MANDATORY PRE-BID MEETING

MINUTES

PROJECT NAME: Western Area WWTP Phase I Expansion

PROJECT NUMBER: 71-22-SF01

DATE: June 16, 2022

**Huntsville Engineering**
BID & CONTRACTS COORDINATOR: Mary Ridgeway
BID & CONTRACTS ASSISTANT: Angela Gurley

**Water Pollution Control**
PROJECT MANAGER: Matthew Reynolds, PE
PROJECT ENGINEER: Taylor Baker, PE
DIRECTOR OF WATER POLLUTION CONTROL: Shane Cook, PE
WASTE WATER TREATMENT PLANT SUPERVISOR: Kevin Richardson

**Garver**
ENGINEER OF RECORD: Wes Cardwell, PE
CONSTRUCTION REPRESENTATIVE: Wade Behel

Scott Stewart Haren Construction
Lou VanScoy P.F. Moon
Mark Johnson MJC
Jeff Golman Garver
Bailee Robinson Garver
Robbie Oilve B.H. Craig
Rusty Baker American Pipe
Chris Gray United Controls Corp.
Austin Moon GTEC
Roger Williams Rain For Rent
Mary Ridgeway COH Engineering
Angela Gurley COH Engineering
Matt Reynolds COH Water Pollution Control
1. Introduction of all person’s present

2. Front End Document Review – All of the detailed project information listed can be found in the presentation documents attached.
   a. Bidding Requirements
   b. Contract Conditions
   c. Tax Exemption

3. Bid Sheet (Quantities)
   Contractor is required to submit pricing (Attachment “A”) on a CD-RW (preferably in a live/flash drive format) in the Excel format made available for download from the Engineering website. The CD-RW must be in working condition and included with original bid packet and reflect the correct revision, along with two signed hard copies. Bid must be submitted from the file (Quantities) provided and downloaded from the City of Huntsville’s website. Failure to do so shall be cause for rejection of bid. The City reserves the right to reject any altered bid resulting from altering the CD in any manner. If a price discrepancy is found on the CD-RW, or the correct version of bid quantities is not submitted on the CD-RW which corresponds to the printed hard copy, then printed hard copy prices submitted with original bid documents, with Contractor signature, will prevail.
   a. Review each bid item and describe method of payment (Check reference to State Item Numbers referencing State payment methods)
   b. Provide information regarding payment method, i.e. “Payment for unclassified excavation will only be made once for movement of the same material”, “DGB is to be measure for payment based on an in-place area in accordance with ….”

4. Schedule of Work
   a. Critical Path
   b. Need by first payment
   c. Owner reserves the right to withhold payment if work is more than 25% behind schedule

5. Work Description (Project Scope)

   2022 Western Area Phase I Expansion – Includes Expansion and Upgrades to the Headworks Facility, a New 5 MGD Process Train, a New RAS/WAS Pumping Facility, and a New Electrical Facility.

6. Work Requirements
   a. Restrictions
   b. Weather Days and Holidays
   c. Materials Testing
d. Coordination
e. Funding
f. ADEM Permit
g. As-Built Drawings

7. Payment
The OWNER agrees to pay the contractor as follows: Once each month per project the OWNER shall make partial payment to the Contractor on the basis of duly certified and approved estimates of the work performed during the preceding month by the Contractor, less five percent (5%) of the amount of such estimate, which is to be retained by the City until all of the work has been performed. Liquidated damages will be deducted from all invoices when the invoice estimate period end date is later than the contract completion date. All pay requests will be submitted by hard copy. Two originals and two copies of the invoices are required before payment will be made. The originals and copies should be submitted each month to the Project Engineer, Taylor Baker. No further retainage will be held after fifty percent of the contract is complete. All payments to contractor will be made as soon as practical after the approval and finance processes have been completed.

8. Subcontractors
Any subcontractors present were given the opportunity to ask questions or discuss items with which they are concerned. The Prime Contractor was advised that no work by a subcontractor will be permitted unless approved by contract or in writing. Contractor shall keep the “Subcontractor’s Listing” updated throughout the project duration and submit a copy of the listing with the request for final payment. Noncompliance with this request may cause delay in payment to the Contractor.

