenda, if applicable

Failure to provide ALL forms will make the bid unresponsive.

****All subcontractors shall be pre-qualified by VDOT for all pre-qualifiable trades.**

C-48 SUBCONTRACTOR/SUPPLIER SOLICITATION & UTILIZATION

- ✘ ALL bidders shall complete this form.
- ✘ This form represents utilization/non-utilization of the firms solicited for work on the project.
- ✘ Please list the subcontractor/supplier, telephone number and whether they are DBE or not.
- ✘ Please indicated whether they are being utilized or not for this project.
- ✘ This form should be a complete list of suppliers/subcontractors.

Form C-48
Rev. 2-23-11
City Rev. 12-20-12

0305 COMMONWEALTH OF VIRGINIA
DEPARTMENT OF TRANSPORTATION
SUBCONTRACTOR/SUPPLIER SOLICITATION
AND UTILIZATION FORM (ALL BIDDERS)

PROJECT NO. 0033-450-229 CONTRACT I.D. NO. _____

PHWA NO. HSP-5115(194) DATE SUBMITTED _____

All bidders, including DBEs bidding as Prime Contractors, shall complete and submit the following information as requested as part of the bid submitted.

The bidder certifies this form accurately represents its solicitation and utilization or non-utilization, as indicated, of the firms listed below for performance of work on this contract. The bidder also certifies he/she has had direct contact with the named firms regarding participation on this project.

BIDDER _____ SIGNATURE _____

TITLE _____

SUBCONTRACTOR/SUPPLIER SOLICITATION AND UTILIZATION (ALL)

VENDOR NUMBER	NAME OF SUBCONTRACTOR/SUPPLIER	TELEPHONE NUMBER	DBE OR NON-DBE	UTILIZED (Y/N)
	Superior Concrete		Non	Y
	Frazier Quarry		non	y
	XYZ Company		DBE	y

NOTE: Attach additional pages, if needed. Bidder must sign each sheet to certify content and completion of form.

AFTER BID AWARD

- × Pre-construction Meeting
- × C25 Forms will be needed for this project at least 7 days prior to performing **ANY** work and must be approved.

CONTACTS

Danielle Morris, Project Coordinator

Ofc.: 540-434-5928, Cell: 540-820-2483

Email: Danielle.Morris@harrisonburgva.gov

Kim Cameron, Project Manager

Ofc.: 540-434-5928, Cell: 540-820-5585

Email: Kimberly.Cameron@harrisonburgva.gov

MANDATORY PRE-BID MEETING ATTENDANCE
 Carlton Street Improvement Projects U000-115-R32
 Tuesday, January 27, 2015

NAME (Please Print)	COMPANY	MAIN PHONE/MOBILE	EMAIL
Danielle Morris	City of Harrisonburg	540-434-5928 540-820-2483	Danielle.Morris@harrisonburgva.gov
Kim Cameron	"	" 540-820-5585	Kimberly.Cameron@harrisonburgva.gov
Jacob Beasley	Branch Highways	540-982-1678 540-819-0507	jacob.beasley@branchhighways.com
Ben Swarey	Partners Excavating	540-433-1475	ben@partners-excavating.com
Ricky Dellinger	Rockydale Quarries	540-833-2061 540-820-2227	ricky@rockydalequarries.com
David A. Frazier	The Frazier Quarry	(540) 209-4397 (cell) (540) 434-6192	David.Frazier@frazierquarry.com
Philip Wagoner	DLB INC	276-728-2137 276-728-8523	andrew@dlbincva.com
ERIC HINKLE	A-J EXCAVATING	540-433-4921 271-2142 271-2142	ERIC@TEAMAJ.COM
Danny Raines	" "	540-433-4921 271-1519	Danny@TeamAandJ.com

MANDATORY PRE-BID MEETING ATTENDANCE
 Carlton Street Improvement Projects U000-115-R32
 Tuesday, January 27, 2015

NAME (Please Print)	COMPANY	MAIN PHONE/MOBILE	EMAIL
Daniel Waters	General Excavation	540 439 2202	dwaters@gei-va.com
Ray Wagner	Kinos Inc	540-449-0668 370	Lines for @Kinos-va.net
Robbie Mursky	Toro Concrete, Inc	540-937-3776	Robbie@toroconcreteinc.com
Brent Gerald	City of Harrisonburg	540-434-5928	Brent.Gerald@harrisonburgva.gov
Doug Adams	City of Harrisonburg	"	Doug.Adams@harrisonburgva.gov
Tom Hartman	"	"	Tom.Hartman@harrisonburgva.gov
Danny DeLong	McLernick Taylor	(204) 762-5800	didelong@mcclernicktaylor.com

PRE-BID CONFERENCE AGENDA

PROJECT: CARLTON STREET IMPROVEMENTS

PROJECT #: U000-115-R32,C501
UPC: 103008

DATE: JANUARY 27, 2015 **TIME:** 2:30 P.M.

LOCATION: CITY OF HARRISONBURG MUNICIPAL BLDG. – ROOM 205

AGENDA ITEMS

1. Introduction

- Kim Cameron – City of Harrisonburg, Public Works Engineer/Project Manager
- Doug Adams – City of Harrisonburg Chief Inspector
- Danielle Morris – City of Harrisonburg
- Danny DeLong – McCormick Taylor, Project Engineer (Consultant contact)

2. Anticipated Schedule

- Hold Pre-Bid Meeting on January 27, 2015
- Written questions due **February 3, 2015 at 12:00pm**
- Issue a final addendum (if necessary) addressing items discussed today on/before **February 6, 2015**
- Receive and open bids on **February 10, 2015 at 2:00pm**
- Issue Notice of Award March 2015
- Hold Pre-Construction Conference mid-April 2015
- Issue notice to proceed end of April 20, 2015
- Completion of phase one: August 14, 2015
- Final Completion: November 16, 2015

3. Status of existing Utilities

- Verizon and Comcast are the only private utilities that require relocation and work is currently ongoing. Work will be completed prior to NTP.
- Public Water and Sewer facilities will require relocation by contractor during construction.

4. Project Review

- Construction of Carlton Street (approx.. 561 LF) and Reservoir Street (approx.. 540 LF) to include new roundabout, sidewalk, curb/gutter, median, and entrances, together with all appurtenances; utility relocations and incidental items required to complete work.
- Phase one of construction, detailed on sheets IJ(2), IJ(4), and IJ(5), requires a closure and detour of Carlton Street South. Work must be completed while school is not in session during the summer months. Liquidated damages will be applied if work is not completed prior to the opening of school.
- Phase 2 work may also be completed during the phase one street closure.
- Per Special Provision 1001, the McDonald's parking spaces along the southwest side shall be closed for construction purposes only, for no longer than 14 consecutive calendar days. Each day beyond the allotted time will be subject to a fee of \$300/day.
- All work shall be completed by November 16, 2015. Completion of work shall be considered to include OWNER's work to install markings and miscellaneous signage in the street. Contractor shall schedule and coordinate his work to allow the City to complete this work prior to the completion date.

5. Project Documentation and Paperwork

6. Payment Procedures

7. Special Provisions/QC Requirements

8. Q&A