
MINUTES

March 11, 2021, 10:30 am
155 Indiana Ave., Ste. 311 and Videoconference
Pre-Submittal Meeting
Emerald Ridge Subd. – Blarney Stone Dr. Drainage Improvements

1. Sign-In and Introductions

See attached sign-in sheet for list of attendees.

2. Project Overview

The project is located in the Emerald Ridge subdivision, in Section 34, Township 35 North, Range 5 West, in Washington Township, Porter County, Indiana. The project is located in a combination of existing drainage easements, regulated drainage easements, and licenses, and runs from behind 2258 Blarney Stone Dr. to behind 2052 Blarney Stone Dr. to a detention basin located at the northwest corner of the intersection of CR 100 W and Blarney Stone Dr.

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. Clearing & Tree Removal (183 IN-DBH)
- B. Utility Investigation & Protect Existing Utility
 - i. Phone line (Frontier), 300 pair
- C. Pipe Underdrain (610 LF)
- D. Drain Tile Investigations
 - i. As Ordered by Engineer (Allowance)
- E. Grading Ditches & Swales (835 LF)
 - i. New Rear Yard Swale
- F. Removal & Off-Site Disposal of Excess Excavated Material (380 CY)
- G. Construction Access Routes

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 (i.e., Utility Investigation).

6. Notable Dates

- A. Pre-Submittal Meeting: March 11, 2021.
- B. Last Day for Questions: Thu., Mar. 11 at 1:00 pm local time. Final addendum to be issued by 4:30 pm local time, Thu., Mar. 11.
- C. Quote Submittal: Mon., Mar. 15, 2021 10:00 am local time, Department of Development and Storm Water Management of Porter Co. 155 Indiana Ave., Ste. 311, Valparaiso, IN 46383.
- D. Quote Opening: Mon., Mar 15., 2021 10:00 am local time, at a public opening of quotes, 155 Indiana Ave., Ste. 311, Valparaiso, IN 46383. In accordance with the Department's COVID-19 Safety & Action Plan, the public opening of quotes will also be conducted live via videoconference.
- E. Award of Contract: The Department intends to award the contract on Tue., Mar. 16, 2021 9:00 am, at a meeting of the Porter Co. Storm Water Management Board, 155 Indiana Ave., Room 205, Valparaiso, IN 46383.
- F. Substantial & Final Completion:
 - i. Substantial Completion – April 30, 2021
 - ii. Final Completion – May 30, 2021

7. Questions

No questions were asked.

The Department reviewed the long-standing drainage and flooding issues affecting the project area and its desire to begin construction on the contemplated improvements as soon as possible following the contract award.

EMERALD RIDGE SUBDIVISION - BLARNEY STONE DR. DRAINAGE IMPROVEMENTS
 PRE-SUBMITTAL MEETING
 March 11, 2021 (10:30 AM CST)

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