Pre-Bid Meeting Minutes
Mill Run Service Area
CECIL COUNTY DEPARTMENT OF PUBLIC WORKS
ENGINEERING AND CONSTRUCTION DIVISION
BID NO. 19-13-55064

1) Pre-Bid Meeting Date and Location
The pre-bid meeting for the above referenced project was held July 25, 2018 at 10:30 A.M. in the Perryville Conference Room, County Administrative Building, 200 Chesapeake Blvd., Elkton, MD 21921.

2) Cecil County Staff and County Representatives – Pre-Bid Meeting Attendees
Craig Marker, P.E. – County Project Manager
Alex Lopez, P.E. – Design Engineer (Engineering Firm of Record)
Jeremy Hise, P.E. - Design Engineer (Engineering Firm of Record)
Connie Kamit – County Purchasing
Mike Evans – County Construction Management

3) The following items were noted in the Pre-Bid Meeting:

a) Project Location
- The general location of the project is along the Route 40 (Pulaski Highway) corridor. The proposed Mill Run Pump Station is located adjacent to Old Philadelphia Road (Route 7). The proposed gravity sewer and force main extend north from the Mill Run Pump Station site along a County acquired easement and into Route 40 right of way. The force main continues west along Route 40 and will tie into a manhole in the vicinity of Marley Road. The proposed gravity sewer spans both sides of Route 40 running west to east as shown in the Contract Drawings with an additional leg of gravity sewer extending north past Nottingham Road onto private property owned by Northrup Grumman. An additional small leg of gravity sewer extends east along the north side of Route 40 onto the Oakridge Holding property.

b) Project Overview
- The project includes, but is not limited to, installation of the following:
  - Approximately 2,190 linear feet of 12” PVC gravity sewer and associated manholes;
  - Approximately 9,035 linear feet of 8” PVC gravity sewer and associated manholes;
  - Approximately 11,565 linear feet of 8” HDPE force main and associated blow off manholes and combination air/vac valve manholes;
  - Jack and bore across Route 40 of a 24” steel sleeve (12” carrier pipe);
  - Traffic control and pavement restoration;
  - Sanitary house connections up to the right of way line;
  - And the 0.4 MGD peak flow Mill Run Pump Station and site appurtenances.

- The Contract Drawings include multiple sheets which are crossed out with the note “NOT TO BE CONSTRUCTED UNDER THIS CONTRACT”. These sheets were included in the overall design package but they are not to be constructed as part of this contract.
“The Cecil County Standard Specifications and Details for Water Mains and Sewer Mains” are part of the Contract Documents, as noted in the Supplementary Conditions. These can be obtained on the County website at the following link: http://www.ccgov.org/home/showdocument?id=15339.

The County noted that USDA is now implementing American Iron and Steel (AIS) requirements which refers to mandated by Section 746 of Title VII of the Consolidated Appropriations Act of 2017 (Division A - Agriculture, Rural Development, Food and Drug Administration, and Related Agencies Appropriations Act, 2017) and subsequent statutes mandating domestic preference. The term “iron and steel products” refers to products made primarily of iron or steel: lined or unlined pipes and fittings, manhole covers and other municipal castings, hydrants, tanks, flanges, pipe clamps and restraints, valves, structural steel, reinforced precast concrete, and construction materials. Contractors should familiarize themselves with these requirements. Any iron or steel installed in the field not meeting these requirements will be considered deficient work and shall be replaced in accordance with AIS at no additional cost to the County.

The Contractor shall familiarize themselves with the General Conditions as well as the Supplementary Conditions provided in the bid package. The Supplementary Conditions make modifications, additions, and deletions to the General Conditions. The documents should be reviewed together to fully understand the requirements of the Contract Documents.

The Contractor shall familiarize themselves with the weather day allowances listed in Section SC-4.05.H of the Supplementary Conditions and incorporate them into their project schedule accordingly.

The working hours were noted to be 7:00 A.M.- 3:30 P.M in the Supplementary Conditions (SC 7.02), Monday thru Friday, excluding holidays, listed in the Contract Documents. The SHA utility permit included in the Contract Documents has its’ own working hours. If the Contractor elects to extend the work hours, it will be required to be approved by SHA and the County after bid award. The County is currently investigating extending the work hours in the SHA utility permit to match the working hours listed in the Contract Documents. Any revision to the working hours in the SHA utility permit will be issued via addendum.

Permits obtained by the County for the project are listed in the Contract Documents (Supplementary Conditions SC-7.08) and have been provided in Attachments to the Contract Documents (see Table of Contents for a full list of attachments). The Contractor shall be responsible for coordinating and acquiring all other permits to perform the work, not obtained by the County, including a Cecil County Grading Permit.

