

If this page is not signed and included with your bid, it will be disqualified.

**CITY OF SAGINAW PURCHASING OFFICE
1315 S. WASHINGTON AVENUE
SAGINAW, MICHIGAN 48601**

**TO: PROSPECTIVE BIDDERS
SUBJECT: ADDENDUM #1 ISSUED October 24, 2018**

C-1645 REBID ANDERSEN SPLASH PARK REHABILITATION

Information disclosed and/or questions raised since issuance of documents to bidders requires that a change be made in the subject bid as shown on this form:

CHANGES:

- No. 1) Copy of Mandatory Pre-Bid Meeting sign in sheet**
- No. 2) Meeting Minutes attached**

Communications concerning this Bid shall be addressed to: **Questions to be directed to Bruce Caradine at (989) 759-1675**

NOTE: SIGN ADDENDUM AND SUBMIT SAME WITH BID.

I _____ certify that I have read this ADDENDUM and that the bid, as submitted, reflects the changes described in this addendum.

(Company's Name)

(Address)

(Signature)

(Title)

Bidder shall sign Addendum and submit it with bid.

**Andersen Park Splash Pad Rehabilitation
Pre-Bid Meeting Sign In
10:00 AM on October 15, 2018**

<u>NAME:</u>	<u>COMPANY:</u>	<u>PHONE NO.:</u>	<u>EMAIL:</u>
Mike Evans	Graham	989-921-3030	Mevans@GrahamConstruct.net
Greg Vasold	Wobig	989-752-1294	gvasold_wobig@aol.com
Greg Kray	City of Saginaw	989.759.1418	GKray@Saginaw-MI.com
BRUCE CARADINE	CITY OF SAGINAW	989-737-5624	bcaradine@saginaw-mi.com
Sam Sardoletta	Spicer Group, Inc	989-921-5541	sams@spicergroup.com

MEETING MINUTES

MANDATORY PRE-BID MEETING

ANDERSEN SPLASH PARK REHABILITATION CITY OF SAGINAW

October 15, 2018, at 10:00 AM
City of Saginaw Engineering Department
1435 S. Washington Ave., Saginaw, MI 48601

1. INTRODUCTIONS

- A. Attendees:
- i. Bruce Caradine, City of Saginaw - (989) 737 - 5624, bcaradine@saginaw-mi.com
 - ii. Greg Kray, City of Saginaw - (989) 759-1418, gkray@saginaw-mi.com
 - iii. Sam Szaroletta, Spicer Group, Inc. - (989) 921-5541, sams@spicergroup.com
 - iv. Sign in sheet is attached

2. GENERAL INFORMATION

- A. This is a Pre-Bid meeting for the Andersen Splash Park rehabilitation project. This is a mandatory meeting so please be sure to fill out the sign-in sheet. Bidders not attending the pre-bid conference will not be allowed to bid on this project.
- B. A site tour was not conducted after this meeting.
- C. **Sealed Bids are due by 3:00 PM on Tuesday, October 30th, 2018** at the City of Saginaw Purchasing Office, located at Room #105, 1315 S. Washington Ave. Saginaw, MI 48601 and will be publicly opened and read. There is a 90-day hold period of bids after opening.
- i. Bids must be received by the Purchasing Office and stamped prior to bid opening.
 - ii. Bids will be read aloud in the Council Hall which is located on the second floor.
 - iii. Please follow the bidders instructions carefully. The City recently bid a job where two prospective bidders did not follow the instructions which resulted in their bids being thrown out.

3. ADDENDA

- A. Addendum No. 1 will be posted on the City's website by end of day on Wednesday October 17th and will include Mandatory Pre-Bid Meeting Minutes and Sign-In sheet.

4. BIDDING INFORMATION

- A. Bidding documents have been provided by the City of Saginaw in conjunction with Spicer Group, Inc. Use the bid form in the specifications for submittal of a sealed bid. All addendums will be issued to bidders attending this pre-bid meeting.
 - i. It was specified that the contractor must acknowledge all addendums by signature. The bids received must be written on the addendum bid form.
- B. Carefully read over all bidding documents to ensure they cover the scope of work items completely.
- C. We encourage all to read all the bid documents very carefully and be sure all requested items are included with the bid submittal, including bid bonding. Some documents to read carefully include (but are not limited to):
 - i. Sealed Bid Instructions
 - ii. General Instructions to Bidders
 - iii. Bid Form
 - iv. Progress Clause

5. UTILITIES

- A. All utilities require hand digging or soft excavation to expose the utility at all crossings, and windowing every 50 feet when running parallel or in close proximity to any trenches.
- B. The utilities shown on the plans have been taken from a schematic view. The centerline of the trench will require soft excavation to ensure any utilities are accounted for.
 - i. The City recently installed a storm drain line in the location around the well house. The utilities that were uncovered were added to the plans. The contractor is still required to soft dig along the centerline of the proposed utility to identify any unaccounted for utilities.
- C. The Contractor is required to call Miss Dig and follow all necessary protocols prior to breaking ground.

