



MEETING MINUTES

December 3, 2018 10:00 am
155 Indiana Ave., St. 311, Valparaiso, IN
Pre-Bid Meeting

Cornell Ditch, Zakutansky Arm-Drain Tile Reconstruction

1. Sign-in and Introductions

Sign in sheet was passed around to all attendees (attached) and introductions were made.

2. Project Overview

An overview of the project was provided.

The project is located near the intersection of CR 500 W and CR 650 S and extends along the west side of CR 500 W from approximately 580 S 500 W to Cornell Ditch. The project consists of the installation of new dual-wall, solid and single wall, perforated drain tile and storm sewer structures. Alternate bids will be accepted for installation of drain tile via trenchless construction.

3. Overview of Bidding Documents & Bidding Requirements

An overview of the bidding documents and bidding requirements was provided.

- A. Bid Form
- B. Basis of Bid Form
 - i. Base Bid
 - ii. Alternate Bid – Drain Tile Installation via Trenchless Construction
- C. Bidders Work History Form
- D. Bidders Organizational Experience and Workload Form
- E. Bidders Subcontractor and Supplier Form
 - i. List entities comprising 10% or more of the bidder's total cost.
- F. Bid Security
 - i. 10% of total bid.
 - ii. Certified check, bank money order, or Bid Bond issued by acceptable surety.

4. Project Description

Work items associated with the project were reviewed in more detail.

- A. 2,055 LF of 12" Dual Wall, Solid HDPE via open trench construction.
- B. 2,514 LF of 15" Dual Wall, Solid HDPE via open trench construction.
- C. Alternate bids will be accepted for the installation of Dual Wall, Solid HDPE via trenchless construction.
- D. 3,040 LF of 8" Single Wall, Perforated HDPE via trenchless construction.
 - i. 8" Single Wall, Perforated HDPE is located 5 feet offset from the centerline of Dual Wall, Solid HDPE main line.
- E. 11 Storm Sewer Structures, Type 1 of varying depths.
- F. Restoration of turf grass areas, constructed wetland, and grassed waterway.



5. Other Items

An overview of important instructions to bidders and general conditions was provided.

- A. Overview of important General Conditions, including substantial completion, final completion, warranty and guarantee.
- B. Questions during bidding should be routed to the project contact provided in the Invitation to Bid.
- C. Copies of all bidding documents are fully downloadable on the Department's website at <http://www.porterco.org/stormwater>.
- D. Bids will remain open for 60 calendar days following the bid opening.
- E. Lowest responsive and responsible bidder will be awarded contract, provided that such award is determined to be in the best interest of the project.
- F. Provide acknowledgement of Addenda on bid form.
- G. Upon award of contract, successful bidder to provide the following within 10 days of receipt of notice of award:
 - i. Signed Contract, Performance Bond – 100% of contract value, Payment Bond – 100% of contract value, and Certificate(s) of Insurance.
 - ii. E-Verify Affidavit and Certification Regarding Investment in Iran.
- H. Maintenance Bond will be required upon final acceptance of work as financial guarantee during 1 year warranty period.
 - i. 10% of contract value; bond to be held for 1 year.
- I. Bidders shall inform themselves of the requirements of the contract and the existing site conditions prior to submitting a bid
- J. Minority and Women's Business Enterprises
 - i. Goals for this project are 7% MBE and 5% WBE participation.
 - ii. MBEs and WBEs must be certified.
- K. Owner is exempt from State Sales Tax on materials to be incorporated into the work. Sales and use tax on such materials shall not be included in the prices bid.
- L. Utility Coordination
 - i. Contractor shall confirm location and depth of utilities at 580 S 500 W prior to start of work.

6. Addendum

- A. Addendum #1 to be issued following the Pre-Bid Meeting to address the following and any other questions that may arise that materially affect the bidding and/or contract documents:
 - i. The length of pipe needed to achieve the location of the Single Wall, Perforated drain tile 5 feet offset from the Dual Wall, Solid drain tile shall be incidental to the tee fittings. The sweep angle from the tee fittings to the 5 feet offset Single Wall, Perforated drain tile is at the discretion of the contractor, and shall be approved by the Engineer prior to construction.
 - ii. Revised Basis of Bid Form to address incorrect quantities appearing in the base bid for storm sewer structures.

7. Notable Dates

- A. Pre-Bid Meeting: December 3, 2018, 10:00 am local time.
- B. Last Day for Questions: Thursday, December 6, 4:30 pm local time.



- C. Bid Due Date: Tuesday, December 11, 2018 9:00 am local time, Office of the Auditor of Porter Co. 155 Indiana Ave., Ste. 204, Valparaiso, Indiana 46383.
- D. Bid Opening: Tuesday, December 11, 2018 9:00 am local time, at a meeting of the Storm Water Management Board, 155 Indiana Ave., Ste. 205, Valparaiso, Indiana 46383.
- E. Anticipated Bid Award: Tuesday, January 8, 2019 9:00 am local time at a regular meeting of the Storm Water Management Board, 155 Indiana Ave., Ste. 205, Valparaiso, Indiana 46383 or before.
- F. Substantial Completion: April 1, 2019 with Final Completion 15 days thereafter.

8. Questions

Question 1: What extent of dewatering is expected? Previous drain tile work in the area, near the south end of the project reach, did not require much dewatering.

Answer 1: Given the depth of the drain tile, dewatering, or at least extensive dewatering, most likely will not be required along the entire project reach. However, local dewatering is expected, as, in accordance with the technical specifications, trenches shall be free of water while the pipe is being place and until joints have been sealed.

Question 2: Can a chain trencher be used to install the drain tile?

Answer 2: A chain trencher can be used on the project. Excavation conducted via chain trencher will be considered open trench construction and the applicable technical specifications for drain tile installation installed via open trench construction shall apply, including trench width and bedding and backfill requirements. Drain tile pipe installed via open trench construction shall be treated with appropriate bedding, haunching, and initial backfill.

Question 3: Can a formed bottom be provided at the bottom of the trench as a foundation for the drain tile?

Answer 3: A formed bottom may be provided at the bottom of the trench, meaning that the bottom of the trench may be rounded so that the drain tile pipe will be embedded in undisturbed soil at the bottom of the trench. Such embedment shall extend to the springline, replacing the bedding and haunching, and initial backfill shall be provided in accordance with the technical specifications.

Question 4: Can the driveway be used as construction access?

Answer 4: Currently, no. The land rights to use the driveway (or other access routes desired by the contractor) have not yet been established; however, the Department will discuss use of driveway (or other access routes desired by the contractor) with the property owner.

Question 5: Is there any clearing and tree removal required as part of the work?

Answer 5: No, the project reach is clear of trees and other woody vegetation.

CORNELL DITCH, ZAKUTANSKY ARM - DRAIN TILE RECONSTRUCTION

PRE-BID MEETING

DECEMBER 3, 2018 (10:00 AM CST)

NAME	COMPANY	ADDRESS	OFFICE/CELL/FAX	EMAIL
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PRE-BID MEETING

DECEMBER 3, 2018 (10:00 AM CST)

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