



MEETING **MINUTES**



CITY OF HAMPTON, GEORGIA **ELM STREET** **STORMWATER IMPROVEMENTS** **ITB #2023-300** **PREBID CONFERENCE**

FEBRUARY 2, 2023 – 10:00 AM

- All persons/Bidders attending the Prebid Conference are asked to execute the Sign-In Sheet as verification of attending this meeting and to facilitate the distribution of documents that pertain to the Prebid Conference.
- All persons/Bidders are notified that this Prebid Conference Agenda will be utilized to develop the official Meeting Minutes for this Prebid Conference and all attendees will be sent a draft of the Meeting Minutes to review and submit modifications and/or additions to the draft by the time specified in the transmission of the Meeting Minutes draft.
- All persons/Bidders are notified that attendance of the Prebid Conference is non-mandatory.
- All persons/Bidders are notified that Contract Documents including any project changes and/or Addendums are available free of charge. Complete sets of Bid Documents may be obtained on the City of Hampton's website at <https://www.hamptonga.gov/bids.aspx>. The City of Hampton's Procurement Department and the Owner's Representative will oversee all bidding for this project.
- All persons/Bidders are notified that they are solely responsible for verifying that they have a complete set of the bid documents (contract drawings, contract documents, addendums, etc.) from the websites referenced above to utilize for bidding.
- All persons/Bidders are notified that any alternates to the items in the specifications must be submitted by the time allowed for written questions. No alternates will be accepted after the bid process. Rejection or approval of the requested alternates will be issued in the form of an Addendum prior to the bid date and submitted to all persons/Bidders on the Plan Holders List.

- All persons/Bidders are notified that only potential Bidders will be allowed to submit requests for alternates to the items in the specifications. Requests from manufacturers and suppliers will not be reviewed.
- All persons/Bidders are notified that questions for the referenced project pertaining to the Contract Documents shall be in writing and are to be submitted to the City of Hampton and Falcon Design Consultants via email; Attention: Rashida Fairley at rfairley@hamptonga.gov and Skip Layton at slayton@fdc-llc.com by 12:00 PM NOON on Thursday, February 9, 2023.
- All persons/Bidders are notified that all written questions received by the deadline above would be compiled and answered only after the deadline.
- All persons/Bidders are notified that any questions answered or opinions given that were not in writing are not valid which includes any discussions at this Prebid Conference.
- All persons/Bidders are notified that all written questions received via email, at the address shown previously, will be compiled and a written response will be provided in an Addendum. This Addendum will be posted on the City's website.
- All persons/Bidders are notified that all project Addendums will be issued a minimum of 72-hours prior to the time established for the Public Bid Opening in accordance with the Contract Documents.
- All persons/Bidders are notified that the project components include but are not limited to furnishing and installing all materials, labor, tools, equipment, and related services required for a complete project. This project includes but is not limited to the erosion and sediment control, traffic control including detour plan and signage, roadway and stormwater demolition, utility relocation and improvements of potable water distribution and sanitary sewer collection systems, grading, installation of multiple new precast stormwater box culverts and related infrastructure, reconstruction of roadway sidewalks and related structures, and all related appurtenances that are required by the Contract Drawing and these Contract Documents and Technical Specifications within the project limits in accordance this project for the City of Hampton, Georgia's "ELM STREET STORMWATER IMPROVEMENTS - ITB #2023-300" project.
- All persons/Bidders are notified that the Contractor is responsible for obtaining and paying for the services of an independent geotechnical testing firm approved by the Owner to provide all testing required by the Contract Documents and as directed by the Engineer.
- All persons/Bidders are notified that the contract time for this project is (150) consecutive calendar days for substantial completion and (180) consecutive calendar days for final completion.
- All persons/Bidders are notified that the liquidated damages for this project is (\$250) per calendar day for failure to meet substantial completion and (\$500) per calendar day for failure to meet final completion.

