



**ADDENDUM #1**  
**ITB/RFP NUMBER: 2015031-PW-B**  
**Safe Routes to School Stone Spring Elementary ITB**

DATE: April 20, 2015

TO: All Potential Bidders/Offerors

City of Harrisonburg's Safe Routes to School Stone Spring Elementary ITB, is modified as follows:

1. Bid due date has been changed to April 28th 2015 at 3:00pm EST.
2. Project start date and completion date still remain as shown on bid documents.
3. Attached as part of this Addendum is the information and the sign-in sheet from the Mandatory Pre-Bid meeting on Thursday, April 23, 2015 at 2:00pm.

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

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

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Authorized Signature

By: Pat Hilliard, CPPB  
Procurement Manager

MANDATORY PRE-BID MEETING ATTENDANCE  
 SRTS Stone Spring Project SRTS-115-244; SRTS 5115(199)  
 Thursday, April 16, 2015 at 2:00 PM

NAME (Please Print)	COMPANY	MAIN PHONE/MOBILE	EMAIL
Danielle Morris	City of Hburg	434-5928 820-2483	Danielle.Morris@harrisonburgva.gov
Danny Raines	A + J Essex	433-4921 271-1519	Danny@TeamAandJ.com
Billy Wetzell	Fielders Choice Enterprises	4347 244-0250	
Pam Skrodels	A+M concrete COEP	703-544-0850	pskrodels@amconcrete.net
Rick Yates	Design Electric Inc	540-569-3050	rick@designelectric.com
Aaron Anthony	H-burg P.M.	540-282-1764	Aaron.Anthony@harrisonburgva.gov
Kim Cameron	" "	434-5928 820-5585	Kimberly.Cameron@harrisonburgva.gov
Robbie Murphy	Toro Concrete	540-932-3776 540-878-9282	robbie@toroconcreteinc.com
Shaun Adams	City of H-Burg	540-820-1944	Shaun.Adams@harrisonburgva.gov

SRTS Stone Spring Elementary - SRTS-115-244; UPC105290;  
FHWA: SRTS-5115(199)

## **PRE-BID ORIENTATION**

## **REQUIRED RESPONSIVE BID FORMS**

- × Signed Cover Sheet
  - × Bid Form
  - × Bid Security
  - × Contractor Eligibility & Registration
  - × State Corporation Commission Registration
  - × Non-Collusion Affidavit
  - × Form C-111 Minimum DBE Requirements - **The DBE Goal is: 8%**
  - × Form(s) C-49 DBE Good Faith Efforts
  - × Form C-48 Subcontractor/Supplier Solicitation & Utilization
  - × Form C104 Bidder Statement
  - × Form C105 Bidder Certification
  - × Copy of VDOT Certification of Qualifications
  - × Insurance Requirements for the City of Harrisonburg
  - × Signed Addenda, if applicable
- Failure to provide ALL forms/sign forms will make the bid unresponsive.  
**\*\*All subcontractors shall be pre-qualified by VDOT.**

## FORM C-111 MINIMUM DBE REQUIREMENTS

- ✘ This form is used to submit the names of DBE's that will be utilized on the project.
- ✘ You will need to indicate whether they are a: Supplier, Subcontractor, Hauler or Manufacturer.
- ✘ Note the type of work they will do from the bid tab (description & item number) & allowable credit.
- ✘ Please confirm DBE status before using for credit. Must have approval prior to using, approval after submission is not acceptable.

Form C-111  
Rev 2-15-11

**0309 COMMONWEALTH OF VIRGINIA  
DEPARTMENT OF TRANSPORTATION  
MINIMUM DBE REQUIREMENTS**

PROJECT NO. 0033-150-229

FHWA NO. HSIP-5115(124)

\*\*\* INSTRUCTIONS \*\*\*

THIS FORM CAN BE USED BY THE CONTRACTOR TO SUBMIT THE NAMES OF DBE FIRMS TO BE UTILIZED ON THE PROJECT. THE CONTRACTOR SHALL INDICATE THE DESCRIPTION OF THE CATEGORY (S, M, SP or H) AND THE TYPE OF WORK THAT EACH DBE WILL PERFORM AND THE ALLOWABLE CREDIT PER ITEM(S). ADDITIONAL SHEETS TO SHOW THE ALLOWABLE CREDIT PER ITEM MAY BE ATTACHED IF NECESSARY. PLEASE NOTE: THE AMOUNT OF ALLOWABLE CREDIT FOR A DBE SUPPLIER IS 60% OF THE TOTAL COST OF THE MATERIALS OR SUPPLIES OBTAINED AND 100% FOR A DBE MANUFACTURER OF THE MATERIALS AND SUPPLIES OBTAINED. A CONTRACTOR MAY COUNT 100% OF THE FEES PAID TO A DBE HAULER FOR THE DELIVERY OF MATERIALS AND SUPPLIES TO THE PROJECT SITE, BUT NOT FOR THE COST OF THE MATERIALS AND SUPPLIES THEMSELVES.

