

West Virginia Northern Community College: Parking Lots & Green Space**RFB: 21060****Mandatory Prebid Meeting Minutes/ADDENDUM #1****Date:** August 17, 2020**Time:** 1:30 PM**Meeting Location:** WVNCC Auditorium**Attendees:**

• Keith Fulton	Ponzani Landscaping	keith.fulton@ponzani.com	740.310.4069
• Rudy Hoffert	City Neon	rudy@cityneon.com	304.599.1852
• Jamie Prosser	Stone Mile Group	jamiep@stonemilegroup.com	724.503.5005
• John Emery	Angelina Stone & Marble	john@angelinastone.com	740.310.1484
• Dave Lash	Cast & Baker	dlash@castandbaker.com	740.296.8009
• Aaron Pollock	United Electric	aaronpollock@swave.net	304.232.1330
• Ron Blatt	Savage	rblatt@sav-co.com	304.650.3932
• Joe Baker	Cast & Baker	jbaker@castandbacker.com	724.745.6430
• Mark Sampson	JDE	mark@jde.com	304.232.5000
• Brandon Offenberger	Wolf Creek	boffenberger@wolfcreekcontractors.com	740.749.5778
• Mike Gianni	James White Construction	mgianni@jameswhiteconstruction.com	304.748.8181
• Frank Flora	James White Construction	fflora@jameswhiteconstruction.com	304.748.8181
• Scott Putnam	Alex Paris Construction	sputnam@alexparis.com	724.947.2235
• Rich Donovan	CTCS	rich.donovan@wvhepc.edu	681.313.2212
• Jeff Sayre	WVNCC	jsayre@wvncc.edu	304.244.8809
• Gabe Hays	WallacePancher Group (WPG)	ghays@wallacepancher.com	724.981.0155 x180
• Justin Alexander	WallacePancher Group (WPG)	jalexander@wallacepacher.com	724.981.0155 x166
• Rick Nohe	WallacePancher Group (WPG)	rnohe@wallacepancher.com	724.981.0155 x185
• Tim Mizer	McKinley Architecture & Engineering	tmizer@mcKinleydelivers.com	304.233.0140 x118

Discussion Items:**1) Welcome and Introductions**

- a) **Rich Donovan of the West Virginia Higher Education Policy Commission introduced the project and the project team.**
 - i) WVNCC- Rich Donovan, Jeff Sayre
 - ii) WPG – Gabe Hays (Project Lead and Construction Administration), Justin Alexander (Project Manager), Rick Nohe (Designer)
 - iii) McKinley Architecture & Engineering- Tim Mizer (Electrical Engineer)
- b) **Rich Donovan presented an overview of the project and requested all bidders provide their contact information on the sign-in sheet.**

2) Project Summary. Gabe Hays reviewed the three parking lot areas, allowances, alternates, and unit pricing:

a) ATC Lot

- i) Base Bid Parking Lot.
- ii) Recently remediated for underground storage tanks.
- iii) Parking area and landscape islands.
- iv) Storm Infrastructure- 1 new catch basin with small section of pipe connecting to existing structure.
- v) As-Built Survey: will be performed and incorporated into the **next addendum**.
- vi) Tim Mizer mentioned that all conduit to Monument Signs will be part of the base bid.
- vii) Tim Mizer mentioned that the proposed electrical service will connect from an existing feed from the ATC Building.
- viii) City Sidewalk (other than the improvements listed on the drawings), are not included this project.
- ix) Asphalt Patching will be necessary along Lane B abutting the new 12" wide curb as part of the base bid.
- x) Conduit protection at ATC Building along Lane B. This item will be included in the **next addendum**.

xi) Addendum #1 Items:

- (1) **Photos A1 & A2- Complete Bollards Removal (refer to the attached photos):** Two (2) steel bollards in NW and NE corners of the lot will need to be torched/cut 12" below finish grade and filled with flowable fill material.
- (2) **Photos B1 & B2- Partial Bollards Removal (refer to attached photos):** Completely remove remaining portion of two (2) steel bollards and foundations along Lane B to an elevation below proposed subgrade.
- (3) **Photo C- Concrete Paving Removal. (refer to attached photo):** Sawcut and remove a 15 ft long x 2.5 ft wide section of concrete base that sticks out into the site from the existing sidewalk along 16th Street adjacent to existing AEP vault.
- (4) **Photo D- Millstone Relocation (refer to attached photo):** Relocate millstone (3 ft dia. x 1 ft ht.) from the ATC Lot top the ECS Lot. Coord. relocation with Architect and Owner.

xii) Questions:

- (1) **Question:** Do you have a source for the precast on the monument sign? **Answer:** Concrete Fabricators or approved equal. Provide shop drawings for Architect review per contract documents.

b) ECS Lot

- i) Base Bid Parking Lot
 - (1) Portion of mill and overlay
 - (2) Portion of new full depth bay of parking
 - (3) Full depth excavation for landscaping areas and islands
 - (4) Perimeter fencing
 - (5) Electrical, site lighting, panel, conduit.
 - (6) Asphalt paving, concrete paving, concrete curbs, concrete sidewalks.
 - (7) Rain Garden for stormwater management.
 - (8) Storm Infrastructure- 2 catch basins to be placed in the street with associated piping and connections. 2 drain basins, 1 inline drain/cleanout and 1 flared end section to be placed in rain garden with associated piping and connections.
- ii) Tim Mizer mentioned that all conduit to monument signs will be part of the base bid.

iii) Tim Mizer mentioned that a work order is in place with AEP for the new electrical service coming from the existing pole in the NW corner of the lot.

iv) **Questions:**

- (1) **Question:** What materials will be used for the monument signs? **Answer:** The material will be the same material for all lots.
- (2) **Question:** Will the rock construction entrance be part of the base bid or the alternate? **Answer:** Only one (1) rock construction entrance will be required and installed whether the Owner goes with the base bid or the alternate. All trucks/equipment exiting the site must track through the rock construction entrance to limit debris and erosion from exiting the site.
- (3) **Question:** Is the fencing part of the base bid? **Answer:** Yes.

c) **B&O Lot**

i) **Alternate #5: Entire B&O Lot:**

- (1) Includes demolition of entire lot.
- (2) Asphalt parking stalls, exposed aggregate concrete in drive aisle, concrete sidewalks, concrete curbing, new ADA grate, landscaping
- (3) Monument Sign (Alternate #6)
- (4) Brick Columns (Alternate #7)
- (5) Brick on Concrete Base (Alternate #8)

3) Alternates, Allowances, and Unit Pricing. Gabe Hays reviewed the allowances, alternates, and unit pricing:

- a) **Alternate #1- ATC Monument Sign:** Masonry with internally lit sign; column and two wing walls; masonry to match granite on B&O Building. Buff precast limestone. Ornamental cap. Brick to match B&O Building.
- b) **Alternate #2- ATC Pedestrian Light Poles:** (5 total)
- c) **Alternate #3- ECS Lot Monument Sign:** Masonry with internally lit sign; column and one wing wall; masonry to match granite on B&O Building. Buff precast limestone. Ornamental cap. Brick to match B&O Building.
- d) **Alternate #4- ECS Lot Phase 2 Parking Area:** (arched) and associated improvements.
- e) **Alternate #5- Entire B&O Lot:** Demolition, Paving, Landscaping
- f) **Alternate #6- B&O Lot Monument Sign:** Masonry with internally lit sign; column and one wing wall; masonry to match granite on B&O Building. Buff precast limestone. Ornamental cap. Brick to match B&O Building.
- g) **Alternate #7- B&O Lot Two (2) Brick Piers/Columns:** To match columns in adjacent plaza. Concrete base, brick, and precast cap.
- h) **Allowance #1- ATC Lot: Monitoring Wells:** (6 total) – adjust caps and piping to final grade.
- i) **Allowance #2- ECS Lot: Embankment:** Selective clearing and tree pruning.
- j) **Allowance #3- Contingency Allowance**