6. SPECIFIC PROJECT INFORMATION

- A. Project Schedule
 - i. Construction will start after the Splash Park has been closed for the season. The tentative state date is December 3, 2018.
 - ii. Substantial completion date is May 10, 2019
 - a. All work shall be completed by this date.
 - iii. Final completion date is May 24, 2019
 - a. Grass/turf shall be established by this date.
- B. The project consists of rehabilitating the Splash Pad water distribution lines that no longer function.
 - i. Work includes installing new pipe from outside the well house to the Splash Pad, removing the concrete and existing Splash Pad features, directionally drilling new piping under the concrete footings, re-establishing new Splash Pad Feature Bases, and pouring a new concrete.

- ii. Work also includes installing compressed air fittings outside of the well house to allow for future winterization, special concrete curing materials, and site cleanup and seeding.
- C. Construct Work in stages and coordinate construction schedule with Owner and Engineer.
- D. Coordination
- i. The City of Saginaw personnel may need to occupy the site during construction for conducting normal operations. Cooperate with them to minimize conflict and facilitate operations.
 - ii. Contractor shall provide and install all new Splash Pad feature bases as detailed on the drawings and in the specifications to provide a complete project.
 - a. See Appendix A for further information pertaining to the splash feature bases and construction details.
 - iii. Contractor will remove all existing Splash Pad feature bases scheduled for demolition/removal as detailed on the drawings and in the specifications. Contractor must notify and coordinate with the Owner and Engineer before removing the existing features.
 - a. City Staff will remove all Splash Pad features prior to construction. The contractor shall be responsible for removing/replacing the feature base that has been embedded in the concrete slab.
 - iv. Contractor is responsible for the removal of all spoils, demolished concrete, debris, and trash from site.
 - v. Contractor is to protect the decorative concrete path along the perimeter of the Splash Pad.
 - vi. During construction, the water distribution lines will need to be dewatered prior to demolition and winterized immediately following hydrostatic testing. Contractor is responsible to coordinate schedule with owner to ensure the water left in the water distribution lines following hydrostatic testing is removed and the piping is winterized properly to prevent any damage from freezing. The City of Saginaw will be responsible for the winterization of the water distribution lines after successful hydrostatic testing.
- E. Contractor is responsible for but not limited to:
- i. Providing protection of all work areas to secure the area. This includes protecting any trenches and excavations during construction.
 - ii. Must provide temporary controls and construction facilities such as restroom, utilities, etc. as needed for a complete project installation.
 - iii. Provide qualified workers, tools, materials, etc. needed to perform the work in a professional manner.
 - iv. Must coordinate any utility work, shutdowns, etc. as needed.
 - v. Provide and maintain all soil erosion and sedimentation control measures as identified on the plans.
 - vi. Rep/foreman on site at all times who is responsible for means and methods to complete project per contract plans and specs.
 - vii. Responsible for site safety and safety of their personnel.
 - viii. Document and address all claims – Owner requires written notice of all claims within 30 days of occurrence or they will not be addressed.

- F. Engineer/Inspector:
 - i. Timely review of shop drawings, pay request submittals, etc.
 - ii. Inspector to review installed quantities on a part time basis with Contractor.
 - iii. Shall not direct the Contractor's work or workmen, undertake any of the responsibilities or supervise the Contractor's operation or be responsible for job site safety.
 - iv. Scheduling activities of inspection – Contractor to notify Engineer of work being performed and when. Give a minimum of 2 working days' notice to arrange inspection coverage.
 - v. Call for/attend progress meetings – as needed.
 - vi. Compile punchlist with Contractor and Owner when all agree project is complete.

- G. Owner:
 - i. Timely review of pay request submittals, other project documents such as change orders, etc.
 - ii. Call for/attend progress meetings.
 - iii. Complete any bacteria testing and chlorination of the installed piping as required by normal operating procedures of the Splash Pad.
 - a. It was discussed that the City will not need to perform water testing of the piping since the water source is now city water.

7. PERMITS

- A. The Contractor is required to obtain all necessary permits for work on this project.
 - i. At a minimum this includes the Soil Erosion and Sediment Control permit.

8. OWNER - comments/questions from reps attending.

- A. If any leaks form after construction has been completed how much time will the contractor need to be able to correct the issue?
 - i. It depends on the issue, however the contractor will address any construction issues as soon as possible.
 - ii. All hydrostatic testing and leaks will be completed prior to the concrete pad being poured.

9. CONTRACTORS - comments/questions.

- A. *What has changed from the original bid?* The splash pad features have been updated to clarify that only the bases are required to be provided. Refer to Appendix A of the bidding documents for further information. The contractor is responsible to verify that the bill of materials matches the work that is being proposed. There has also been a storm sewer drainage pipe that has been added to the plans near the well house which includes updated utilities in that area.

10. ADJOURNMENT

- A. The meeting was adjourned at 10:30 AM.

The above minutes represent the writer's recollection of events and issues discussed and decisions reached. Corrections to these minutes (in writing) are encouraged from all parties. Please provide written response to Spicer Group as soon as possible so that the corrections can be made promptly.

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