9. Summary of Work / Project Site Review
   a. Headworks
   b. Process Train Splitter Box
   c. Oxidation Ditch
d. Final Clarifier
e. RAS/WAS Station
   f. Electrical Building
g. Misc. Piping Improvements

10. Project Schedules and Project Meetings
    a. Schedule Requirements
    b. Various Meeting Types.

11. Shop Drawings / Submittal Process
    The approval of shop drawings by the Engineer will cover only the features of the design and in no case shall this approval be considered to cover error or omissions in shop details or a check of any dimensions. The Contractor shall be responsible for the accuracy of the shop drawings, the fabrication of materials and the fit of all connections; and he shall bear the cost of all extra work in erection caused by errors in

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shop drawings or in fabrication, inaccurate workmanship, misfits of connections or for any changes in fabrication necessary. No work shall be done on the material before the shop drawings have been approved. Any material that the Contractor orders prior to the approval shall be at the Contractor’s risk.

Substitutions or changes whether indicated or implied on shop drawings will not be considered as changes regardless of the Engineer’s approval of shop drawings unless the change has been previously submitted and approved as a change order per the requirements for changes in the contract.

After a shop drawing has been approved, no changes shall be made unless directed in writing to the Owner and acceptance by the Owner of said changes. Any acceptance of change by the Owner does not constitute a change to the contract unless that change has been approved and directed in writing per change order. Compensation for preparing and furnishing all shop and working drawings shall be included in the contract unit prices for the various pay items of work.

Questions:

Q: Question asked if all submittals are in process.
A: Matt said yes. The pre negotiated items the contractor will need to purchase. Matt said all proposals and the scope of work is in place but the submittal packages will start at bid or sometime after.

Q: Question asked if the dates and times of delivery are scheduled.
A: Matt said yes.

Q: Question asked if there is an estimate of project.
A: Matt said no.

Q: Question asked if the June 30th bid date is a set date.
A: Matt said as of right now it is.

Q: Question asked if a full set of the documents are available.
A: Matt said the documents were uploaded yesterday.

Q: Shane asked if the site address was given.
A: Matt said the address if 759 Landess Circle which is the main access point for the project.
2022 Western Area WWTP Expansion Project

Pre-Bid Conference
Pre-Bid Conference Agenda

• Introductions and Sign-In
• Project Schedule - Bidding
• Bid Opening and Evaluation
• Addenda and Interpretations
• Front End Documents
• Project Schedule – Bidding

• Work Requirements
• Project Summary
• Schedules
• Project Meetings
• Submittal Process
• Questions
• Site Visit
Introduction and Sign-In

• All contractors must be listed on the sign in sheet to be eligible to bid.

• Huntsville Engineering
  • Mary Ridgeway – Procurement & Contracts

• Water Pollution Control
  • Shane Cook, PE – Director
  • Matthew Reynolds, PE – Project Manager
  • Taylor Baker, PE – Project Engineer

• Garver Staff
  • Wes Cardwell, PE – Engineer of Record
Introduction and Sign-In

• Wade Behel – Construction Representative
Project Schedule - Bidding

- **Thursday June 16, 2022**: Mandatory Pre-Bid Conference
- **Monday June 27, 2022**: Deadline for Questions
- **Tuesday June 28, 2022**: Final Addenda Deadline
- **Thursday June 30, 2022 @ 10:00 a.m.**: Bid Opening
Bid Opening and Evaluation

Bids will be due by **10:00 am (CST) June 30, 2022**

- City of Huntsville 1st Floor Conference Room.
- 320 Fountain Circle Huntsville, AL.
- There is a 5% bid bond or cashier’s/certified check to accompany the bid packet.
- Volume 1, Article 21 – Instructions to Bidders.
- Bid Evaluation is:
  - “…responsible Bidder submitting the lowest responsive complete Bid.”
Bidding Process - Addenda

“Addendums to the bid package will be issued via email and through the City of Huntsville Bid Website; therefore, all prime bidders shall be responsible for ensuring the correct contact information is available at the pre-bid meeting listed on the sign in sheet as well as the ability to view the Huntsville Bid Website.”.

https://www.huntsvilleal.gov/business/bid-a-project/rfp/

• Acknowledgment of All Addendums is required in the bid submittal. Please refer to Attachment C for information.
Front End Documents Review

Bid Requirements:

• Section 00 21 00 – has the instructions for the Bidders.