- k) **Unit Price #1- Excavation Basement**
- l) **Unit Price #2- Foundation Wall Demolition-Historic Masonry**
- m) **Unit Price #3- Foundation Wall Demolition-Concrete**
- n) **Unit Price #4- Engineering Fill**

***unit prices will be applicable to any area within the limits of the three parking lot projects.**

4) Available Documentation. Rich Donovan mentioned the additional documentation that is available including:

- a) Geotechnical Investigation – ECS Lot (by ACA Engineering)

5) Procurement and Contracting. Rich Donovan Reviewed the following Contract Terms and Conditions:

- a) Bid Form with Subcontractors information required.
- b) Bid Form located in the Project Manual.
- c) Bonding
 - i) 5% Bid Bond required
 - ii) 100% performance bond
 - iii) 100% materials and payment bond
- d) WV Contractor's License required by State
- e) 2 Affidavits Required to be submitted with Bid- drug free workspace conformance affidavit and purchasing affidavit.
- f) Insurance Requirements are located in Project Manual.
- g) WV Jobs Act is necessary for this project.
- h) Bidders shall review the supplementary conditions.
- i) Successful Bidder- AIA Construction Contract between Owner and Contractor. Followed by the Purchase Order and Notice to Proceed.
- j) Gabe Hays mentioned the Wheeling WV requires 2% B&O Tax

6) Communications. Gabe Hays discussed the following related to the project communications:

- a) Obtaining Documents
 - i) Through email only to Justin Alexander @ WallacePancher. jalexander@wallacepnacher.com
- b) Bidder's Requests for Information/questions **via email only.**
- c) Construction Administration will be performed by:
 - i) Gabe Hays- WPG
 - ii) Tim Mizer- McKinley for electrical

7) Schedule. Gabe Hays discussed the following related to the project schedule:

- a) Last Day for Questions: August 24th
- b) Addenda- issued August 25th.
- c) Bid Opening Due: August 27th, 2020 at 3 pm.
- d) Start: On or Before September 14th.
- e) Substantial Completion and Liquidated Damages- Base Bid Work and Base Bid Pavements: 70 Consecutive Days
- f) Substantial Completion and Liquidated Damages- Remainder: 252 Consecutive Days

8) Additional Questions During Pre-Bid Meeting: Gabe Hays asked the bidders for any additional questions related to the project:

- a) **Inspection & Testing- Question:** Who pays for inspection and testing? **Answer:** All inspection and testing to be paid for by the Owner.
- b) **Schedule:**
 - i) **Question:** Is conduit required to be installed within the 70 days? **Answer:** Yes.
 - ii) **Question:** How might weather delays impact the schedule? **Answer:** Contractor shall submit in writing the change in schedule/scope/fee and Architect/Owner will evaluate schedule and change order, if necessary.
 - (1) **Question:** Can the asphalt base course be installed in the 70 days and the wearing course completed at a later date? **Answer:** Yes, this is acceptable, but painted line striping and a fully functional parking lot will be required.
 - iii) **Question:** Is concrete curbing to be installed within the 70 days? **Answer:** Yes.
 - iv) **Question:** Are both the base bid and alternates required to be installed within the 70 days? **Answer:** Yes, for base bid. No, for alternates.

(1) Base Bid

- (a) Asphalt base course, curbing, sidewalks, striping, functional at a minimum. Wearing course can be postponed if necessary. In this case, ADA accommodations at the curb ramp will need to be made at the ADA ramps to maintain lawful access and then ground out prior to final wearing course.
- (b) Storm catch basin located in parking areas will need rim elevations installed at base course elevation to prevent pooling if the Wearing course is not completed prior to the 70 day mark. Once final wearing course is installed, a precast riser will need to be installed to meet finish grade of pavement.

(2) Alternates

- (a) Additional timing will be permitted.
- c) **Monument Sign- Question:** How does the granite chamfer? **Answer:** Granite will sit atop the veneer piece. Will be covered with shop drawing.
- d) **5 FT Overexcavation and Foundation Removal: Question:** Is this part of the base bid? **Answer:** Yes.
 - (1) **Question:** Is this included in the 70 days? **Answer:** Yes.
- e) **ECS Lot Power/Electrical- Question:** Are there any chargers for the drop? **Answer:** No, there is no cost to the contractor on the electrical service.