DBE REQUIREMENT 2 %

PERCENT ATTAINED BY BIDDER 2.2 %

NAME(S) AND CERTIFICATION NO. OF DBE(S) TO BE USED	USED AS SUBCONTR. (S) MFG. (M) SUPPLIER (SP) HAULER (H)	TYPE OF WORK AND ITEM NO(S)	\$ AMOUNT OF ALLOWABLE CREDIT PER ITEM
XYZ Company	S	12600 CG-6	\$9720.00
XYZ Company	S	12920 CG-9B	\$1701.00
<b>TOTAL</b>			<b>\$ 11,421.00</b>

TOTAL CONTRACT VALUE \$329,485.00 x REQUIRED DBE 2 % = \$ 7989.70

I WE CERTIFY THAT THE PROPOSED DBE(S) SUBMITTED WILL BE USED ON THIS CONTRACT AS STATED HEREON AND ASSURE THAT DURING THE LIFE OF THE CONTRACT, I WE WILL MEET OR EXCEED THE PARTICIPATION ESTABLISHED HEREON BY THE DEPARTMENT

\_\_\_\_\_ BY \_\_\_\_\_  
BIDDER SIGNATURE

\_\_\_\_\_ BY \_\_\_\_\_  
TITLE DATE

## DBE GOOD FAITH EFFORT GUIDELINES

Please refer to City Modified Special Provision 107.15 for the list of ways to achieve good faith efforts and other important information.

Submission of a C-49 without backup documentation showing contact/effort is not acceptable.

Make sure you use DBEs (Federal Funded) NOT SWAMs (State Funded).

Form C-41  
7-7-11  
Sheet 1 of 11

0306 COMMONWEALTH OF VIRGINIA  
DEPARTMENT OF TRANSPORTATION  
DBE GOOD FAITH EFFORTS DOCUMENTATION

**--DO NOT DETACH--**

**THIS INFORMATION MUST BE SUBMITTED  
WITH YOUR BID PROPOSAL IF YOUR BID DOES  
NOT MEET THE PROJECT DBE REQUIREMENTS,  
OR  
WHEN REQUESTED BY VDOT**

CONTRACT LD. NUMBER \_\_\_\_\_  
PROJECT NUMBER 0033-150-229 \_\_\_\_\_  
FHWA NUMBER HSIP-5115 (194) \_\_\_\_\_  
DISTRICT Staunton \_\_\_\_\_  
DATE BID SUBMITTED 1/28/14 \_\_\_\_\_  
BIDDER'S NAME Danielle's Company \_\_\_\_\_  
SIGNATURE \_\_\_\_\_  
TITLE Project Manager \_\_\_\_\_  
VENDOR NUMBER \_\_\_\_\_  
DBE GOAL FROM BID PROPOSAL 2% \_\_\_\_\_

CONTRACT ID. NO. \_\_\_\_\_ DATE SUBMITTED \_\_\_\_\_

IF THE DBE GOAL ESTABLISHED FOR THIS CONTRACT HAS NOT BEEN MET OR VDOT REQUESTS THE SUBMITTAL THEREOF, THE BIDDER IS REQUIRED TO SUBMIT GOOD FAITH EFFORTS AS OUTLINED IN THIS DOCUMENT.

THE BIDDER ACKNOWLEDGES AND CERTIFIES THAT THIS FORM ACCURATELY REPRESENTS THE INFORMATION CONTAINED HEREIN.

BIDDER \_\_\_\_\_ SIGNATURE \_\_\_\_\_

TITLE \_\_\_\_\_

NAMES OF CERTIFIED DBEs AND THE DATES ON WHICH THEY WERE SOLICITED TO BID ON THIS PROJECT

INCLUDE THE ITEMS OF WORK OFFERED AND THE DATES AND METHODS USED FOR FOLLOWING UP INITIAL SOLICITATIONS TO DETERMINE WHETHER OR NOT DBEs WERE INTERESTED.

NAME(S) AND/OR NUMBER(S) OF DBEs SOLICITED	DATE OF INITIAL SOLICITATION	ITEM(S) OF WORK	FOLLOW-UP METHODS AND DATES
XYZ Company	1/4/14	12600, 12920	Voicemail 1/5/14 Email 1/6/14 Faxed 1/7/14
Reyes Concrete	1/9/14	12600, 12920	Faxed 1/11/14 Telephone 1/12/14 Voicemail 1/13/14

NOTE: ATTACH ADDITIONAL PAGES IF NECESSARY

ATTACH COPIES OF SOLICITATIONS, TELEPHONE RECORDS, FAX CONFIRMATIONS, ELECTRONIC INFORMATION, ETC.

## 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-45  
 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. 0033-150-229 CONTRACT I.D. NO. \_\_\_\_\_  
 FHWA NO. HSIP-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 submittal.

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
- ✘ Form C112 Certificate of Binding Agreement – due within 2 business days after the lowest responsive bidder is notified
  - ✘ DBE Subcontract(s) due within 14 days after the executed contract so they can be reviewed
  - ✘ Designate a DBE Liaison
  - ✘ DBE Narrative – due within 30 days of NTP and before first pay estimate. Must be at least a paragraph.