The County noted they have acquired the permanent and temporary construction easements shown in the Construction Documents. The Contractor shall conduct all work inside the designated easements.

Coordination with existing property owners:
- Angeletti Property (Drawing C-14 and C-15) – Contractor to provide notice to the County of anticipated timeframe working in the existing easement. County will coordinate accordingly with the existing property owners. No coordination is required for the pump station site itself as the County has acquired this property.
Vannoy (Drawing C-4, C-7, and C-8) – The Contractor shall perform all work associated with the Nottingham Rd to US Route 40 Alignment (From Station 0+00 to 6+50) between August and December and give at least 30 days’ notice prior to start work in accordance with Note 3 on Sheet 8 of the Contract Drawings.

Elkton Homes (Drawing C-4) – The Contractor shall give at least 30 days’ notice prior to start of work. Elkton Homes shall be able to maintain all business operations while construction is going on.

Oakridge Holding Property – The Contractor shall give at least 30 days’ notice prior to start of work. Oakridge Holdings shall be able to maintain all business operations while construction is going on.

It is the Contractors’ responsibility to acquire any additional access agreements/permission/right-of-entry that may be required/desired for material staging or laydown, if necessary, at no additional cost to the County. Contractor shall be responsible for all E&S and permit approvals for these locations accordingly.

Delmarva Electrical Service and Contractor Coordination – The Contractor will be responsible for all coordination with Delmarva for the proposed permanent electrical service, as well as any temporary electrical service required by the Contractor to perform his work. Currently Bid Item A-18 includes the cost of the proposed permanent Delmarva electrical service; however, after County review the Delmarva invoice will be paid directly by the County. The Contractor will still be responsible for all costs associated with coordination with Delmarva as well as any required construction activity to install the permanent electrical service which is not in Delmarva’s scope. The County will issue a modification to the measurement and payment for Bid Item A-18 via addendum.

SCADA System Integrator (Specification 16160) – The County’s SCADA system integrator is M. Davis. The County has obtained a proposal from M. Davis for SCADA integration (inclusive of radio path study). The proposal outlining the integrator’s scope of work and quote for services will be issued via addendum. Contractor will pay M. Davis directly and include the associated costs in “Bid Item A-17 Telemetry and SCADA Communications”. The Contractor shall also include in this Bid Item (A-17) any additional costs necessary for coordinating and providing a fully operational pump station in accordance with the Contract Documents.

Force Main Tie-in Location (Drawing C-21) – Marley Road Manhole #9 will be installed as part of another project referred to as the “Marley Road Sewer Extension” scheduled to be completed in January 2019.

Topsoil Amendments – Contractor shall restore disturbed grass areas along the utility portions of the alignment in accordance with Detail 1 - ESD soil amendment shown on Drawing ESD-82.

Contingent Bid Item B-9 (70’ Aluminum SCADA Tower) – this bid item is for the additional cost to install a 70’ aluminum tower identified in Specification 17110, in lieu of the proposed 50’ timber pole. This is not a separate additional pole and is intended to replace the proposed 50’ timber pole in the base bid under Bid Item A-17 “Telemetry and SCADA Communications” in the event the 50’ pole is determined to not be of sufficient height based on the radio path study conducted by the SCADA System Integrator.
Contingent Bid item B-8 (Remove Misc. Junk/Trash from Pump Station Site) – currently there is junk piled on the pump station property that may need to be moved prior to the start of site work. This contingent bid item will be paid based off receipts from the landfill scale house. The County landfill is located approx. 3 miles from the pump station site. The County is currently working with the adjoining property owner to have junk moved before construction starts.

Route 7 Pipe #1 Alignment (Drawing C-17, Bid Item A-11) – The County noted the Contractor is responsible for installation of the 12” gravity sewer along the Route 7 Pipe #1 alignment up to the edge of Route 7 right of way and will be capped accordingly for a future connection.

Utility Crossings – All utility crossings are currently shown as being supported by the Contractor without the use of trenchless crossing techniques (i.e. pipe ramming, jack and bore…etc.). The Contractor shall evaluate each utility crossing and determine the best technique for installation of the gravity sewer. If the Contractor determines he is unable to install the proposed gravity sewer without the use of trenchless techniques, the Contractor shall include all costs for the proposed method of installing gravity sewer and force main at utility crossings in the respective alignment bid item(s). If the Contractor elects to install a casing, the design of casing shall be signed and sealed by a Professional Engineer licensed in the State of Maryland.

Route 40 Access Road Entrance (Drawing C-35, Detail 1) – The current Contract Drawings show the removal of guardrail along Route 40 but do not show the proposed guardrail treatment for the access road. Further direction on the guardrail at the Route 40 entrance will be provided via addendum.