9) Field View. Gabe Hays walked all the lots and provided additional summary and drew additional questions.

- a) **Questions:**
 - i) **B&O Lot:**
 - (1) **Question:** Is there landscaping up against the building. **Answer:** Yes. There is a narrow strip to be provided between B&O Building and new concrete sidewalk as shown on the drawings.
 - (2) **Question/Comment:** The brick on concrete detail is calling out the wrong detail on the plans. **Answer/Response:** The brick on concrete detail callout should refer to Detail 6/C-501, not C-505.

ii) **ECS Lot:**

- (1) **Question:** Do we need to maintain access to any of the existing parking areas? **Answer:** Yes, as much as possible.
- (2) **Question:** Is the demolition all part of the base bid? **Answer:** Yes.
- (3) **Clarification:** There are metal guardrails and concrete posts located along the existing chain link fence atop the embankment. The metal rails will need to be removed, but concrete posts shall remain for bank stabilization.

iii) **ATC Lot:**

- (1) Foundation existing along Lane B of the lot- contractor shall remove any perimeter foundations that impact proposed curbing or paving down to the subgrade elevation. This shall be included as part of Unit Price #3.
- (2) Asphalt Patching will be necessary along Lane B abutting the new 12" wide curb and shall be included as part of the base bid.
- (3) Removal of Steel Bollards – refer to **Photo A1 & A2** in ATC Lot above.
- (4) Remove of Partial Steel Bollards- refer to **Photo B1 & B2** in ATC Lot above.
- (5) Concrete Base Removal along 16th Street- refer to **Photo C** in ATC Lot above.
- (6) Relocate Millstone- refer to **Photo D** in ATC Lot above.
- (7) Electrical Service Column- refer to **next addendum**.

iv) **All Lots Clarification:**

- (1) **Amended Soil (Rain Garden Mix):** Contractor blended soil mix **is not** acceptable. Mix shall be a pre-manufactured blend by S&S Processing, or approved equal. Soil shall be certified and inspected by professional. Refer to spec.
- (2) **Amended Soil (Planting Mix):** Contractor blended mix **is** acceptable.
- (3) **Amended (Topsoil Mix):** Contractor blended mix **is** acceptable.

10) Additional Questions Post Pre-Bid Meeting: Justin Alexander received additional questions after the pre-bid meeting:

- a) **CAD Files Available- Question:** Are there CAD files available for the job? **Answer:** Not at this time. Once the successful bidder is selected, CAD files will be prepared by Architect, a waiver release will be signed by Contractor, and the files will be provided.
- b) **Existing Asphalt and Concrete Thickness- Question:** Could you provide information on the thickness of the existing asphalt and concrete to be demolished? **Answer:** We do not have any information on the thicknesses of the existing pavement sections. However, the bidder may perform core borings to determine the actual depths. However, all pavement will need to be replaced in-kind and work will not impede on the parking or traffic flow.

**WVNCC PARKING LOTS & GREEN SPACE
PRE-BID MEETING
SIGN-IN SHEET**

Date: _____

Attendees:

