

Geddes Avenue Improvements Project – ITB 4366

Minutes of Pre-Bid Meeting

May 6, 2015

10:00 a.m. @ 6th Floor Conference Room, City Hall

1. Introductions. An attendance list is attached.
2. SRF Requirements
 - a. Harry Sheehan (Washtenaw County Water Resources Office via conference call) discussed the requirements associated with the SRF loan, including DBE, Debarment, and AIS. Because the project is funded through SRF, there are provisions the contractor must follow:
 - i. Davis Bacon - wage rates are in the book and may be updated 10 days prior to bidding. If they've changed 10 days prior, an Addendum will be issued.
 - ii. Debarment Form: DS-214. During the meeting it was discussed that any sub >\$25K must sign debarment form. However, since the meeting, it's been confirmed that only the prime contractor must submit this form with the bid.
 - iii. AIS Form. Iron or steel must be US made and the contractor must verify.
 - iv. Additional Insureds. Please refer to DS-
 - v. Must EPA Form 6100-2 submitted with bid? No, however, the 6100-2 should be supplied to all the subcontractors. It is for subcontractors to report any contractor concerns (payment delays, etc.) directly to EPA. This form will be included with an Addendum.
 - vi. Good Faith Effort Worksheet (DBE Requirements) – there was discussion of the need to submit this form with the bid. Please see below for clarification.

Page DS-211 (PDF page 262) is the correct form that the contractor needs to submit for the bid. Attached to this form must be dated documentation that three DBEs were solicited per subcontractor area (email, fax, phone log or MITA printout) five days prior to bid. If there are no DBE locally, bids should be solicited statewide. Copies of all quotes received must be submitted. If rejected, justification should be noted.

- There should be a SEPARATE worksheet for each component of the project subcontracted: video, concrete, signage, paving, etc.
- The worksheets should be submitted during time of bid. "Failure to show that the good faith efforts were compiled during the bidding process can lead to a prime contractor being found non-responsive." HOWEVER, later it states: "While good faith efforts worksheets are important, it is more critical to confirm that the contractor compiled with the DBE

requirements prior to bid opening. The owner should contact the bidder as soon as deficiencies are noted for a determination/documentation of efforts taken to comply with the DBE requirements. Immediate submittal of the completed forms will be acceptable provided the GFE were made and it is just a matter of transferring the information to the forms.”

3. General

a. Project Overview

- i. Public Engagement and background
- ii. More details can be found at www.a2gov.org/Geddes

b. Standard Specifications and Detailed Specifications

- i. City Standard Specifications can be found online
<http://www.a2gov.org/departments/engineering/Pages/Engineering-and-Contractor-Resources.aspx>

ii. Project Schedule

1. Hours of work: 7:00 a.m. to 8:00 p.m. Monday thru Saturday (Sundays with permission)

iii. Project Supervision

1. Access to driveways must be maintained whenever possible. When not able to maintain, the Project Supervisor must coordinate alternative access with the residents ahead of time.
2. Resident interaction throughout the design process has been time consuming. We can expect the same during construction and the Project Supervisor will be expected to continue communication with the residents.

c. Schedule – see Detailed Specification for Project Schedule

- i. Starting Date – August 27, 2015. Possibility of starting as early as late July 2015.
- ii. 2015 Completion Date – November 25, 2015. Must be re-opened to traffic for the winter.
- iii. 2016 Construction; April 4 – November 1, 2016
- iv. A question was asked if all construction could take place in 2016. This question and answer will be addressed separately.

4. Construction

- a. Construction phasing – must maintain resident access, including Riverview Drive. Riverview is landlocked and the only access is off of Geddes. This is because local road to west of Riverview is privately owned.
- b. Tree Removal. The Addendum will address confusion with the tree removal specifications. In general, trees will not be removed with one mobilization. The intent is to allow for excavation around some trees to assess roots before determining if the tree must be removed or can be spared. The Contract allows for up to five mobilizations.
- c. Utility Construction
 - i. DTE will replace the existing gas main with two mains; one on the north and one on the south. This work is scheduled to take place ahead of this contract work.
 - 1. An addendum will be issued to address the removal of existing gas mains.
 - ii. Sanitary Sewer
 - 1. Lead locations may change. Incidental items would be paid separately.
 - iii. Water Main. Hydrants and relocation of 16” and 20” by retaining wall due to age and proximity to wall.
 - iv. Infiltration trench & storm. Infiltration beds intended to be flat. Overflows into conveyance system. Infiltration system also provides conveyance. Redundant pipes are by design.
 - 1. Question asked: Would City consider alternative pipe material where concrete proposed, such as polypropylene pipe as it can utilize same trench detail as concrete pipe. The answer will be provided separately.
 - v. Communication Conduit
- d. Road construction
 - i. Due to the community’s priority to protect the natural features, the construction of the project must be done with minimal impact to the r.o.w. The Contractor will not be permitted to strip out vegetation/brush to ease constructability.
 - ii. The retaining wall along the railroad tracks will require the Contractor to obtain a permit from Amtrak and follow all the associated conditions. This will likely include providing insurance and training of workers who will need to be near the tracks.
- e. Sidewalk and ADA Ramps – ADA compliance MUST be achieved at all locations

- f. Landscape Items and Restoration
 - i. Trees and shrubs
 - ii. Retaining walls
 - iii. Landscaping Maintenance and Warranty, 1st and 2nd Year
 - g. Maintenance of Traffic during construction
 - i. Contractor responsible for maintaining access to driveways during construction, and notifying residents when access will be unavailable (i.e. during trench excavation, paving, concrete work)
 - ii. Flagging per hour will be added to the project. See addendum.
5. Questions and Discussion
- a. WCWRC only involved in administering funding
 - b. If gas lines, FO, etc in subgrade or in agg base it says incidental to lower those utilities e.g., private utility lines. Machine Grading spec? Need to review. Intent is not to have contractors relocate private utility lines. But they do need to protect and/or support when working around. Gas lines are being relocated to both sides for this project. The Contractor will need to deal with gas leads. Electrical is above ground. See utility coordination spec, contract documents and addendum.
 - c. If gas lines broken, leave them for DTE to handle. Follow standard break reporting procedures per DTE/MichCon.
 - d. What material is the existing gas pipe? See addendum.
 - e. Trench safety is important. City inspectors will report unsafe trench conditions.
 - f. Engineer's Estimate is \$6.392M
 - g. Addendum will go out 7 to 10 days prior to bidding.

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