

**SAFFORD STREET WATERLINE IMPROVEMENTS PROJECT
PRE-BID MEETING NOTES
APRIL 6, 2020
TOMBSTONE, AZ**

Thom Martinez, Smyth Industries welcomed everyone in attendance, and stated he was the Engineer hired by the City of Tombstone to design and manage the project. City Staff, SEAGO, and Smyth Industries employees in attendance introduced themselves. Mac MacMillan with Brown & Associates/City of Tombstone Liaison, Alex Gradias, Public Works Department, Elke Remeikis, Public Works Department, Keith Dennis, SEAGO Representative, Mary Lou Stratton, Project Coordinator, Smyth Industries, and Steve Stratton, Project Manager, Smyth Industries.

Kevin Dennis, SEAGO, stated that the project was a CDBG funded project, thereby requiring certified payrolls. He further stated that the LS-2 Contractor's Certification Form must be completed/submitted in order to submit a bid. SEAGO and ADOHS use this form to verify a contractor's DUNS number and EIN. The LS-3 for Subcontractors will also be required by the successful contractor. At that time, Keith will review all required forms.

Thom stated he had an agenda that he would follow during the meeting. In keeping with the 6-Foot social distancing requirement, he had Mary Lou obtain the contractors' information to complete the sign-in sheet. Both documents will be emailed to the City, SEAGO, and contractors.

First item on the Agenda was the project overview and the bid questions and answer process. Thom described the area of the project, the waterline size, requirements for trenching---approximately one mile. Smyth Industries will issue an addendum for trench depth and shading which will be sent to each contractor in attendance and posted on the City's website.

Thom mentioned there were underground utilities---sewer, storm drains, water lines, and natural gas lines. Production rates may be reduced because the contractor has to pothole and physically locate utilities.

There are two options for paving: (1) Per plan: 12" minimum AB to bring to surface; (2) The alternate, if the City can afford it, is to have the contractor pave 2" of compacted asphalt where the trench is.

Fire Hydrants will need to be installed. The City is providing 8 hydrants---7 new and 1 change out.

Soil Condition – The test pits were dug that morning on each end of the project so that the contractors could see the soil conditions.

Traffic Control – The Contractor will be responsible for submitting a traffic control plan that is compliant with MUTCD, approved by the City, and maintained for the duration of the project. If

problems occurred during the weekends, the City reserves the right to take any corrective action, and will charge the contractor accordingly.

Storm Water Prevention Plan (SWPP) – Contractor will be required to prepare and maintain a SWPP for the duration of the project. A monthly report must be submitted to the appropriate agencies. The contractor will submit a schedule and update it monthly.

Weekly Certified Payrolls are required, and submitted to Keith Dennis, SEAGO.

After today, any questions must be submitted in writing to Thom Martinez at: tmartinez@smythindustries.com by April 17, 2020, 5:00 P.M. Questions and answers will be provided as an addendum on April 23, 2020.

Bids are due on April 30, 2020, 1:00 P.M.

Pre-Construction Meeting Agenda

1. Introductions
2. Project Overview and Bid Question and Answer Process
3. Review Construction Documents
4. Project Specifications Review
5. Pre-Bid Meeting Notes and Sign-up Sheet will be posted to the City Web Site
6. Questions are to be submitted in writing via e-mail to tmartinez@smythindustries.com no later than April 17, 2020 by 5:00 PM MST.
7. Responses to Questions and Project Addenda if required will be published to the City Web Site no later than April 23, 2020.
8. Bids are to be hand delivered to the City of Tombstone by 1:00 PM MST on Thursday, April 30, 2020. A public bid opening will be held thereafter.
9. A site walk will be facilitated by the City for the Contractor's reference for site conditions.

Thom asked if there were any questions. Contractors asked the following questions:

Question 1: Are there any hard rock clauses?

Response 1: There are no hard rock clauses. Since no Geo Tech Tests were performed, the test holes were dug so that contractors could see the soils and determine the equipment they needed to use and how to access the project area.

Question 2: Auto Liability Insurance – \$5M Umbrella for Hauling Hazardous Materials. Are there any hazardous materials on site? Will this coverage be required?

Response 2: Mac MacMillan stated there are no hazardous materials on the job site. Mac asked Keith Dennis/SEAGO if the insurance would be required. Keith stated he didn't think so, and that the bid documents typically include the language to ensure coverage, but that he would get clarification from ADOHS. Keith spoke with an ADOH rep and confirmed that the \$5M Umbrella would NOT be required.

Question 3: How deep are the test holes and what is the condition of the soil?

Response 3: The test holes are 4 feet deep. Mac stated that the holes were 4 feet deep and dug with a backhoe that morning. The crew started at 8:00 and were done by 8:30. Alex Gradias stated the soil has caliche, but it is pretty soft in most areas. He added that old lines that run across the road will be the biggest problem

Question 4: Can we see the hydrants after the walk-thru?

Response 4: Mac said they could see the hydrants and that they were located behind City Hall. He added that there were 8 hydrants---7 will be new installs and 1 will be a change out.

Question 5: Will construction water be available?

Response 5: Mac said yes and that a stand pipe is located on Allen and 7th Streets. There is no charge for the water, but contractors will be required to fill out a slip so that the City can keep track of water usage.

Question 6: Is a City permit required and what is the cost?

Response 6: Mac stated that a City Right of Way permit is required, but that the fee has been waived. A Business License is also required and will cost less than \$100. Only the awarded contractor will be required to obtain the permit and business license. Mac further stated that the successful bidder will be required to submit their traffic plan, SWPP, permit fee and right of way application prior to starting any work.

Question 7: What is the anticipated start date?

Response 7: Mac and Keith stated 30 days from the date of award allow the contractor to submit all required paperwork. Steve Stratton mentioned that a Council meeting was scheduled for May 14 to award the contract. If the date changes, a special meeting will need to be scheduled.

Question 8: Can we use Mega Lugs instead of Thrust Block?

Response 8: Mega Lugs can be used---the City prefers them.

Question 9: Will submittals on materials be required?

Response 9: Yes we will require submittals on the pipe, valves, fittings, etc.

Question 10: Will sand be required only for the bedding/shading? Can it be an import material?

Response 10: Sand is required only for the bedding and shading. It can be imported material. The thickness will be clarified in the addendum issued by Smyth Industries.

Question 11: Can we screen native materials to make the sand? It is more cost effective to screen native materials versus trucking it in.

Response 11: Thom replied he would clarify this question in the addendum.

Question 12: Is there an area for the disposal of spoils?

Response 12: Mac stated that there is an area located behind the public works department. Steve Stratton added that it was a half-mile from the jobsite.

Thom concluded the meeting by stating Tombstone is a great place to work in, and that everyone involved in the project needs to be cognizant of the residents who live near the worksite, they need to be courteous at all times, and let Smyth and City staff know if problems arise so that a resolution can be immediately and effectively implemented. Thom also asked if the contractors encountered problems with their supply chains during the bidding process, to let us know. Current times are necessitating alternatives that may be more readily available. We just need to make sure they meet spec.