• City of Huntsville General Requirements and Bid Documents (Attachment A - L)

• Bid Form (Attachment A)
  • Please submit an electronic version on a flash drive.

• Submit two (2) signed bids in the sealed bid packet.

• A (MU) Municipal & Utility or MU-(S) Specialty Construction Certification is required by Alabama along with a General Contractor’s License.
Front End Documents Review

Contract Conditions:

• EJCDC General Conditions will be submitted by the Engineer.
  • 00 72 00 General Conditions C-700
• Supplemental Conditions and the General Conditions will be submitted by the Engineer.
  • 00 73 00 Supplementary Conditions C-800
• Part 2 – The City of Huntsville’s General &
Front End Documents Review
Supplemental Conditions will override the EJCDC in the event of any conflict.

Tax Exemption:

• ARTICLE 22 – SALES AND USE TAXES
  • Materials and equipment that are permanently incorporated into the project are tax exempt.
  • The contractor is required to submit documentation in writing for approval by WPC in accordance with the Alabama State Law to obtain the tax exemption.
Bid Form:

- Item 1 Mobilization & Demobilization (NTE 5%)
- Item 2 -8 Facility Lump Sum Unit Items to construct the different facilities which is site civil, existing headworks expansion, process splitter train, oxidation ditch, final clarifier, RAS/WAS pump station and the electrical building to include installation of any owner
Front End Documents Review
furnished materials and pre negotiated equipment packages.

• **Clarifications:**
  • Refer to the Owner Furnished Material.
  • Refer to Pre-Negotiated Equipment Packages to be Installed under specific items.
Front End Documents Review

Bid Form:

- Item 9 - 11 Unit Pricing for:
  - **12,000** SY of removal and replacement of Asphalt Pavement.
  - **12,750 CY** of over excavation, handling, and on-site disposal of unsuitable soil.
    - Refer to the Specification Section 31 23 16 for any description of detecting/classifying unsuitable soil.
  - **12,750 CY** furnishing and placement of granular fill.

- Unit Items are to be used at the Owner’s Discretion
Front End Documents Review

Bid Form:

• Item 12 Contractor Aide-to-Construction:
  • Huntsville Utilities Aide-to-Construction (Design and Fee) will be provided in the addendum.
  • Additionally, it can be used for structural items, electrical/instrumentation items, yard piping items, and mechanical items that is built into the contract.

• Aide Bid Item may only be used at the discretion and authorization of the owner and Engineer
Front End Documents Review

Bid Form:

• Unit Items 13 -19 Pre-Negotiated Pricing for:
  • Rebar, Screen Equipment, Grit Removal, Grit Classifier, Mixers, and all pumps. The contractor will have the ability to review the submittals.

• Proposals and detailed scope of work from the Manufacturers/Integrators will be included in the addendum and referenced in the related specifications sections.
Owner of Pre-Purchased and Furnished Materials:

Summary of pre purchased Materials:

- The Contractor will need to refer to the schedule of equipment and materials which will be provided in the addendum.
  - Piping, Fittings, Wall Sleeves, and Accessory Kits.
  - Valves.
  - Clarifier Equipment.
  - Oxidation Ditch Mixing Equipment and Carousel Gate.
  - Flow Meters.
  - DO Controllers & Probes.

- The contractor will need to inspect and will assume all responsibility of any materials and installation throughout the project. The materials will be at no cost to the contractor and will be used on an as needed basis. The schedule of materials will be in the addendum for all of the equipment that is pre purchased. Anything in addition to the list the contractor will be responsible for providing.
Project Schedule - Construction

Project Completion: **455** Calendar Days

- July 14, 2022: Council Approval / Executed Contract
- July 18, 2022: Notice to Proceed
- October 10, 2023: Final Completion (455 Days)
Work Requirements

• Work Restrictions (Section 01 14 00):
  • Maintain plant operations and compliance.
  • Weather delays and holidays
    Section-4.05.H

• Geo-technical subsurface exploration reports will be provided in the first addendum.

