



## **Brunswick-Glynn County Joint Water and Sewer Commission**

### **Atlantic Avenue/Frederica Road Sewer Improvement Phase I and II**

### **Pre-Bid Meeting Minutes Third Floor Conference Room**

**Wednesday, December 03, 2014 at 10:00 AM**

#### **WELCOME**

Introduce JWSC Participants

Drexal Paulk – JWSC Director of Procurement

John Hunkele – Superintendent JWSC Planning & Construction Division

Stephen A. Swan – JWSC Executive Director

Kirk Young – JWSC Systems Pumping and Maintenance Division

James Brewster – Inspector JWSC Planning & Construction Division

Lisa Burns – Administrative Assistant JWSC Planning & Construction Division

Consulting Engineer – Fred Sororian, PE; Thomas & Hutton Engineering Company, Savannah, Georgia

Self-Introduction of Attendees

Sign-in Sheet – Although this meeting is not mandatory we would like to have a record of your attendance.

#### **PROJECT DESCRIPTION**

The Work of this Project generally consists of furnishing all skill, labor, material and equipment as required for the installation of 3,000 LF of 8-inch gravity sewer along Atlantic Drive from Frederica Road to 6<sup>th</sup> Avenue, and cured-in-place (CIPP) lining for a 6,200 LF section of existing 18-inch gravity sewer on Frederica Road from Silver Lake Road to Colonial Drive, on Atlantic Drive from Frederica Road to 6<sup>th</sup> Avenue and then to the Dunbar Creek WWTF.

#### **PURPOSE**

Review proposal requirements

Discuss critical project work elements and concerns

Informal question and answer session – this agenda and minutes of this meeting will be issued to all registered plan holders by addendum. Verbal responses to questions are non-binding and offered as a courtesy. Formal responses will only be issued in response to written questions issued by addendum to all registered plan holders in accordance with the contract documents.

## **PROPOSAL REQUIREMENTS**

Sealed Bid – Original and Three copies

Use the Bid Form Provided and please **NOTE THE FOLLOWING:**

Acknowledge receipt of all Addenda

Submit the following with the Bid:

Oath

Bid Bond -5%

Representation

Legal and Character Qualifications

Affidavit

**E-Verify Affidavit (Part G under FORM OF CONTRACT) – failure to do so may result in disqualification of Bid** *(It was stressed at the meeting that if this was not part of the bid documents that the bid would be disqualified and not considered)*

Be sure to complete the experience and references section of the Bid Form

Include Georgia Utility Contractor's License Number on outside of envelope

Performance and Payment Bonds will be required of the successful bidder

## **CRITICAL PROJECT WORK ELEMENTS**

### **Existing Facility Operations**

The Contractor shall coordinate the work with the Owner so that the construction activities required do not interfere with or prevent the operation of the existing facilities. If at any time, any portion of the facility is out of service, the Contractor must obtain approval from the Owner as to the date, time and length of time that portion of the facility is out of service. Extended outages will require that the Contractor provide, at his expense, any necessary by-pass pumping or other arrangements as required.

Connections to the existing facilities or alteration of existing facilities will be made at times when the facility involved is not in use or at times established by the Owner when the use of the facility can be conveniently interrupted for the period of time needed to make the connection or alteration. Notify the Owner at least ten days prior to relocating any plant piping or taking any existing plant component out of service.

*(The contact person will be Kirk Young and/or Robert Holmes)*

Normal working hours only – 8:00 am to 5:00 pm unless conditions dictate otherwise and prior arrangements have been made.

Maintain access to private properties and WWTP by operating personnel at all times. Park and locate construction vehicles and equipment in such a manner as to cause the minimum amount of inconvenience to residents and JWSC personnel.

### **Project Schedule**

Fred Sororian and Drexal Paulk will address these issues. Repair work at Sea Island Road and Frederica Road must be done first.

*(This will be confirmed in the addendum on how many days a contractor/s will have to complete either projects or both projects together (If awarded to one contractor))*

## **Interpretation of Plans and Specifications**

All questions regarding the meaning or intent of the plans, specifications and contract documents shall be directed in writing to the JWSC's Contract Project Representative identified in Paragraph 2.0 of the General Conditions. Reference may be made throughout the Contract Documents to the Standards for Water and Sewer Design and Construction of the Brunswick – Glynn County Joint Water and Sewer Commission. *In the event of a conflict between the aforementioned Standards and the project plans and specifications prepared by Thomas and Hutton Engineering Company, the Thomas and Hutton plans and specifications shall take precedence.*

## **Field Engineering**

Field engineering shall include all surveying work required to layout the proposed facilities and control the location of the finished project. The Contractor shall be solely responsible for constructing the project to the correct horizontal and vertical alignment as shown on the drawings and as specified herein. The Contractor shall assume all costs associated with rectifying any work constructed in the wrong location. The drawings provide the location and/or coordinates of principal components of the project.

## **Record Documents**

Record documents include but are not limited to the following: *(These documents must be turned in before the end of the project)*

- Drawings
- Specifications
- Change Orders and other modifications to the Contract
- Engineer field orders or written instructions, including requests for information (RFI) and clarification memos
- Reviewed Shop Drawings, product data and samples
- Test Records

## **INFORMAL QUESTION AND ANSWER SESSION**

Verbal responses to questions are non-binding and offered as a courtesy. Formal responses will only be issued in response to written questions issued by addendum to all registered plan holders in accordance with the contract documents.

*Questions asked during the meeting: **Reminder that these question should be put in writing***

1. *Do we have a list of CIPP contractors?*
  2. *Cutting into the sewer line pipe*
  3. *Material usage but not part of JWSC's standards.*
  4. *Budget amount – Estimated cost*
- *Reminder that the Lift Station is a busy lift station and must stay in operations.*
  - *Traffic control is a big issue since this is a busy intersection. Please plan ahead.*
  - *Right of Way permits will be the contractor's responsibility. There should not be any need for GDOT permits.*
  - *Look at starting time around the first part of February 2015.*
  - *All questions must be put in written and addressed to Drexal Paulk before December 9<sup>th</sup>. All questions will be addressed in an addendum and sent to all plan holders.*

## **SITE VISIT**

