
AGENDA

March 8, 2021, 11:00 am
155 Indiana Ave., Ste. 311 and Video Conference
Pre-Submittal Meeting
Ludington Ditch, Arm 19-Ditch Reconstruction

1. Sign-in and Introductions

2. Project Overview

The project is located in Section 27, Township 34 North, Range 6 West, in Porter Township, Porter County, Indiana. The project is located in a regulated drainage easement and runs from CR 450 S to the confluence of Ludington Ditch, Arm 19 with Ludington Ditch. The project consists of clearing and tree removal, mowing, and reconstructing the existing ditch. Excess excavated material will be disposed of on-site by spreading within the regulated drainage easement.

3. Overview of Request for Quotes & Submittal Requirements

- A. Quote Form
- B. Basis of Quote Form
 - i. Items as Ordered by Engineer
- C. Contractor's Certifications, Statements, Affidavits, and Representations Form
- D. Contractor's Financial Statement
- E. Contractor's Oath and Affirmation Form

4. Project Description

- A. Installation of 40 LF of 117" x 79" CMP culvert.
 - i. Culvert will be provided by owner.
- B. Mowing and Clearing & Tree Removal.
 - i. On-site Burning Allowed
- C. Channel excavation.
- D. Grading, Ditches, & Swales.
- E. Shaping, Trimming, & Finishing, Excess Excavated Material.

5. Other Items

- A. Overview of important General Conditions.
- B. Questions during RFQ process.
- C. Quotes will remain open for 60 calendar days.
- D. Lowest, responsive and responsible respondent will be awarded contract.
- E. Acknowledgement of Addenda
- F. Successful Contractor to provide the following within 10 days of NOA
 - i. Executed Contract and Certificates of Insurance.
 - ii. E-Verify Affidavit and Certification Regarding Investment in Iran.

- G. Contractors shall inform themselves of existing site conditions and all conditions affecting the performance of the work.
- H. Minority and Women's Business Enterprises
 - i. Goals for this project are 7% MBE and 5% WBE participation.
 - ii. MBEs and WBEs must be certified.
- I. Owner is exempt from State Sales Tax on materials to be incorporated into the work. Sales and use tax on such materials shall not be included in quotes.
- J. Utility Coordination
 - i. Contractor shall confirm location and depth of utilities prior to start of work.

6. Notable Dates

- A. Pre-Submittal Meeting: March 8, 2021.
- B. Last Day for Questions: Tues., March 9 at 9:00 am local time. Final addendum to be issued by 4:30 pm local time, Tues., March 9.
- C. Quote Submittal: Thursday, March 11, 2021 10:00 am local time, Department of Development and Storm Water Management of Porter Co. 155 Indiana Ave., Ste. 311, Valparaiso, Indiana 46383.
- D. Quote Opening: Thursday, March 11, 2021 10:00 am local time, at a public opening of quotes, 155 Indiana Ave., Ste. 311, Valparaiso, Indiana 46383.
- E. Substantial & Final Completion:
 - i. Substantial Completion – April 30, 2021
 - ii. Final Completion – May 15, 2021

7. Questions