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## **MEETING MINUTES**

April 15, 2021, 10:00 am  
155 Indiana Ave., Ste. 311 and Video Conference  
Pre-Bid Meeting  
Ludington Ditch, Arm 19 – Drain Tile Reconstruction, Phase 1

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

See attached sign-in sheet.

### **2. Project Overview**

The project is located near the intersection of CR 450 S and CR 100 W, and generally extends from just north of CR 450 S upstream to the confluence with Ludington Ditch, Arm 16. The project consists of the installation of drain tile, perforated drain tile, storm sewer structures, and construction of a grassed waterway. The drainage area tributary to this portion of Ludington Ditch, Arm 19 is approximately 1,100 acres. Note that the existing Ludington Ditch, Arm 19 drain tile is located within the project reach. The existing drain tile was successfully located by the Department at the upstream project limits, as shown on the construction plans; however, the Department was unable to locate the existing drain tile within the project reach. The existing drain tile will be abandoned within the project reach; it can be temporarily plugged at the upstream project limits so that incoming flow can be controlled and the new drain tile can be properly constructed.

### **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. 1,005 LF of 36" RCP, Class III.
- B. 952 LF of 6" HDPE, Type SWP.
- C. 2 Storm Sewer Structures, 5 ft. diameter
- D. 1 Storm Sewer Structures, 7 ft. diameter
  - i. Stubs for future use incidental to storm sewer structures.
- E. Grading Ditches & Swales
  - i. Grassed Waterway
- F. Rock (Rip Rap) Chute & Rock (Rip Rap) Apron

- G. 5 ft Aquablok Trench Dam
  - i. Utilize Aquablok as the final backfill material for 5 ft at the downstream end of the drain tile.
- H. Spread Excess Excavated Material
  - i. Spread excavated material within the drainage easement. Strip topsoil prior to spreading material; respread topsoil after spreading excavated material.

## 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: Thu., April 15, 2021, 10:00 am.
- B. Last Day for Questions: Mon., April 19, 2021, 4:30 pm local time. Final addendum to be issued by 12:00 pm local time, Tue., April 20.
- C. Bid Due Date: Thu., April 22, 2021 10:00 am local time, Porter Co. Dept. Development & Storm Water Management. 155 Indiana Ave., Ste. 311, Valparaiso, Indiana 46383.
- D. Bid Opening: Thu., April 22, 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 – August 15, 2021
  - ii. Final Completion – September 15, 2021

## 7. Questions

No questions from meeting attendees.

LUDINGTON DITCH, ARM 19 - DRAIN TILE RECONSTRUCTION, PHASE 1  
 PRE-BID MEETING  
 APRIL 15, 2021 (10:00 AM CST)

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