



**R-O-W Trimming & Mowing
Mandatory Pre-Bid Meeting - MINUTES
February 16, 2023, 1:00 pm**

- A sign-in sheet was distributed and is attached to these Minutes. All in attendance introduced themselves. Michael Faulkner presented the following items:
- Bids will be opened and read aloud on **March 6, 2023 at 2:00 pm. in Purchasing Agent's Office, third floor of City Hall.** Attendance is **not** mandatory
- Questions after this Pre-bid meeting shall be submitted in writing. Every question or request for interpretation should be emailed to Michael S. Faulkner at faulknerms@ci.staunton.va.us, **no later than 12:00 pm on February 21, 2023.** See Instructions to Bidders.
- Any Addenda will be posted on the City website by the **end of the day on February 22, 2023.**
 - It is the responsibility of all bidders to ensure that they have received all addenda.
- Michael Faulkner reviewed the required documents to be included with the bid submittal, Scope of Work, and the plans paying special attention to the retaining walls along Churchville Ave and the areas that will only require two (2) Trimming/Mowings.
 - A discussion was had regarding the saplings and felled trees in the Section B area along Middlebrook Avenue (Plan Sheet 24). It was stated that the City intends to have the saplings and felled trees removed, separate from the work as bid.
- Post Award of Contract:
 - Any and all correspondence post award of contract will go through the Superintendent of Streets or his designee. This will include pay request, questions and directions, and so forth.
 - Contact information and directions will be provided to the successful bidder.
 - Steve Yancy informed all in attendance the contractor performing the work for this project will, for all practical purposes, be representing the City of Staunton and that should be taken into account by all contractor employees while performing any work on this project.

Lyle Hartt reviewed the Bid Tab sheet and provided explanation of Section A and Section B, where as Section A is the section representing the areas that will need to be trimmed/mowed at least four (4) times a year, and Section B is for the areas that will only be trimmed/mowed twice a year. Additional explanation was given on general setup of Bid Tab.

The City stated that for the area in and around the retaining walls along Churchville Avenue, that if the contractor contacts PW ahead of time and leaves the clippings in the street, the City could arrange to have a street sweeper remove the grass clippings.

Lyle Hartt and Steve Yancey discussed and reminded that the contract documents allow for the possibility of up to four (4) years of contract renewal, if both parties agree and any price negotiations are supported and agree to.

Discussions were had regarding the nature of this project and its susceptibility to weather and that schedules and durations could be fluid, whereas trimming/mowing may not be required for a particular month, and additional trimming/mowings may be required other months.

Steve Yancy provided details on required signage, and areas where additional signage would be needed.

Steve Yancy explained that the City plans to spray the guardrail areas after, or just before the first round of trimming/mowing (Event), and thus the required amount of work for ensuing rounds of trimming/mowing would likely be less.

The following questions were asked, with answers as follows:

Q: Does all trimming/mowing need to be done in one (1) week or can it be spread out over the whole 30-35 days?

A: Steve Yancy responded that as long as all areas are completed in the 30-35 day period and that all areas are completed for that period before the second round of trimming/mowing started, then performing the work across the entire 30-35 days would be acceptable.

Q: For times with a lot of rain or other circumstances would it be permissible to work on the weekends?

A: Steve Yancy said that performing work on the weekend would be considered on a case-by-case basis, provided that there is sufficient reason to justify. No work would be performed on the weekend (or City holiday) without prior approval from the City.

Q: Will full ANSI 3 uniforms be required?

A: Mike Green said that standard high visibility clothing would be acceptable, considering that this project's activities will be performed during the time of year that it is light during the acceptable work hours of 7:00 am – 7:00 pm.

Q: Will gravel that has collected in storm drainage ditches and other conveyances (not caused by trimming/mowing operations) need to be removed as part of this project?

A: No, only trash and grass clippings will need to be removed.

The meeting was adjourned.