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## **MINUTES**

March 8, 2021, 10:00 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. Base Quote
- 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 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

Q1: Can the farm lane along the north bank of Ludington Ditch be utilized as an access route?

A1: Yes, the farm lane can be utilized as an access route. The farm lane shall be restored to as near a condition as possible or better that existed prior to the start of work. Addendum #2 includes a second temporary construction entrance to account for the use/potential use of this access route.

Q2: Can straw mulch be used rather than erosion control blanket since the project takes place in the spring, and grass seed will grow quickly?

A2: Straw mulch cannot be used within the ditch cross section. Erosion control blanket needs to be used from top of bank to top of bank to provide temporary stabilization of the freshly graded ditch bank. Straw mulch can be used in areas outside of the ditch cross section. A minimum of 2 rolls wide (preferably 8 foot wide rolls) should be used on the ditch banks. Any remaining exposed ditch bank near the top of bank may be restored with topsoil, fertilizer, ditch seed, and straw mulch. The quantities on the revised basis of quote form are based on an 8 foot wide roll for the ditch bottom, and two 6 2/3 foot wide rolls on the ditch bank.



Q3: Does erosion control blanket need to be installed in the bottom of ditch if there is continuous flow through the ditch?

A3: No, if the ditch has constant water in the bottom of ditch, erosion control blanket will not be installed in the ditch bottom. If the ditch has a dry bottom, then erosion control blanket will be installed. Addendum #2 provides separate pay items for the erosion control blanket to account for this.

Q4: Do the stumps within the ditch bank need to be removed? If so, how should they be disposed of?

A4: Yes, the stumps need to be removed from the ditch bank, as part of the channel excavation work item. They can be ground or burned on site per the technical specifications.

Q5: Does clearing and tree removal include the tree located on Christopher Vann's property?

A5: The specifications generally exclude the removal of larger and/or specimen trees. However, the tree may need to be removed if it does not allow for the excavation and grading of the ditch.

Q6: In some areas, the existing bottom width of the ditch is approximately 10 feet. Should the proposed bottom width match the existing, or should it be filled in to the proposed 5 foot bottom width?

A6: The project requires the excavation of approximately 2-3 feet of material. The channel should be excavated to 5 feet wide, per the contract documents. The new channel should be blended with the existing ditch banks to create a uniform toe of slope which may require filling in the stream banks in some areas.

Q7: Can a bypass pump be set up to allow for overland flow approximately 1000 feet to the west?

A7: No, there is not a defined channel in that area, and the overland flow returns to Ludington Ditch, Arm 19 via sheet flow/shallow concentrated flow. As the work proceeds upstream, cofferdam bypass pumping can be set up to dewater individual work areas from the channel.

Q8: Can INDOT No. 2 be used instead of INDOT No. 5 for the rock apron?

A8: Yes.

Q9: There is a small section of chain link fence on the residential property. Is the fence to be removed and not replaced?

A9: The fence can be removed and does not need to be reset.

Q10: What are the frost law limits for trucks?

A10: Select roads are closed under the frost law, rather than all roads. The frost law does not affect the roads in the vicinity of this project.

Q11: Can the spoil from the upstream portion of the project be spread in the residential area?

A11: If the spoil is suitable topsoil, then it can be used to restore the disturbed areas within the residential areas. The remaining spoil shall be spread in the spoil disposal areas shown on the construction plans.

LUDINGTON DITCH, ARM 19 - DITCH RECONSTRUCTION  
 PRE-SUBMITTAL MEETING  
 March 8, 2021 (11:00 AM CST)

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