
PRE-BID MEETING AGENDA

Date: January 18, 2018

Contract Number: BID # 213183

Project: Aquia Drive Water & Force Main Replacement
Stafford County Dept. of Utilities

A. INTRODUCTIONS

Project Manager	Paul Santay, Stafford County Department of Utilities
Design Consultant Representatives	David Saunders, Timmons Group
County Construction/Project Manager	Paul Santay, Stafford County Department of Utilities Frank Bennett, Stafford County Department of Utilities

B. SIGN-IN SHEET

C. PROJECT DESCRIPTION & SCOPE OF WORK

The Project will include, but not limited to, the construction of approximately 250 LF of 10" ductile iron sewer force main, bridge and concrete work, pipe hangers, bypass pumping and all associated manholes and approximately 100 LF of 8" ductile iron water main and appurtenances, bridge and concrete work and pipe hangers on Aquia Drive in Aquia Harbor. The contractor shall provide all labor, equipment and materials, temporary facilities and restoration as required to complete the work described in the Bid Documents.

D. BID OPENING

1. Bids are due on or before Tuesday, February 13 at 3:00 p.m., at Stafford County Administration Center, 1300 Courthouse Road, Stafford, VA 22554.
2. Tentative schedule of events:

Last Addendum	Three (3) days prior to Bid Date
Receive Bids	February 13, 2018

E. QUESTIONS DURING BID

1. Bidders and Sub-Bidders shall promptly notify the Owner of any ambiguity, inconsistency or error, which they may discover upon examination of the Solicitation and Contract Documents or of the site and local conditions. No interpretation of the meaning of the drawings, specifications or other Contract Documents will be made to any Bidder orally.

2. Every request for such interpretation should be in writing addressed to **Paul Santay, Stafford County Utilites Administration Center, 2128 Jefferson Davis Highway, Suite 101, Stafford VA 22554**, and/or emailed to **psantay@staffordcountyva.gov**, and to be given consideration must be received at least seven (7) days prior to the date fixed for the opening of the Bids.
3. Any and all such interpretations and any supplemental instructions will be in the form of written Addenda to the Bidding Documents which, if issued, which will be available on the Stafford County Website (<http://staffordcountyva.gov>), no later than three (3) days prior to the date fixed for the receiving of Bids. The County will not be responsible for any other explanations or interpretations of the proposed documents. Failure of any Bidder to receive any such Addendum or interpretation shall not relieve any Bidder from any obligation under his Bid as submitted. All Addenda so issued shall become part of the Contract Documents.

F. BID ADDENDUM

1. Acknowledge receipt on Bid Form.
2. Advise all attendees that whatever is said during the meeting is meant to be helpful but does not and cannot change the Bid Documents. Bidders must rely on published Addenda for official answers to questions that are not currently covered by Bid Documents.

G. COMPLETION TIME & PROJECT SCHEDULE

1. The Work shall be substantially completed within Ninety (90) calendar days after the Notice to Proceed
2. Liquidated Damages (LD's) will be assessed in the amount of five hundred dollars (\$500) per calendar day the work is not substantially completed.
3. The Work shall be completed and ready for final payment within One Hundred Twenty (120) calendar days after the Notice to Proceed.

H. OBTAINING PLANS AND SPECIFICATIONS

The Bid Package and the Construction plans are available at no charge from the Stafford County FTP website. To receive the password to download the bid documents please email Cindy Bush at cbush@staffordcountyva.gov. Telephone number: (540) 658-8630. Be prepared to provide your company name and contact information for the bid holders list.

I. REQUIRED BID SUBMITTALS

1. Completed Bid Form
2. Bid Security Form (5% of Bid)

J. SPECIAL CONDITIONS, STAGING, ACCESS, PARKING, USE OF FACILITIES

1. Significant portions of the work are within right-of-way owned and operated by Aquia Harbour Property Owner's Association (AHPOA). Bidder will be required to coordinate with Stafford County Dept. of Utilities and AHPOA regarding the maintenance of the traffic plan and traffic control procedures.
2. Any work associated with installation of pipe located on the bridge or any other bridge work shall be performed at night.
3. The successful Bidder shall perform the work with forces that are in the direct employment of the Contractor's organization per the bid documents. If requested by the Owner, prior to the signing of

the Contract, the Successful Bidder shall submit a statement of work to be performed by his own forces.

4. A site tour is not scheduled as part of the Pre-Bid meeting. Bidders shall be responsible for making their own arrangements to visit site to satisfy themselves of the site conditions prior to submitting a bid.

K. CLEAN UP, PROTECTION OF THE PREMISES, & ENVIRONMENTAL CONSIDERATIONS

1. Temporary Protection, Barricades, Gates, Staging areas
2. Ingress / Egress to site
3. Temporary Water Service, Sanitary Facilities
4. Environmental Quality (Aquia Creek, Control of Odors, Fumes, Noise, Dust, Sediment, etc.)

L. INSURANCE

The Successful Bidder will be required to carry Liability and Workers' Compensation and other insurance in the amount and under the terms stipulated in the General Conditions and Supplementary Conditions

M. QUESTIONS