

**PRE-BIDMEETING  
WATERMAN ELEMENTARY SRTS  
PROJECT NUMBERS – SRTS-115-426, SRTS-115-327, SRTS-115-228, UPC – 97200, 97202, 97203  
FEDERAL NUMBERS: SRTS 5115 (184), SRTS 5115 (185), SRTS 5115 (186)  
DATE/TIME: TUESDAY JANUARY 15, 2013 @ 2PM  
HARRISONBURG PUBLIC WORKS OFFICE**

- Introductions of City staff
  - Thanh Dang, Project Manager; Doug Adams, City Inspector; Rick Hottinger, City Traffic Engineering; Jerry Prey, City Civil Engineer; Ande Banks, City Manager's Office
- Two sign in sheets were passed around and contractors reminded to sign in to be eligible to bid on the project.
  
- Description of work: Thanh referenced description in the Project Manual and showed a map of the project area, indicating most of the work is sidewalk work along the west side of Chicago Avenue, one side of Stuart Street, 3<sup>rd</sup> Street, and both sides of Virginia Avenue from approximately 2<sup>nd</sup> St to 5<sup>th</sup> St. Also include signal work, and other miscellaneous work. The purpose of this project is to help students attending Waterman Elementary School get from their homes to the school by a safe route.
  
- Project funded by VDOT Safe Routes to School Program and Community Development Block Grant. Federal and state requirements in Section 00900 of the Project Manual.
- 6% DBE Goal Set by Civil Rights Division of VDOT.
- Davis-Bacon Wage Rates apply and will be verified by City's inspectors for the duration of the construction project. Forms are submitted to the City inspectors once a week during the duration of the project.
- Ande went over the Community Development Block Grant requirements. Ande passed out copies of the wage determinations. An ADDENDA will be issued with the updated wage determinations, and the copy dated 01/14/2013 supersedes the one in the Project Manual.
- Ande also made available copies of the "Making Davis-Bacon Work" manuals.
- A question was asked and city staff answered that a list of all employees is not required for this project, but names of employees working on the project will be included in the certified payroll for Davis-Bacon requirements.
  
- Instructions to bidders
  - Mandatory Pre-bid conference: today, January 15, 2013
  - Bids due January 31, 2013
    - Questions about project due to Thanh no later than 7 days prior to Bid Due Date
    - Addenda will be posted online by January 28
  - Start work on/around March 1, 2013
  - Work to be completed:

- Entrances, curb & gutter, CG-12, and pedestrian signal work on Virginia Avenue to be completed by July 1, 2013. This is so that the City can repave Virginia Avenue this year, 2013.
    - Entire project to be completed by November 30, 2013.
  - Liquidated damages \$250 per day for each consecutive calendar day, including weekends and holidays, that the work remains incomplete after the specified completion date.
- At time of bid opening, must include:
  - Cover Sheet must be signed. Thanh mentioned that this may be new to some, as this was not required for past sidewalk projects. Coversheet is available online on the first page of the Project Manual document.
  - Bid Form, includes:
    - Contractors Certification
    - Copy of Contractors License
    - Affidavit & Information Required of Bidders
    - Form C-48 or C-49
    - Form C-104
    - Form C-105
    - Minimum DBE Requirements, Form C-111
    - Certification of Binding Agreement, Form C-112
  - Bid Security (5% of total bid price)
  - VDOT Pre-qualification certificate (must be pre-qualified prior to executing contract)
- If awarded, must submit City Business License prior to or when agreement is delivered. Not required at bid opening.
- Bids will be opened on January 31, 2013 at 2pm at same location as this meeting. Bids will be opened a read, however, final selection will not be made until the City has had time to review all the submitted documents to verify completion. City staff will make recommendation to City Council mid-February, and the project will begin on/around March 1<sup>st</sup>.
- Plan Review
  - City Water Dept (Public Utilities) is currently relocating all water meters and fire hydrants as indicated on the plans.
  - Existing Water Meter, Adjust Top of Elevation As Required, by Contractor on sheets 5, 6, 7, 9, and 10.
  - Note #21. Maintain vehicle access for commercial entrances. Coordinate residential entrance closures with property owners.
  - Note #22 regarding retaining wall says "... wall systems by Anchor Diamond Pro retaining wall system, color shall be 'Sahara' or equivalent as approved by the City".

Thanh advised the contractors that a different wall system may be considered, but the wall system and color must be approved by the City prior to purchase of the walls.

- Tree protection is very important to the residents and to this project. We promised to protect all the trees and shrubs that remain. Many of the residents that trees will be removed from their property or city property in front of their yards will be receiving replacement trees from the City, as agreed to in the agreement letters.
  - Sheet 3 – 813 Chicago Ave – Sites - Remove enclosed entry way, repairs as required, including new entry door to enclose building.
  - Sheet 4 – 602 Chicago Ave – Kennedy –All contents of the shed are to be removed by the property owner as agreed with City, and contractor responsible for removing the shed.
  - Sheet 4 – 608 Stuart St - Duarte & Sanchez – Relocate fence around front yard to tie into side of house.
  - Sheet 4 – water meters on Stuart St have been relocated *behind* the sidewalk, not in the grass strip due to conflict with existing gas line. Will issue ADENDA.
  - Sheet 5 & 8– Pedestrian Signal Work. Rick Hottinger covered this item.
    - Note: On page 8 under description of work, text that says “JB-3C” should say “JB-2C”. Will issue an ADENDA.
    - Contractor is responsible for the new cabinet foundation and to take out the old foundation.
    - Contractor is responsible for relocation of junction box at cabinet.
    - Junction box at cabinet will be reused. All other junction boxes are new.
    - Not bidding on new cabinet.
    - City will be responsible for temporary cabinet relocation.
  - Sheet 7 – 618 Virginia Ave – Plecker - Relocated wire fence 2’ behind sidewalk
  - Sheet 8 – 731 – Coordinate radius with property owner.
  - Sheet 9 – 771 Virginia Ave – Joseph –Rose bushes are changed to be removed by contractor. Will issue an ADENDA.
  - Sheet 11 – 491 Lee Ave (back to Chicago Ave) – Utility pole to be set by 2/1/13.
  - Shop Drawings to be submitted to Doug Adams.
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- Traffic Control (page 02701-1)
  - FHWA 1273 Form Executive Order 11246 – Employment Discrimination in Construction Contracts
  - This is a Federal project: Standard field testing procedures in place for material checks and materials certification.
  
  - The City will take care of the Land Disturbing Permit required for this project. There is no cost to the contractor for this permit.

- Work hours for the project was discussed. Thanh noted that this was a residential area and so no work is to take place during evening hours or overnight.
- There was a question about where the 3 light poles listed on the Pay Items Summary (#7) were located. Jerry will look into this and ADDENDA will be issued to answer this question.
- There was a question about the typical sidewalk section and the paving required. The last plan sheet shows 1-ft standard of pavement replacement next to the curb and gutter, but on sheet 2 it looks different. An ADDENDA will be issued to clarify.

Answers to questions received between now and 7 days prior to bid due date, and addenda will be posted online by COB January 28.