• Materials Testing:
  • The materials testing completed by the owner’s contracted third party will be responsible to provide and pay for:
    • Soil Evaluation.
    • Soil and concrete testing.
    • Any costs of re-test due to failure of initial test shall be the contractor's responsibility.

• Coordination:
  • Shut-Downs: Section 01 31 00
Work Requirements

• Contractor shut down requests shall comply with the specifications.
• The owner will be responsible for setup, install, and the operation of the temporary bypass pumping system if deemed necessary.
Work Requirements *contd*

- There is no State or Federal funding associated with this project.
- **ADEM Stormwater Permit:**
  - WPC / Garver will submit the NOI to the State and will maintain the permit for the duration of the project.
  - The contractor will be responsible for maintaining site conditions and BMP’s as required by the responsible party’s inspections.
- As-Built drawings will be required by the contractor and accepted by the Owner/Engineer prior to final payment.
There is a designated staging area for the construction trailer.
Work Requirements contd

Please review and be familiar with the definitions below:

• **Substantial Completion**
  - The time at which the Work (or a specified part thereof) has progressed to the point where, in the opinion of Engineer, the work (or a specified part thereof) is sufficiently complete, in accordance with the contract documents, so that the work (or a specified part thereof) can be utilized for the purposes for which it is intended. The terms “substantially complete” and “substantially completed” as applied to all or part of the work refer to substantial completion thereof.

• **Payments**
  - The OWNER agrees to pay the contractor as follows: once each month per project. The OWNER will make partial payment to the contractor on the basis of duly certified and approved estimates of the work performed during the preceding month by the contractor, less five percent (5%) of the amount of such estimate, which is to be retained by the City until all of the work has been performed.

• **Subcontractors**
  - The prime contractor should be advised that no work by a subcontractor will be permitted unless approved by contract or in writing. The contractor shall keep the “Subcontractor’s Listing” updated throughout the duration of the project and submit a copy of the listing with the request for final payment.
Project Summary

• The main entrance on Landess Circle
• Project Facilities
  • Headworks
  • Splitter Box
  • Oxidation Ditch
  • Clarifier
  • RAS/ WAS Stations
  • Electrical Building
• Operations Facility
• Contractor Staging and Temporary Facilities
Project Summary

- Entrance
- Project Facilities
  - Headworks
  - Splitter Box
  - Oxidation Ditch
  - Clarifier
  - RAS/ WAS Stations
  - Electrical Building
  - Operation
  - Facility
    Kevin is located
  - Contractor
    Staging and Temporary Facilities in SW corner of plant.
Summary of Work (Section 01 11 00)

1. Headworks:
   a. Construction of two additional fine screening channels.
   b. Construction of one new mechanical vortex grit chamber and associated grit pump station.
   c. Installation of mechanical step screens, screenings sluiceway, screenings washer compactors, mechanical vortex grit removal equipment, grit pumps, and grit classifiers.
   d. Installation of electric actuators on existing slide gates.
   e. Selective demolition throughout the existing headworks facility including existing knockout walls in existing headworks distribution structure, existing walls to incorporate the new screening channels and grit chamber, existing canopy structure and existing manually operated slide gates.

2. Process Train Splitter Box No. 1:
   a. Construction of a new splitter box to receive and mix raw wastewater and return activated sludge and to split flow evenly to Oxidation Ditches 1, 2, and 3.
   b. Installation of submersible mixers in the inlet zone of the splitter box.
   c. Selective demolition and modifications to the existing Oxidation Ditch 1 and 2 Splitter Box to incorporate piping from Process Train Splitter Box 1.

