

DEPARTMENT OF FINANCE

BESSIE WELLER ELEMENTARY SCHOOL

SAFE ROUTES TO SCHOOL

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

FHWA No.: TAP-5132(152)

UPC: 109024

To: All Potential Offerors

Date: **October 6, 2021**

Subject: **Addendum #1** to IFB J00221 dated **September 15, 2021**

Title: **Bessie Weller Elementary School Safe Routes to School**

ADDENDUM #1 - DATE: October 8, 2021

TO ALL POTENTIAL BIDDERS:

The following information is being provided for purposes of clarification or in response to questions received from potential bidders. This addendum is being posted on the eVA website and City website at the following links:

- eVA website: <https://m.vendor.evro.cgipdc.com/Vendor/public/AllOpportunities>
- City website: <https://www.ci.staunton.va.us/departments/finance/procurement>

This Addendum consists of the Minutes of the Pre-bid Meeting, which was held on September 29, 2021, with the Sign-in sheet. This information shall modify the Contract Documents and Plans and should be attached to the same.

Bessie Weller Elementary School Safe Routes to School

Minutes of the Pre-Bid Meeting

September 29, 2021 2:00 p.m.

Staunton City Council Chambers; also remotely via Zoom

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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:

- Those in attendance introduced themselves.

- Bid documents are available for download at the City's website:
<https://www.ci.staunton.va.us/Home/Components/RFP/RFP/205/150>
- Bids are due and will be opened **October 19, 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 **October 6, 2021**. See Instructions to Bidders.
- Any Addendum will be posted on the City website by the end of the day on **October 8, 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 is 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 **June 30, 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.
 - It is especially important of to demonstrate, with proper documentation, any 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.
 - 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.

- 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, with report copies supplied to the City.
- 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.
 - The payment methods for Retaining Wall and as well as Railing are described in the Special and Supplemental Conditions.
 - Please also pay special attention to the Method of Payment for concrete items in section 110 of the Technical Specifications.
 - 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.
- 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.
 - All construction activity for the trail between Paul and Ames Streets shall be within the 20' access easement and street right-of-way.
 - The existing magnolia tree is off of the project area (and is to remain).
- Photos of the project area were shown on the overhead display and Zoom screen-share and the proposed work in each area described.

- The following questions were asked:

1) Q: [related to earlier DBE requirements discussion] We are a women-owned company but are not state certified; does that count?

A: No, that does not count toward the DBE goal.

2) Q: Will a sidewalk ramp be needed at either end of the section of sidewalk replacement nearest the school, along Bessie Weller Drive?

A: Discussion followed, and it was believed that the existing sidewalk at the transition points was already adequately higher than the adjacent pavement. However, after confirming via field investigation, it was confirmed that the existing sidewalk at the south transition with the proposed sidewalk is flush with the pavement, and the existing sidewalk at the north transition with the proposed sidewalk is 3" higher than the pavement. Thus, the proposed sidewalk, which is to be 6" higher than the adjacent pavement, will need to vertically transition down to the existing sidewalk height at each end at the transition locations indicated on the plans. This is to be accomplished by a maximum longitudinal slope of 8%. A CG-12 will not be required at these locations, nor will a ramp providing direct access off the sidewalk at this project area. The sections of longitudinal slope transition described above are included in the area of sidewalk to be paid for via existing bid item A2; thus, the bid item descriptions and quantities remain unchanged.

3) Q: The plans indicate that the tree at 702 Paul Street will be removed by others. Will the consequent stump also be removed by others?

A: No, the stump is to be removed by the Contractor as part of the project. Any associated costs are to be included in bid item B1.

Bessie Weller Elementary School Safe Routes to School

Pre-Bid Meeting Sign-In Sheet

September 29, 2021 2:00 p.m.

Staunton City Council Chambers; also remotely via Zoom

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Pre-Bid Meeting – 10:00 p.m., September 28, 2021	
NAME	COMPANY
Chrissy Marcum	Atkins Excavating Inc.
Donna Atkins	Atkins Excavating Inc.
Chris Hull	City of Staunton
Lyle Hartt	City of Staunton
Jon Turner	Turner Concrete and Excavations
(via Zoom) Melissa Lotts	VDOT
(via Zoom) Adam Critzer	Linco, Inc.

Note: A signed acknowledgment of this addendum must be received at the location indicated on the RFP either prior to the proposal due date and time or attached to your proposal. Signature on this addendum does not substitute for your signature on the original proposal document. The original proposal document must be signed.

Signed Acknowledgment

Name of Firm

Signature

Printed Name / Title

Date