

PRE-BID MEETING AGENDA

Suffolk Pump Station 004 Replacement

Date: May 9, 2022

Time: 11:00 A.M.

A. Meeting Sign-in Sheet

B. Introductions: City of Suffolk & Kimley-Horn and Associates, Inc.

C. Bidding Information – Amy Gardner, Senior Buyer, Finance Administration

1. Bid Opening

- Bids Due by 3:00 p.m., Wednesday, May 24, 2022
- Bids received after the date and time specified will not be considered
- Telephone, facsimile, electronic and verbal bids will not be considered
- Bids Opened and Read Aloud at 3:15 p.m.

2. Part A (Submitted with Bids)

- Conditions and Instructions
- Bid Form
- Schedule of Unit Prices
- References
- Addenda
- Signatures
- Anticollusion/Nondiscrimination/Drug Free Workplace
- Proof of Authority
- Exception Page
- Notice of Escrow Option
- Bid Bond

3. Part B (Submitted by Successful Bidder)

- Insurance Requirements
- Performance Bond
- Labor and Material Payment Bond
- Construction Contract Escrow Agreement
- Contract

4. Deadline for Questions – Submit in writing to Amy Gardner no later than (5) business days preceding the date that bids are accepted

- Deadline for Questions: May 17, 2022
- Deadline for Addendum: May 20, 2022

D. Project Description

- Project Milestones

- Substantial: 365 calendar days
- Final Completion: 30 days after Substantial Completion
- Liquidated Damages (Strictly Enforced)
 - \$ 500 Day Beyond Substantial Completion
 - \$ 250/Day Beyond Final Completion

E. Work Hours

- Normal Working Hours - 7:00 am to 4:00 pm, Monday through Friday
- Extended Daylight Hours - During Daylight Savings Time ONLY
- Weekend/Holiday Hours - 8:00 am to 4:00 pm, Saturdays and City Holidays
 - 48 Hours Advance Request in Writing
 - Overtime Inspection Fees Waived

F. Project Overview/Scope

1. Replacement of existing pump station with new wet well/dry well pump station
2. Project Coordination
 - Removal/Delivery of the Existing Generator (RECORE, LLC)
 - Removal/Delivery of the Diesel Bypass pump to Operations Center
 - Virginia Power
3. Sequence of Construction – Refer to slides
4. RIGHT-OF-ENTRY, lot behind the PS site
 - City of Portsmouth
5. Permits

Obtained by Owner

 - Nationwide 12 (Wetlands)
 - Certificate to Construct (VDH)

To Be Obtained by Contractor

 - Right-of-Way Permit
 - Land Disturbance Permit
 - Responsible Land Disturber Designation

G. Questions and Closing Remarks