3. Oxidation Ditch No. 3:
   a. Construction of a new oxidation ditch to match existing.
   b. Installation of Owner-furnished equipment (vertical turbine mixer, aerators and flow control gate).
Summary of Work (Section 01 11 00)

4. Final Clarifier No. 5:
   b. Installation of Owner-furnished equipment including the clarifier mechanism, walkway, weirs and scum baffle.

5. RAS/WAS Pump Station No. 2:
   a. Construction of a new RAS/WAS pump station to receive settled sludge from Final Clarifiers 3, 4, and 5.
   b. Installation of RAS and WAS pumps and associated valves.
   c. Modifications to the settled sludge chambers of existing Final Clarifiers 3 and 4 to route settled sludge to the RAS/WAS Pump Station No. 2.

6. Electrical Building
   a. Construction a new electrical building and associated electrical gear and equipment to receive a new primary service and distribute this power throughout the plant.
   b. Rerouting of the existing power distribution system such that both existing electric services are removed and existing processes and buildings at the plant are refed from the new electrical building.
   c. Relocation of the existing standby generator to the new electrical building.

7. Miscellaneous piping improvements necessary for new equipment and processes.
Submittal Process

• Preliminary Progress Schedule:
  • Submit at least seven (7) days prior to the preconstruction conference.
  • Section 01 32 00, Paragraph 1.3.

• Detailed Progress Schedule:
  • Submit within forty-five (45) days after the effective date of the agreement.
  • Section 01 32 00, Paragraph 1.4.
  • WPC will not process the first pay request without an approved construction schedule and schedule of values.
Submittal Process

• Submittal/Shop Drawings Schedule:
  • This will need to be submitted to Garver.
• There will need to be an update at each progress meeting.
• There will be a pre-construction meeting.
• Monthly Progress meetings:
  • The contractor is responsible for the agenda, the minutes, and a schedule coordination.
  • WPC & Garver will preside over the meeting.
• There will be a facility start up & training.
Submittal Process
There will be a post construction meeting as needed and additional meetings as needed.

• All submittals will be processed electronically via Garver’s project website.
• Preliminary submittals of O&M Manuals will also be processed electronically.
• Final submittals of O&M Manuals will require an electronic PDF version in addition to hard copies to be given to the owner.
Submittal Process

• The contractor is required to provide an electronic copy of all submittals, etc.
Final Instructions

• All questions will be answered, and all clarifications made by addendum. All addenda will be sent via email to those bidders who attend and have signed in at the pre-bid meeting. Although a response to the email is optional, it is mandatory that the bidders acknowledge the receipt of each addendum, whether received via email or by downloading from the Engineering Department’s website, on Attachment “C” included in the Specifications. Acknowledgement of receipt of addenda is mandatory using Attachment “C” and must be submitted with bid package. Failure to do so shall be cause for rejection of the bid.

• The addendum # 1 will include the pre-bid meeting minutes and the sign in sheet.

• The anticipated date for the Headworks final drawings to be finalized is June 23rd. The detail sheets on the structural will be uploaded via addendum on or by June 23, 2022.

• Last day for questions concerning this project will be Monday, June 27, 2022, until 5:00 p.m. via email to: mary.ridgeway@huntsvilleal.gov.

• Any response to the contractor’s questions will be Tuesday, June 28, 2022, until 5:00 p.m.
Final Instructions

• **Bids open: Thursday, June 30, 2022, at 10:00 a.m.** in the 1st Floor Conference Room, 320 Fountain Circle, Huntsville, AL. All bids must be **SEALED** before submittal at the bid opening. Any bids received that are not sealed will be immediately rejected.

• The pre-bid notes and all addenda shall become a part of the contract documents.

  *Verbal response shall not change the contract documents unless noted in the Addendum.*
Shane said that this project different from any other projects in the past. Shane said that all underground equipment is already in place so that the contractor can start immediately. Shane said that there is plenty of land around the plant so there should be no problem with moving dirt. Shane said the ADEM permit will be maintained by the Water Pollution Control Department since he is responsible for overseeing the plant. Shane said he also depends on Kevin to make sure everything is in order. If anything should go wrong, it will more than likely be the with the U.S. Fish and Wildlife Service due to the refuge being located close to the project site.

Meeting Adjourned.