

**Pre-Bid Conference for  
SW-33 Garrett Road Sidewalk  
January 7, 2014 – 2:00 PM  
Conference Room 3B**

**Greeting and Project Introduction:**

- Business Cards
- Attendance Sheet
- Introduction of City Employees in attendance
- Project Manual and Contract Drawings posted on the city web page

**Contract Administrator** – Eric Halstead, PE, PMP

**Pre-Qualification:**

**January 14, 2014 at 4:00 PM**

SDBE information: Dan Love

- Goals
  - 8% Minority
  - 6% Women
- Required forms

**SW-33 Garrett Road Sidewalk Bid Date:**

January 23, 2014 at 2:00 PM

Location: City Hall Conf. Room 1A, 1<sup>st</sup> floor City Hall

**Inspections**

- Will be performed by City staff

**Special Instructions to Bidders**

- The following SHALL be included with your Bid Submission:
  - Bid Form: Pages 33-44 of Project Manual
    - Unit Price Bid: Page 35-36
    - Acknowledgement of Addenda: Page 37
    - Experience Pages 37-38
    - List of Equipment: Page 38
    - Signatures: Pages 39-44
  - SDBE Construction Forms (Appendix A)
  - Non-Collusion Affidavit of Bidder: Appendix E
  - Bid Security: Appendix F
  - Privilege License of Bidder
  - List of Contractor Equipment and Personnel
  - Bidder Safety Review Form

**NCDOT Performance and Indemnity Bonds**

- Executed and posted with NCDOT District Engineer at 815 Stadium Drive, Durham, NC 27704 prior to start of work.
  - Encroachment E52-31-13-117
    - \$10,000 sidewalk work
  - Encroachment E52-32-13-118

- \$25,000 Installation of Curb and Gutter, storm drainage and drainage boxes.

**Project Details:**

- The Project involves the furnishing of all materials, labor, equipment, tools, etc. unless otherwise specified, for the complete installation of a sidewalk and associated pedestrian ramps along Garrett Road in Durham, NC.
- Bid form must be filled out in ink, if mistakes are made, strike through & initial. Check multiplication & addition.
- Quantities are based on field measurements at project locations.
- Work must start within 10 days from receipt of Notice to Proceed - Construction.
- Project is to be completed in within 180 days from Notice to Proceed – Construction
- Liquidated Damages are detailed in the Agreement, page 46 of the Project Manual.
  - \$200/ day Not starting within 10 days of NTP
  - \$400/ day for each day that expires after 180 days from notice to Proceed
- Day and Time Restriction
  - The Contractor will be allowed to work on this project Monday thru Friday between the hours of 7:00 a.m. to 7:00 p.m. The hours may be further restricted by the following:
    - Work will only be allowed when there is sufficient natural lighting to work safely.
    - No artificial lightning will be allowed on this project, unless authorized by the Engineer. If artificial lightning is allowed by the Engineer, all cost for the artificial lightning shall be at the Contractor’s expense.
    - No work will be allowed on a street at or near a school while it is in session, unless authorized by the Engineer.
    - No work will be allowed in the area where a special event is taking place unless authorized by the Engineer.
    - No work will be allowed on a street during times of unusually heavy traffic.
    - No work will be allowed during holidays observed by the City of Durham
  - No lane closures between the hours of 6am to 9am and 4pm to 7pm Monday through Friday
  - Additional lane closure restrictions as follows
    - For Easter between the hours of 9am Thursday and 4pm Monday
    - Memorial Day between the hours of 9am Friday and 4pm Tuesday
    - Independence Day between 9am the Thursday before Independence Day and 4pm the Tuesday after Independence Day
    - Labor Day between the hours of 9am Friday and 4pm Tuesday
- Retainage will be 2.5%.
- The Standard General Conditions of the Construction Contract will not be changed. In the case of contradictory information the Contract Manual supersedes the Standard General Conditions of the Construction Contract.
- The Contractor will be required to digitally video record project location in detail. Contractor will submit videos to the City in DVD format.
- Public Advisory Notice – Contractor shall provide a 7 calendar day advance written notice to all individuals, homeowners, business owners, etc. who may be effected by any aspect of the work.
  - Submit draft Public Advisory Notice for approval prior to use.

- Towing Vehicles – Any vehicle that has not been removed from the area of construction within the ten-day time limit as stated in the Public Advisory Notice may be towed away. The cost of this towing shall be paid for under miscellaneous cost for the actual cost of the towing. The invoices from the towing company shall be submitted for payment.
- Site Cleanliness
  - Maintain area free of waste material, debris, and rubbish.

### **Primavera Management Tracking System**

- Notices to Proceed
  - Notice to Proceed Primavera
  - Notice to Proceed Construction
- Contract Manager / P6 Scheduler/ PDRx

### **Questions**

**Submit any questions 7 days before bid opening to allow sufficient time to respond. (January 16, 2014)**