



Subject: Staunton Crossing Elevated Water Storage Tank
City Project Number: D00424

Date: April 30, 2024

Time: 11:00 AM

Location: Staunton City Hall, First Floor, Caucus Room

Objective: Non-Mandatory Pre-Bid Meeting

Agenda (Minutes):

The following meeting minutes are intended to be a representative paraphrasing of the discussion, not a literal transcript.

1. Introductions
 - City of Staunton
 - Timmons Group
 - Bidders
 - Sign-in sheet attached.
2. The Work consists of the construction of a new 1-million-gallon (MG) composite elevated water storage tank, piping, foundation, site work, and other associated appurtenances. The project also includes the construction of approximately 2,400 linear feet of new 16" waterline and associated appurtenances, and approximately 2,400 linear feet of a new 16' wide gravel access road to serve the Staunton Crossing Development in Staunton, Virginia.
3. The project is being built by the City of Staunton and, following final completion and acceptance, will be operated by the City of Staunton. The project shall be constructed to City of Staunton Infrastructure Design and Construction Standards and will be subject to inspection by the City and their representatives during construction.
4. The project is being bid as Lump Sum.
5. The Bidders are encouraged to review Article 3 of the Instructions to Bidders and Article 2 of the Bid Form to see a list of attachments that are required with the Bid Form.
6. A copy of the Geotechnical Report has been provided for informational purposes only. Excavation is unclassified. Contractors may conduct their own investigations prior to preparing their Bid, at their own expense.

7. The Contractor shall be responsible for arrangements for additional staging or laydown area, as needed, beyond that shown on the plans.
8. Bids are due on May 20, 2024 at 3:00 PM at the Staunton City Hall, Finance Department (Attn: Chad Horvat) located at 116 West Beverley Street, 3rd Floor, Staunton, VA 24401. Bids shall include the project name, bid number, name of bidder, address of bidder, due date and time, and a statement reading “This container is not to be opened prior to the Bid Opening.” on the sealed envelope.
9. The contract time is 600 days to Substantial Completion and 630 days to Final Completion and Liquidated Damages are \$1,000 per day. The contract could be executed as soon as two weeks after bid opening. The timing of issuance of Notice to Proceed is at the discretion of the Owner.
10. All questions about the meaning or intent of the Bidding Documents are due by May 6, 2024 at 1:00 pm. All questions shall be submitted in writing to Timmons Group; Attn: Bruce Strickland (bruce.strickland@timmons.com). Interpretations or clarifications considered necessary by Engineer in response to such questions will be issued by Addenda posted to the project website. Questions received after the deadline may not be answered. Only responses set forth in the Addenda will be binding. Oral and other interpretations or clarifications will be without legal effect.
11. The Bidders are required to visit the site during normal working hours. Access to the site shall be coordinated through the City of Staunton Project Manager: Michael Faulkner (faulknerms@ci.staunton.va.us). Refer to Article 5 of the Instructions to Bidders for additional site visit requirements.
12. Bid Bond, Performance Bond, and Payment Bond are required.
13. Maintenance of Service
 - a. Contractor shall maintain continuous operation of Owner’s facilities.
 - b. Abandoned water and sewer utilities in conflict with the project shall be demolished and removed.
14. The project is not subject to Buy American or American Iron and Steel requirements.
15. Inspections
16. Project Funding.
 - a. The project is anticipated to be funded by a grant from the Virginia Economic Development Partnership.
17. Questions?

The following questions were received during the Pre-Bid meeting and responses will be issued via Addendum.

Q: Will the City waive permit costs?

Q: Has an FAA study been completed?

Q: Do you have a preferred controls company (SCADA)?

Q: Will there be a third-party inspector?

Q: Does the geotechnical study follow the water line path along the road?

Q: Is there any design for the retaining walls?

Q: Can the Contractor work weekends?

Q: Is the City going to pre-purchase any equipment?

Q: Are CAD files available?

Q: Can the trees be burnt onsite?

Q: Is there a project budget available?



Staunton Crossing Elevated Water Storage Tank

Pre-Bid Meeting – 11:00 a.m., April 30, 2024

NAME	COMPANY / ORGANIZATION	EMAIL	PHONE
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