



Bessie Weller Elementary School Safe Routes to School

Minutes of the Pre Bid Meeting

July 1, 2021 2:00 p.m.

Staunton City Council Chambers; also remotely via Zoom

VDOT Project No.: EN16-132-104, C501, P101, R201

FHWA No.: TAP-5132(152)

UPC: 109024

Lyle Hartt facilitated the meeting. A list of those in attendance, either in-person or via Zoom, has been posted to the City website and is attached to these Minutes. The following topics were discussed:

- Bids are due and will be opened July 22, 2021 at 2:00 p.m. in Purchasing Agent's Office.
- Questions after this meeting shall be submitted in writing. Every question or request for interpretation should be emailed to Lyle M. Hartt, P.E. at hartt1m@ci.staunton.va.us, no later than 12:00 p.m. on July 9, 2021. See Instructions to Bidders.
- Any Addendum will be posted on the City website by the end of the day on July 12, 2021.
 - It is the responsibility of all bidders to ensure that they have received all addenda.
- Subcontractors do not need to be VDOT pre-qualified, but will be held to the same requirements as Contractor.
 - Contractor was reminded to include the special language in contracts with Subcontractors that is required for the project work, including Civil Rights documentation and requirements.
- The project is scheduled to be fully completed by March 1, 2022.
 - City anticipates the work to start as soon as possible.
 - Work on campus during school hours shall be scheduled and approved with the City Engineer (trail lighting and sidewalk).
- The scope of the project includes:
 - Replacement of a portion of sidewalk along Bessie Weller Drive.
 - Construction of new sidewalk along a portion of Gay Street.
 - Construction of handicap access ramps and crosswalks at several intersections.
 - Installation of new lighting and associated underground wiring along existing walking trail.
 - Construction of walking trail and retaining wall between Paul Street and Ames Street.

- Contractor shall comply with Federal and State Requirements.
 - DBE Goal is 1%.
 - Contractors will be held responsible for the wage posting and reporting requirements stipulated in these documents. Contractor's employees may be subject to brief interviews with VDOT or City personnel/representatives. Central Shenandoah Planning District Commission, under contract with the City of Staunton, will provide Davis-Bacon oversight.
 - VDOT stressed the importance of demonstrating (documenting) activities of due diligence of good faith efforts to meet DBE requirements.
 - The wage decision is included in the Contract Documents.

- Review Special and Supplemental Conditions
 - Any clearing required, including for trail lighting, shall be performed after November 15, and before April 1.
 - Add 6.3.4 All materials for this project shall be VDOT approved and from a VDOT Approved source.
 - Note that all steel and iron used on the project shall meet Buy America requirements, per VDOT Special Provision in the Contract Documents.
 - Note the following revision to Item 5 of the Special and Supplemental Conditions: Add 7.12.1 Minimum Testing Requirements: Concrete testing for sidewalks and concrete flatwork shall be provided at the frequency called for in VDOT's LAP Manual.
 - Testing services shall be provided by Draper Aden Associates under Contract with the City of Staunton. Contractor to coordinate testing with Draper Aden Associates as required. All testing shall be in accordance with the VDOT LAP Manual.
 - Per Specs (Section 112.3.4), compaction testing will be performed by an IA at the contractor's expense.

- Bid Schedule
 - The contract is a Unit price bid.
 - See Special and Supplemental Conditions, as well as Payment methods for each section of the Technical Specifications.
 - Please pay special attention to the method of payment, as described in the Specifications, for Retaining Wall, Railing, and concrete work items.
 - Also, note that existing meter boxes, valve boxes, incidental signage and all other existing items shall be adjusted or relocated as necessary to perform the work shown. Payment shall be per bid schedule items, and no additional payment shall be provided for these incidental items unless otherwise noted.
 - Mobilization is limited to 7.5% of total bid.
 - Construction stakeout is to be by a licensed surveyor.
 - All excavation is unclassified; no extra payment will be made for excavation required.
 - Please pay special attention to the Method of Payment for concrete items in section 110 of the Technical Specifications.

- Additional Items

- Contractor shall contact and coordinate with Inspector 48 hours prior to modifying any water meters, valves, etc.
 - Contractor shall contact and coordinate with Public Works 48 hours prior to removing and replacing signage. Public Works: 540-332-3892
 - Prior to construction, the contractor shall submit a traffic maintenance plan to the City Engineer for approval. Access to all properties shall be kept open at all times.
- Having no other questions, the meeting was adjourned.



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Pre-Bid Meeting – 2:00 p.m., July 1, 2021	
NAME	COMPANY
Monte Atkins	Atkins Excavating Inc.
Michael Fulcher	VDOT
Reuben Rhodes	VDOT
Melissa Lotts	VDOT
Tom Wharton	Rockydale Quarries
Chris Hull	City of Staunton
Lyle Hartt	City of Staunton
Chad Horvat	City of Staunton