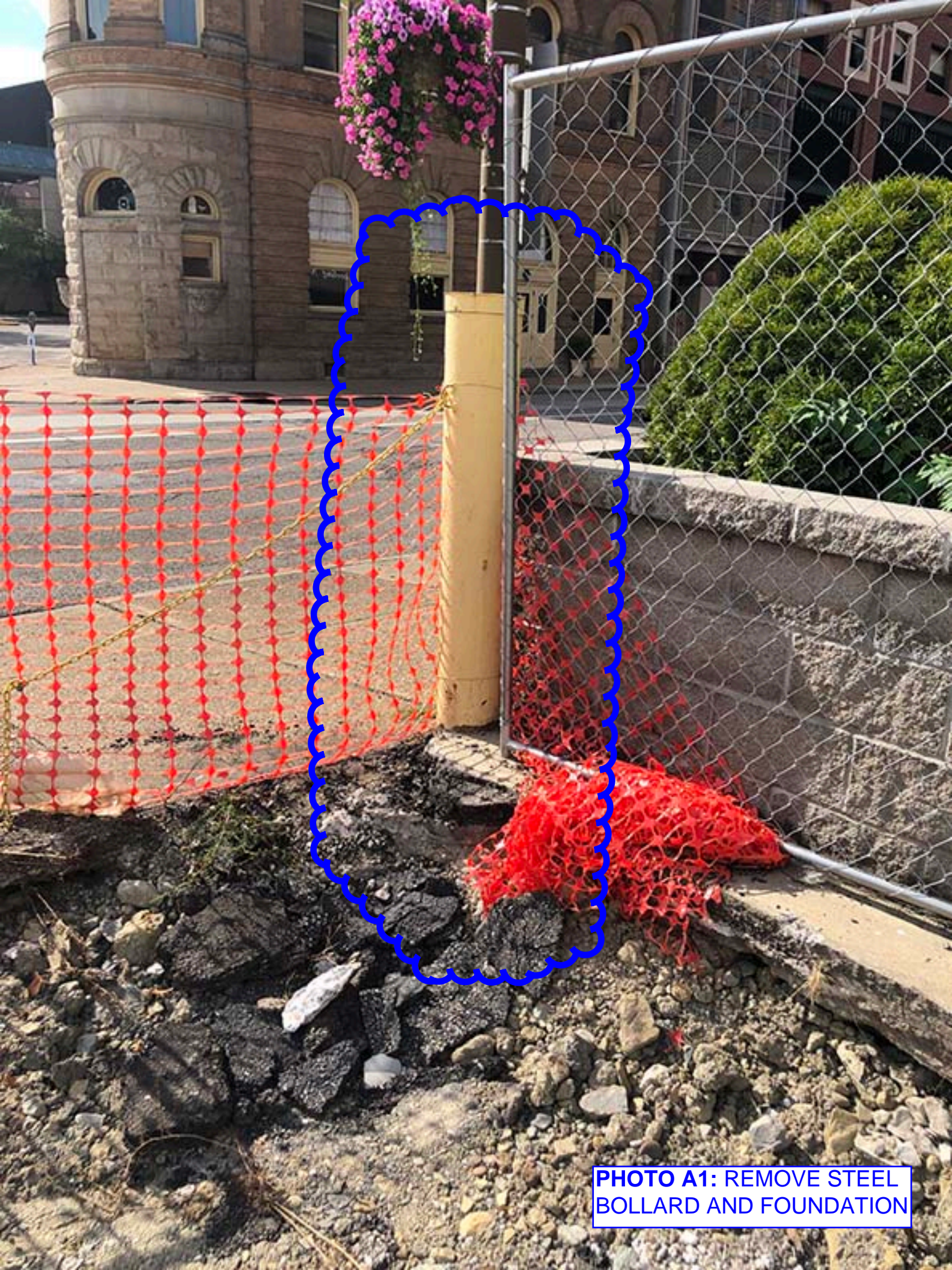
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**WVNCC PARKING LOTS & GREEN SPACE
PRE-BID MEETING
SIGN-IN SHEET**

Date: _____

Attendees:

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**PHOTO A1: REMOVE STEEL
BOLLARD AND FOUNDATION**



**PHOTO A2: REMOVE STEEL
BOLLARD AND FOUNDATION**



**PHOTO B1: REMOVE
PARTIAL STEEL BOLLARD
AND FOUNDATION**



**PHOTO B2: REMOVE
PARTIAL STEEL BOLLARD
AND FOUNDATION**



**PHOTO C: SAWCUT AND
REMOVE CONCRETE BASE
(APPROX. 15' LONG BY 2.5'
WIDE)**



**PHOTO D:RELOCATE
MILLSTONE FROM ATC LOT
TO ECS LOT. COORD.
RELOCATION WITH OWNER
AND ARCHITECT.**