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## **MEETING MINUTES**

March 23, 2021, 10:00 am

155 Indiana Ave., Ste. 311 and Video Conference

Pre-Bid Meeting

Sunnybrooke Subdivision–Storm Water Management System Improvements

### **1. Sign-in and Introductions**

### **2. Project Overview**

The project is located near the intersection of CR 1050 N and CR 400 E, and generally extends from 1044 N 400 E to 1064 N 400 E. The project consists of the installation of storm sewer and storm sewer structures and grading ditches and swales to address long standing drainage flooding issues effecting the area around the intersection of CR 1050 N and CR 400 E.

### **3. Overview of Bidding Documents & Bidding Requirements**

- A. Bid Form
- B. Basis of Bid Form
  - i. Base Bid
- C. Bidders Work History Form
- D. Bidders Organizational Experience and Workload Form
- E. Bidders Subcontractor and Supplier Form
  - i. List entities comprising 10% or more of the bidder's total cost.
- F. Bid Security
  - i. 10% of total bid.
  - ii. Certified check, bank money order, or Bid Bond issued by acceptable surety.

### **4. Project Description**

- A. 600 LF of 30" RCP, Class III.
  - i. Storm sewer to be placed within the center of the south bound travel lane. Avoid placing castings in wheel tracks.
- B. 42 LF of 12" PVC, SDR 35.
  - i. 2 inlets, incidental to 12" PVC Storm Sewer (12" PVC elbow with Nyloplast Light Duty Dome)
- C. 2 Storm Sewer Structures, 5 ft. diameter
- D. 2 Storm Sewer Structures, 6 ft. diameter
- E. Grading Ditches & Swales
  - i. Overflow Swale
  - ii. Roadside Ditches
- F. Road cut and repair and/or reconstruction
  - i. Driveway
  - ii. CR 400 E, southbound (west) lane

## 5. Other Items

- A. Overview of important General Conditions.
- B. Questions during Bidding.
- C. Copies of bidding documents are fully downloadable on the Department's website at <http://www.porterco.org/stormwater>.
- D. Bids will remain open for 60 calendar days.
- E. Lowest, responsive, and responsible bidder will be awarded contract.
- F. Acknowledgement of Addenda
- G. Successful Bidder to provide the following within 10 days of NOA
  - i. Executed Contract, Performance Bond – 100%, Payment Bond – 100%, and Certificates of Insurance.
  - ii. E-Verify Affidavit and Certification Regarding Investment in Iran.
- H. Maintenance Bond will be required upon final acceptance of work as guarantee.
  - i. 10% of contract price for 1 year.
- I. Bidders shall inform themselves of existing site conditions.
- J. 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.
- K. Owner is exempt from State Sales Tax on materials to be incorporated into the work. Sales and use tax shall not be included in the bid.
- L. Utility Coordination
  - i. Contractor shall confirm location and depth of utilities prior to start of work.

## 6. Notable Dates

- A. Pre-Bid Meeting: Tue., March 23, 2021, 10:00 am.
- B. Last Day for Questions: Thu., March 25 4:30 pm local time. Final addendum to be issued by midday Fri., March 26, 2021.
- C. Bid Due Date: Tuesday, March 30, 2021 10:00 am local time, Porter Co. Dept. Development & Storm Water Management. 155 Indiana Ave., Ste. 311, Valparaiso, Indiana 46383.
- D. Bid Opening: Tuesday, March 30, 2021 10:00 am local time, at a public opening of bids, 155 Indiana Ave., Ste. 311, Valparaiso, Indiana 46383.
- E. Substantial & Final Completion:
  - i. Substantial Completion – July 31, 2021
  - ii. Final Completion – August 31, 2021

## 7. Questions

Q1: Can a full road closure be implemented? If so, is a detour plan available?

A1: Yes, a full road closure has been planned for this project. A detour plan is included on Sheet 6 of the construction plans.

Q2: Will an extension be issued for permanent seeding since August is outside of seeding windows?

A2: An extension may be issued depending on the weather and site conditions. In the event that permanent seeding is delayed, temporary seeding should be placed using the cover crop seed mix provided in the technical specifications.

SUNNYBROOKE SUBDIVISION - STORM WATER MANAGEMENT SYSTEM IMPROVEMENTS

PRE-BID MEETING

March 23, 2021 (10:00 AM CST)

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