- All persons/Bidders were notified that weather-related time extensions for this project would only be approved for weather in excess of the days shown in the “Section XIV - Supplementary Conditions; Paragraph 6 - Weather Delays” contained in the Contract Documents for this project.
- All persons/Bidders are notified that there is a (\$75,000) Contingency Allowance for the project and is listed in the Bid Items that is solely for the use of the City of Hampton to address unforeseen issues and conditions or City requested scope changes and any monies not utilized by the City of Hampton will be removed from the final contract by use of a Change Order.
- All persons/Bidders are notified that permits will be required by the City of Hampton related to the construction of the improvements related to this project, however, any fees for the City required permits will be waived by the City of Hampton.
- All persons/Bidders are notified that the all work related to this project will be performed within existing City rights-of-way and easements specifically obtained by the City of Hampton for the construction of this project.
- All persons/Bidders are notified that it will be solely the contractor’s responsibility to obtain any additional access or easements for this work beyond the specific construction limits established by the Contract Drawings.
- All persons/Bidders are notified that the City of Hampton will not provide any temporary services, facilities, parking, or storage areas for this project.
- All persons/Bidders are notified that it is the responsibility of the Contractor to provide any additional temporary utilities, facilities, services, parking, storage, or any other construction requirement of the Contractor to provide a complete and finished project at no expense to the City of Hampton.
- All persons/Bidders are notified that the Contractor will be solely responsible for project site safety.
- All persons/Bidders are notified that the Contractor will be solely responsible for project site security.
- All persons/Bidders are notified that bid submission requires **one (1) original copy** of the bid documents with seals and signatures labeled “Original” and **two (2) additional copies** of the bid documents labeled “Copy” for the City of Hampton’s – “ELM STREET STORMWATER IMPROVEMENTS - ITB #2023-300” bid package.
- All persons/Bidders are notified that a complete bid submission requires the following documents:
 - **“Section III – Bid Form” of the Contract Documents executed by the Bidder and acknowledging Addendums is received for this project;**
 - **“Section IV – Bid Bond” of the Contract Documents executed by the Bidder and Bond Company or other approved bond form or cashier’s check in the minimum amount of 5% of the total Base Bid;**

- “Section VI – Contractor Affidavit and Agreement” of the Contract Documents executed by the Bidder;
 - “Section XV - Reference Verification Release Form” complete with five references for similar projects and authorization for contact of references.
 - “Section XVI – City of Hampton Required Forms” of the Contract Documents executed by the Bidder;
 - Required Bidder Qualification Statement with Supporting Data (Business License, Corporate Resolution to Bid, Financial Statement, Current Workload)
 - Corporate Resolution giving signatory authorization to the responsible person signing on behalf of the Bidder;
 - Georgia General Contractor License Number;
 - Certificate of Insurance meeting or exceeding the requirements established in the “Section XIV - Supplementary Conditions” and listing the City of Hampton as the Certificate Holder.
- All persons/Bidders are notified that Sealed Bids for the City of Hampton’s – ELM STREET STORMWATER IMPROVEMENTS - ITB #2023-300 project will be received by the City until 11:00 AM EST on, Thursday, February 23, 2023.
 - All persons/Bidders are notified that Sealed Bids shall be enclosed in a separate package plainly marked on the outside with the Contractor’s Name, Address, and Contractor’s License Number and with the notation “BID ENCLOSED – ELM STREET STORMWATER IMPROVEMENTS - ITB #2023-300”. A mailed Bid shall be addressed to City of Hampton; Attention: Rashida Fairley – City Clerk; 17 East Main Street; Hampton, GA 30228, and then publicly opened and read aloud.
 - All persons/Bidders are notified that if they utilize the USPS or other courier services for the delivery of their bid package to the City, the Bidder solely responsible for assuring that the package is delivered prior to the established time for the Public Bid Opening and no bids will be opened that are delivered after the specified time for the Public Bid Opening.
 - All persons/Bidders are notified that Sealed Bids received by the City are to be submitted to the City Clerk’s office and be stamped by City personnel with the date and time the bid was submitted.
 - All persons/Bidders are notified that the project will be awarded to the responsible low Bidder meeting all the project qualifications only if approved by the City Council for the City of Hampton, GA.
 - All persons/Bidders are notified that the City has the right to waive any bidding informalities and/or to reject all bids submitted for the project.
 - All persons/Bidders are notified that after a Notice of Award is made by the City Council of Hampton, GA for this project the Contractor has fifteen (15) consecutive calendar days from the date of receipt of the Contract Documents to execute the Form of Agreement, provide Payment and Performance Bonds, the project Certificate of Insurance, a formal list of all Subcontractors and related Subcontractor Affidavits.

- All persons/Bidders are notified that the Contractor must submit all Subcontractors to the City of Hampton for review and they have the right to reject any Subcontractor for cause and it will be the Contractors responsibility to replace any rejected Subcontractor with an approved alternate at no additional cost to the City of Hampton.
- All persons/Bidders are reminded that the Prebid Conference Agenda will be adjusted and considered the Meeting Minutes for the conference and both the Sign-In Sheet and the Meeting Minutes would be submitted to all persons/Bidders on the Prebid Conference Sign-In Sheet for review and comments before posting on the City's website.
- **ADDITIONAL ITEMS:**
 - City of Hampton will allow for the road closure of Elm Street within the project limits during the contract period. Contractor will be responsible of submission and implementation of Road Closure / Detour plan for City approval.
 - Water line relocation will require limited water outages that must be approved by the City and scheduled. Maximum water outage should be 1-2 hours.
 - Contractor will be required to provide utility coordination with independent utility companies (i.e., phone, cable, etc.)

END OF MEETING MINUTES