PRE-BID MEETING MINUTES
FOR
ALTERATIONS AND ADDITIONS TO BIOSOLIDS STORAGE FACILITIES
FOR THE WEST BEND WWTP
CONTRACT 11-05
FOR THE
CITY OF WEST BEND, WISCONSIN
AECOM PROJECT NO. 60161410

January 6, 2011

The Pre-bid meeting for the Alterations & Additions to Biosolids Storage Facilities for West Bend WWTP commenced at 10:00 am in the old Vacuum Filter Press Room of the WWTP at 512 Municipal Drive. Dan Schaefer opened the meeting and introduced the owner's and engineer's personnel in attendance today.

1. Introductions

a. Scott Tutas – Plant Superintendent/City of West Bend
b. Dan Schaefer – Process Engineer/AECOM
c. Nick Beil – Construction Manager (RPR)/AECOM
d. Bryan Lewis/AECOM Project Manager (Not in attendance)

2. SCOPE OF PROJECT

Dan Schaefer gave an over view of the WWTP improvements using a power point presentation and also referring to the site and major process plan sheets.

Also to be included in the Lump Sum Bid are allowances provided in the Bid Documents for items that the Owner either hasn't selected yet or wants a specific piece of equipment selected that they have pre-bid for inclusion in the construction package.

3. 00 01 00 – Official Notice to Bidders

Dan Schaefer reviewed the requirements of the Advertisement to Bid pointing out that:

a. Plan holders list is updated daily and is available on the City's Web site. Project Manual and Plans are available from City at $55.00 plus a $20.00 mailing fee. Both costs are non-refundable.
b. The funding source/principle forgiveness adds the requirements of Davis Bacon Wage Rates.
c. Bids are due on January 20 at 10:00 am at the City Clerk's Office in City Hall, not the WWTP.

4. 00 02 00 - Review Information to Bidders

On the information to bidders Dan walked through the list and wanted to point out some items to be aware of:

a. Affidavit of Bidders Organization and Authority will be required for general contractors. The forms are included in 00 04 00.

b. 5% Bid Bond or Certified Check is required with the bid.
c. Performance Bond in 100% of contract amount.
d. General contractors must list the subcontractors and Major Suppliers being used on the project. The forms are included in 00 05 00.
e. There is a time Limit of 10 days for successful Bidder to file executed contract and performance bonds from date of issuance of the Official Notice of Award. Full completion within 285 calendar days thereafter. The schedule is critical for the WWTP to have the biosolids storage operational prior to the winter of 2011/2012 as Scott Tutas indicated at the beginning of the pre-bid meeting.
f. The Standard Specifications for Public Works Construction in the City of West Bend, Wisconsin Rev. Date December 15, 2008 are referenced in the project manual, however, have not been included. They are available from City at $30.00 plus a $10.00 mailing fee. Also available online at: http://www.ci.west-bend.wi.us/index.php?option=com_content&view=article&id=69&Itemid=87
g. Bryan Lewis will be the main contact with bid questions and will coordinate answers. Questions must be submitted via email at bryan.lewis@aecom.com, include full name, company and contact phone number. We would prefer that all inquiries be in written form so that the question can be quickly transferred to the appropriate designers.
h. Dan discussed the Basis of Design and explanation of A or B Manufacturers and Major equipment Schedule in the example Bid Form attached to the agenda. If the bidder is proposing on a manufacturer and model that is not listed on the Major Equipment List it must be listed as a Substitute and fill out the appropriate form for the Engineers and Owners evaluation.
i. Post Bid Submittals; these are City Standards that must be submitted as indicated in the document including Bidders "Affidavit of Organization and Authority" and MBE and WBE requirements due to the funding source of the project.
j. Award of Contract, Dan reviewed the basis of Award and indicated:
    - The Lump Sum Bid will be based upon A manufacturers. Post award considerations will be given to B's, C's and D's by the Owner.
    - Nick commented on the $25,000 for the electrical feed, in addition to the unit priced work for the cable tray associated with the new electrical feed. Bidders are to include the allowance in their bids.

5. 00 04 00 & 00 05 00 –Affidavit of Organization & Authority and List of Subcontractors and Suppliers (Dan Schaefer)

Dan pointed out that these City forms are included and must be completed with bids.

6. **00 06 00 – Bid Bond**

Dan indicated that the bid bond must be completed and submitted with the Bid Proposal as indicated in the Information to Bidders to be a Responsive Bidder.

7. 00 11 00 – Wage Rate Requirements

Dan noted that both the State of WI Wage Rate Determinations and Davis Bacon Wage Rate Requirements are included and must be reviewed to ensure compliance.

8. **Site Tour in 2 groups.** (GENERAL/MECHANICALS & ELECTRICAL)

Dan took the General/Mechanical contractors on one tour, while Nick & Scott took the Electrical contractors on a separate tour.

9. **QUESTIONS** following Site tour:

The following questions were received during/after the site tour:

Question:
Are As-built drawings available for the abandoned final clarifiers?

Response:
"Reference drawings A-17457 and G-24992 have been posted to the City of West Bend's website." The files can be found here: http://www.ci.west-bend.wi.us/index.php?option=com_docman&task=cat_view&gid=204&Itemid=69

Question:
Is the site outside of the WWTP's fence in a wetland, and are the grading limits shown on Sheet 13 Drawing 02-CFG-01 hard and firm?

Response:
"No wetland delineation was completed as part of the design. The area outside of the fence is in the floodway of the Milwaukee River and the site has a wetland delineation determined by WDNR at some boundary between the fence and the river. Therefore for the basis of bid, contractor shall assume limits of grading are firm. Any work impacting or occurring on the land outside of the fence will require that the Contractor obtain and provide appropriate permits, protection, and restoration."

Question:
Does the existing MCC in the blower building need to be removed in order for the new MCC to fit within the building?

Response:
"The intent of the electrical design in the existing blower building is such that the new MCC can be installed prior to removal of the old MCC."

Question:
What is the purpose of the sheeting identified on Sheet 13 Drawing 02-CFG-01?

Response*:*

"Sheeting and shoring identified on 02-CFG-01 serves to prevent caving during excavation and to protect the adjacent 42" final effluent line, and post aeration basins. Sheeting, shoring, and bracing is not limited to this extent, but should be utilized in accordance with Section 31 23 05."