## **OTHER INFORMATION**

- × Davis Bacon Wage Rates do apply to this job.
- × EEO Posters will need to be posted on the job site for all to see.
- × “Buy America” Provision
- × Pre-construction Meeting - Training Session on materials & civil rights. C25 Forms will be needed for this project at least 7 days prior to performing ANY work and must be approved prior to that work being performed.

## **RESOURCES**

- × The Department of Minority Business Enterprise  
<http://www.dmbv.virginia.gov/DBESearchSub.html>
- × VDOT Forms <http://vdotforms.vdot.virginia.gov>
- × VDOT Pre-Qualified List  
<http://www.virginiadot.org/business/const/prequal.asp>

## **CONTACTS**

Danielle Morris, Project Coordinator  
Ofc.: 540-434-5928, Cell: 540-820-2483  
Email: [Danielle.Morris@harrisonburgva.gov](mailto:Danielle.Morris@harrisonburgva.gov)

Aaron Rhoney, Project Manager  
Ofc.: 540-434-5928, Cell: 540-282-1764  
Email: [Aaron.Rhoney@harrisonburgva.gov](mailto:Aaron.Rhoney@harrisonburgva.gov)

Kim Cameron, PW Engineer  
Ofc.: 540-434-5928, Cell: 540-820-5585  
Email: [Kimberly.Cameron@harrisonburgva.gov](mailto:Kimberly.Cameron@harrisonburgva.gov)

**BIDDERS' DBE OBLIGATIONS**  
**Stone Spring Elementary SRTS**  
**SRTS-115-244,P101,C501**  
**FHWA: SRTS 5115(199)**

All bidders must submit the following *completed* forms with their bid packages:

**Form C-111**, Minimum DBE Requirements. This form identifies all DBEs to participate in the project, regardless of their percent of participation. There is an **8% goal** for this contract.

Please confirm the DBE status before using for credit. The subcontractor **MUST** have completed all the paperwork and received approval **prior** to being listed on the C-111. Being **approved after submission of bids is not accepted** and can result in the bid being disqualified.

Using the website below please verify that the subcontractor is a DBE and not SWAM. DBE is a Federal designation and SWAM is State. If the subcontractor has SWAM designation **only**, they **may not** be used for DBE credit.

<http://www.dmb.e.virginia.gov/DBESearchSub.html>

**Form C-112**, Certification of Binding Agreement. The successful bidder on a construction contract is required to submit this form **within two (2) business days after the bids have been opened** and the determination of apparent lowest bidder.

**Form C-48**, Subcontractors/Supplier Solicitation and Utilization. It is a requirement that all vendors, both primes and DBEs who intend to submit a bid as a prime, submit this form in detail. **This form must be submitted at the bid opening.**

**Good Faith Efforts must be demonstrated. Submission of a C-49 with no backup documentation to show that contact/effort was made is not acceptable. Effort must be documented that DBEs were contacted, the method of contact and the responses or lack thereof.**

**Form C-49**, DBE Good Faith Efforts. If, at the time of submitting the bid, the bidder knowingly cannot meet or exceed the required DBE contract goal, the bidder shall submit Form C-49 **at the bid opening.**

Please use the Form C-48 that is provided in the bid documents, other Forms C-49, C-111, and C-112 may be printed from the VDOT website at <http://vdotforms.vdot.virginia.gov>

For additional information, contact:

Carole Bartges  
Staunton Civil Rights Consultant Inspector  
540-414-3362

# **CITY OF HARRISONBURG PUBLIC WORKS DEPARTMENT**

## **Safe Routes to School Stone Spring Elementary Project VDOT Project #SRTS-115-244; UPC 105290; FHWA #SRTS 5115(199) Pre-Bid Meeting**

**Date:** April 16, 2015  
**Time:** 2:00 PM  
**Location:** City Hall Room 205

### **AGENDA ITEMS**

#### **I. Introductions**

City:

Aaron Rhoney – Project Manager  
Kim Cameron – Public Works Engineer  
Danielle Morris – Project Coordinator  
Shawn Adams – Traffic  
Doug Adams – Chief Construction Inspector

VDOT

Others – see attached sign in sheet

#### **II. Scope**

- a. Overview of Project –
- b. Issues – MOT, Communication, Utilities – are currently 75% complete, the City hopes that they will be finished prior to the start date, but they may still be working during construction.
- c. Permits-N/A, city business license still applicable
- d. City School rules/regulations, i.e. no tobacco/smoking on school property, registered sex offenders are not permitted to take part in construction
- e. Site Survey will be performed by City Surveyor one time for signal & ped pole locations and for anything that cannot be measured off the back of curb.

#### **III. Bid Submittal Requirements (Danielle Presentation) – see attached**

- a. Davis Bacon Wage Rates Apply

#### **IV. Schedule**

- a. Bid Opening – April 23, 2015 at 2:00 PM (bids due to Purchasing Office)
- b. Notice to Proceed – anticipated May 18, 2015 (Within acceptance letter, language will include a notice to proceed for signal pole procurement.)
- c. Completion Date – August 14, 2015

#### **V. Other**

- a. As-built drawings will be required at the end of this job