

ADDENDUM #001 (Issued 2018-08-01)

PRE-BID MEETING **MINUTES**

Monday, July 30th, 2018

PROJECT: H 1716 CIP McGraft Parking Lot Resurfacing

PROJECT DESCRIPTION: Crushing and shaping of the existing parking lot, asphalt resurfacing, new curb and gutter, drainage improvements and ADA sidewalk upgrades.

BID CLOSING DATE: Tuesday, August 7, 2018 @ 2:00 pm in the City Clerk's office

START DATE: September 12th, 2018

COMPLETION DATE: October 3rd, 2018

ANTICIPATED

DATE TO COMMISSION: Tuesday, August 14th, 2018

Anticipated Notice of Award: Wednesday, August 15th, 2018

ATTENDEES **Sign in sheet attached**

CONTRACT REQUIREMENTS (Leo Evans)

1. **All BIDS** must be submitted using the bid sheet contained in the Spec Book. A bid sheet that is typed, printed and stapled to the sheet bound within the booklet is also acceptable.
2. No late bids will be accepted.
3. Bid opening will be located at the **City Clerk's Office, City Hall, 933 Terrace St., Muskegon.**
4. **If you do not submit your bids by using the provided bid sheets; the city reserves the right to reject those bids.**
5. **This IS NOT A PREVAILING WAGE PROJECT.**
6. It is suggested that each bidder refer to the "Bidder's Checklist" to ensure that all required information is included with the bid.
7. **Bid Bonds-** 5% Bid Bonds must accompany your bid submittal, or 4 letters of Recommendation.
8. **City Income Tax Guidelines-** The successful bidder must adhere to the City Income Tax guideline, 1% for employees working and residing within the city limits and .5% for all others. The successful bidder must register with the Income Tax Department located on the first floor of city hall.
9. **Local Preference Policy-** If a local contractor's bid is within a range of 1% or less than the lowest submitted bid, the award preference may be given to the local contractor; within the city's corporate limits.
10. **Letters of Recommendation-** If the total bid is \$50,000.00 or less, the bidder may submit four (4) "Letters of Recommendation" in lieu of the required contract Performance Bond. The contractor shall declare their intent at the time of the bid.
11. **Contract format-** Please note, the city has changed the format of the contract. The language is all the same except sections may have been moved around. Page numbers may have changed from previous contracts.
12. **2012 MDOT Standard Specifications for Construction** - Please be advised that the City follows the specifications contained in this guide. These specifications will supersede any specifications found in the contract. If you have any questions regarding pay items, payments, measurements, etc., please use the latest version of the State Standard Construction Book. Except where modified in the Special Specifications.

13. **DBE/MBE/WBE PROCUREMENT POLICY-** Updated Policy Statement 2014-31 (e)
Please list any disadvantage contractors that were contacted by your company for this job, and follow the instructions of the contract.

PROJECT OVERVIEW (Leo Evans)

1. **NO QUESTIONS** regarding this project will be entertained by the City after **4:00p.m.** on Thursday, August 2nd, 2018.
All questions should be directed to Leo Evans through email: leo.evans@shorelinecity.com

UTILITIES AFFECTED

DTE-Gas

No known issues.

City Water/Sewer (Dave Baker)

No known issues.

Consumers Energy-Electric

No known issues.

Comcast

No known issues.

Frontier/Verizon

No known issues.

CONTRACTOR INQUIRIES/QUESTIONS RECEIVED DURING PRE-BID & THROUGH

1. Open-
 - a. **Brian asked for clarification on the intent of the crushing and shaping.**
 - i. **The intent of the project is to crush the existing material in place as near to the bottom of the existing aggregate as feasible then grade for HMA pavement. Minimal relocation of material within the project site is required to meet the minimum gravel depth requirements. Excess material is anticipated to be generated and require removal from the site.**
 - b. **Bruce asked for clarification on the watering that is included with the hydroseeding item and location/condition of existing irrigation lines.**
 - i. **The intent for the hydroseeding item is to require watering at the time of installation, but it is not a performance based specification requiring continuous watering until satisfactory growth is established.**
 - ii. **There is existing irrigation on site, however no maps of the system exist. In the event there is any damage noted or suspected to existing irrigation lines contact Pete Rollenhagen (231-740-0738). Additionally Pete can be contacted to stake locations of known irrigation heads prior to the project starting but will need to be contacted separately from the MISSDIG notification.**
 - c. **The City provided the attached draft timeline for the project, and noted that the park building is blocked out for reservations from September 10 – October 19.**

H 1716 McGraft Park Parking Lot Resurfacing
Conceptual Project Timeline

Invitation for Bids:.....	07/20/18
Pre-Bid Meeting:.....	07/30/18
Addendum No. 1:.....	08/01/08
Bid Open Date:.....	08/07/18
Date to Commission:.....	08/14/18
Notice of Award:.....	08/15/18
Contract Documents Due Back:.....	08/28/18
Insurance Verification:.....	08/29/18
Pre-Con Meeting:.....	09/07/18
Notice to Proceed:.....	09/10/18
Start Work Date:.....	09/12/18
Complete Work Date:.....	10/03/18

