

MEETING NOTES
PRE-BID CONFERENCE

OLD SOUTH HAVEN STORMWATER IMPROVEMENTS PROJECT
PORTER COUNTY, INDIANA
OCTOBER 22, 2018 – 10:00 A.M.

I. Introductions

- A. Porter County Dept. of Development & Storm Water Management
- B. Engineer
- C. Attendees

II. Project Description

This project generally consists of the cleaning and televising of approximately

- 270 LF of 12-IN storm sewers
- 943 LF of 18 IN storm sewers
- 2,165 LF of 24 IN storm sewers
- 1,913 LF of 30 IN storm sewers
- 1,867 LF of 36 IN storm sewers
- 6,462 LF of 48 IN storm sewers
- 5 LF of 60 IN storm sewers.

The project also includes other items incidental to the storm sewer cleaning and televising, including opening storm sewer structures/access points, storm sewer flow control, management and disposal of materials removed from the storm sewers, maintenance of traffic, and restoration of disturbed areas. The work includes the carrying out of all duties and obligations and the furnishing of all labor, material, tools, equipment, and other incidentals necessary or convenient to the successful completion of the project.

III. Items to be Submitted with Bid

- A. Bid Form/Form 96 (in Project Manual) – completely executed and signed
- B. Basis of Bid Form
 - a. Form is set up for Unit Price Bid
 - b. Contractor shall acknowledge all addenda prior to submittal of bid

- C. Responsible Bidding Submittal Requirements Form
 - a. Certificate of Existence
 - b. Evidence of Participation in Apprenticeship & Training Programs
 - c. Employee Drug Testing Plan
 - d. Evidence of Professional & Trade Licenses
 - e. Evidence of Approved Surety
 - f. Evidence of INDOT Prequalification
- D. Bidder's Work History Form
- E. Bidder's Organizational Experience and Workload Form
- F. Bidder's Subcontractor and Supplier Form
- G. Bid Security (payable to Owner)
 - a. Certified check, bank money order, or Bid bond issued by acceptable surety
 - b. In the amount of not less than 10 percent of the Total Unit Price Bid price

IV. Items to Note

- A. Appendix A to the Bidding Documents "Plan of Storm Sewer Cleaning & Televising Work"
- B. Appendix B to the Bidding Documents "Schedule of Storm Sewer Cleaning & Televising Work"
- C. Appendix C to the Bidding Documents "2012 Storm Sewer CCTV Reports & Videos" -- Available at the issuing office; The Porter County Department of Development and Stormwater Management, 155 Indiana Ave., Ste. 311, Valparaiso, IN 46383

V. Miscellaneous

- A. Copies of the bidding documents are fully downloadable on the Department's website at <http://www.porterco.org/stormwater>.
- B. Addenda
 - a. No addenda have been issued yet.
 - b. Addenda may be issued up to 3 days prior to the bid opening date.
 - c. All questions and comments must be received no later than October 25, 2018 at noon to be incorporated into the final addendum.
 - d. The last addendum is scheduled to go out on or before October 26, 2018 and will include the meeting notes from this Pre-Bid Conference.
 - e. Questions and comments not addressed in an addendum are non-binding.
- C. Bidders shall inform themselves of the existing site conditions.
 - a. Some structures may require heavy machinery to enter, as concrete slabs are used as lids. **These are denoted with a red symbol on the drawings.**

- b. Some structures are located in back and side yards and will require property owner coordination to access. **These are denoted with a yellow symbol on the drawings.**
- D. Stockpiles shall be confined to areas defined on the plans provided or areas approved by the Department
 - a. **There is a temporary site (approximately 1 acre) at the Department's substation.**
 - b. **The specifications call out for a Spoil Management Plan submittal.**
- E. Minority and Women's Business Enterprises
 - a. Goals for this project are 7% MBE and 5% WBE participation
 - b. MBEs and WBEs must be certified
- F. Owner is Exempt from State Sales Tax on supplies and materials. Sales and use tax shall not be included in the bid.
- G. Bid Opening
 - a. Bids will be received by the Department until 9:00 a.m. local time on Tuesday, October 30, 2018, at the Office of the Auditor of Porter County, 155 Indiana Ave., Ste. 204, Valparaiso, Indiana 46383.
 - b. Bids will be opened and read aloud on Tuesday, October 30, 2018, at a meeting of the Porter Co. Storm Water Management Board, to be held at 9:00 a.m. local time at the Porter County Administration Center, 155 Indiana Ave., Ste. 205, Valparaiso, Indiana 46383.
- H. Bids may be held for up to 60 days. **Contract award is anticipated at the Board's regular meeting on November 13, 2018.**
- I. Substantial Completion must be achieved within 75 days of the Notice to Proceed. Completion shall be achieved within 15 days thereafter.

VI. Questions

Please state name and company prior to question.

1. *How should the contractor handle inaccessible structures? Please provide clarification on the level of effort expected.*
Clarification will be provided in Addendum No. 1.
2. *How should the contractor handle accessible structures with previously damaged covers?*
Unless otherwise directed by Owner, structures should be restored to their current condition, and that cost should be included in the bid. The Contractor shall notify the Owner and Engineer of any damage prior to beginning work on the affected structure(s).

3. *What level of measurement and information is needed?*
Measurements and information to be provided by the Contractor are listed in the technical specifications, Section 6, Part 3.08. The results of this project will be used to design storm sewer rehabilitation.
4. *What erosion control measures are needed for spoil stockpiles?*
Stockpiles should be enclosed with silt fence for erosion control.
5. *Does prevailing wage apply to this project?*
No, this project will not be subject to prevailing wage requirements. Projects of \$500,000 or more require the submittal of certified payroll statements.
6. *Who should be contacted from Indiana American Water to coordinate?*
Roberto Pena, Operations Superintendent, roberto.pena@amwater.com
Jackie Byland, Engineering Project Manager, jacquelyne.byland@amwater.com
7. *Are any permits required?*
No right-of-way permit is required. A Rule 5 permit is not anticipated. If the contractor's soil stockpile and other land disturbance (equipment tracks or excavation) exceed one acre, a Rule 5 permit will be required.
8. *What level of traffic control is expected?*
Flashers and traffic cones are acceptable traffic control. Contractor is required to provide a Maintenance of Traffic Plan submittal.
9. *Will dewatering or bypass pumping be required?*
The Contractor is encouraged to do work during dry weather to minimize need for dewatering and bypass; however, downstream restrictions at Squirrel Creek may make dewatering necessary in the upstream pipe(s). Additional clarification will be provided in Addendum No. 1.
10. *Will the Engineer supply the GIS shapefiles of the structures and pipes for the Contractor's use?*
Yes, the Engineer will provide the shapefiles to the Contractor after the contract is awarded.
11. *Can the Contractor submit a USB flash drive instead of the DVDs as required in the specifications?*
Yes, alternative digital delivery methods are acceptable. The Engineer will accept flash drives and file sharing sites.

-END-



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SIGN-IN SHEET
PRE-BID CONFERENCE

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PORTER COUNTY, INDIANA
OCTOBER 22, 2018 – 10:00 A.M.

NAME	COMPANY	PHONE	EMAIL
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