Trench Payment Widths – The Contractor shall note the trench payment widths for utilities are shown on Contract Drawing D-4. Manhole trench pay widths are included in Section 01025 - Measurement and Payment of the Technical Specifications.

A Geotechnical Exploration Report specific to the project is included as Attachment A to the Contract Specifications.

The Contractor shall not damage or remove any paving located in a traffic lane along Route 40 or Route 7. There is an existing expansion joint between the travel lane and shoulder the Contractor shall not extend over. Nottingham Road is the exception and will have open cut installation of gravity sewer through the traffic lane.

USDA requires three (3) construction signs and the County requires a single construction sign. The proposed USDA sign is included as an attachment to the specifications.

c) Project Financing

The project is being financed through the USDA and the Contractor should familiarize themselves with the front end document requirements including the forms in Attachments D1-D7 as part of the bid submission. Contractor should reference the bid submission requirements listed in Instruction to Bidders C200-11, Article 15.

USDA has their own pay application and change order forms and Contractor’s should familiarize themselves with these forms. County standard forms will not be used for this project.
d) **Bidding Information/Requirements**

- One (1) original, three (3) hard copies, and one (1) electronic copy on USB flash drive of the bid shall be submitted in a sealed envelope addressed to: Cecil County Purchasing Office, 200 Chesapeake Boulevard, Suite 1400, Elkton, MD 21921.

- If a Contractor downloads the Contract Documents from the County website and intends to bid the project, the Contractor must notify County Purchasing Office via email the intent to bid the project at the following email ckmith@ccgov.org. Attending the pre-bid meeting does not eliminate this requirement. If a bidder does not notify the County Purchasing Office via email the intent to submit a bid, the bid may be considered non-responsive.

- Written questions will be answered via Addendum if submitted to the purchasing office (ckamit@ccgov.org) by 4:30 p.m. local time on August 8, 2018. Responses to questions will be provided by August 15, 2018.

- Note receipt of all addenda when filling out the bid package.

- **Bids Due/Bid Opening:** 1:30 P.M., EDT, Wednesday, August 22, 2018, at the Purchasing Office, 200 Chesapeake Blvd, Suite 1400, Elkton, MD 21921.

- Bid bond or certified check valued at 5% of the Contractor’s bid required with submission of Bid.

- The Contractor shall not subcontract more than 50% of the cost of the project.

- Bid forms must include both a corporate seal and be notarized. The County noted they have the ability to notarize at no cost to the Contractor.

- Bidders are required by the Contract Documents to provide a Statement of Qualifications as a part of their bid package, as outlined in the Instructions to Bidders and Attachment A and B to the Bid Form. Requirements include:
  
  - 5 project profiles providing details of projects completed by the Contractor similar in size and scope to the Mill Run Service Area project, 2 of which must have been completed in the past five (5) years.
  - Resumes for key team members (Project Manager, Project Scheduler, and Superintendent).
  - The Contractor shall review SOQ Attachment A and SOQ Attachment B for the qualification requirements.

- **Contract Duration**

- Contract Duration: Substantial Completion in 260 work days and Project Completion in 280 work days.

- Liquidated Damages: $2,500 per work day.

- County anticipates work beginning in mid to late October, but this will be subject to the time required to evaluate bids, make an award recommendation, and obtain concurrence from USDA.
4) Questions

**Question #1:** Can the County confirm if there is an issue with the overall clarity of the Construction Drawings posted to the County Website?

**Answer #1:** The County has investigated and determined the quality of the Contract Drawings was reduced due to limitations of file size the County is able to upload to the County website. The County will split the Contract Drawings into two files (i.e. Construction Drawings and E&S Plan Set) and repost the Contract Drawing set on the County Purchasing website.

**Question #2:** Will the County provide the Engineer's Estimate for the job?

**Answer #2:** The County does not make the Engineer’s Estimate available to bidders.

**Question #3:** Do Prevailing Wage Rates apply?

**Answer #3:** Prevailing Wage Rates do not apply.

**Question #4:** Will payment be received from the County or from USDA?

**Answer #4:** The Contractor will receive payments directly from the County. The County will be reimbursed by USDA.

**Question #5:** Are vendors/manufacturers able to submit “or-equals” requests prior to bid opening similar to Contractors?

**Answer #5:** Vendors may submit written requests for the approval of “or-equal” or substitute materials provided that the procedures outlined in the bid documents are followed and all required information is submitted. Specifically, requests shall comply with paragraph 7.04 and 7.05 of the General Conditions and as modified by the Supplementary Conditions. Note that request shall include a line by line comparison of the proposed product to the specified product.

**Question #6:** Are bidders able to visit the pumping station site without the County present?

**Answer #6:** The pumping station property is owned by the County and as such bidders can visit the site. Bidders shall visit the site during normal working hours and stay off of adjacent property, which the County does not own.