

Meeting Notes Pre-Bid Meeting Cash Hollow Sewer Rehab Project

January 27, 2016

1. Welcome – This is the Pre-Bid Meeting for the Cash Hollow Sewer Basin Rehab project for the City of Johnson City.
2. Introductions –
 - a. Littlejohn: Tom Dittmaier – PM for Littlejohn. Mark Crow – Assistant PM for Littlejohn.
 - b. Johnson City Staff:
 - i. Jonathan Lane – City Project Manager
 - ii. Jeff Harmon – Assistant Director of Water and Sewer Department
 - iii. Purchasing Department Personnel – Debbie Dillon, Director of Purchasing
 - iv. Jim Sipe – Water and Sewer Department Inspector.
 - c. Attendees to introduced themselves
3. Specifications and Documents are available through Littlejohn.
 - a. Please be sure to sign in on the attendance sheet.
 - b. Contact Vickie Wilhite in our Knoxville Office. Phone: 865-934-6023 E-mail: vwilhite@leainc.com
 - c. This is a Voluntary Pre-bid meeting to provide more information, as chance to visit the site and allow contractors to ask questions. Must be a registered planholder to submit a bid.
4. Schedule
 - a. Today: January 27, 2016 – Pre-Bid Conference
 - b. Tuesday, February 2, 2016 – Cut-off for questions 4:00 PM. Submit in writing via e-mail to Vickie Wilhite.
 - c. Thursday, February 4, 2016 – Questions & Response sent back to Plan Holders via Addendum. Will be sent out via e-mail.
 - d. Wednesday, February 10, 2016 – Bids Due no later than 2:00 PM, local time. Bids to be submitted at Johnson City Purchasing, 209 Water Street, Johnson City, TN 37601
 - e. 180 Calendar Day Construction Schedule, from Notice to Proceed to Substantial Completion. Priority Work identified shall be completed within 90 days of the NTP.
5. Items Concerning the Bid
 - a. Comments from Johnson City Purchasing: Debbie Dillon noted three key items. 1. Bid Envelope must have Contractor License Form attached to the outside. 2. Bid Form must be signed. 3. Bid Bond must be included. Lack of any of these three items will mean that the Bid will not be valid. There is no exceptions to this.
 - b. Bid Requirements – Refer to Section 00100 – Instructions to Bidders.
 - i. Complete Bid Form (Section 00300) and all required documents listed in Paragraph 1.03 of Section 00100. These required documents include:
 1. 00300 - Bid Form
 2. 00410 – Bid Bond
 3. 00030 – Johnson City Acknowledgement of Requirements
 4. 00040 – Johnson City Sealed Solicitation Terms and Conditions
 5. 00050 – Johnson City – Statement of Bid Decline
 6. 00060 – Johnson City - Contractor License Envelope Form. To be on the outside of the Bid Envelope

7. 00070 – Johnson City – General Contract Form
 8. 00080 – Johnson City – Insurance Checklist
 9. 00420 – Johnson City – Bidder’s Affidavit
 10. 00450 – Johnson City – Non-Collusion Affidavit
 11. 00460 - Johnson City – Drug Free Workplace Affidavit
 12. All of these forms are included on the CD provided with the Specifications.
 - ii. Be sure to copy the Contractor License Envelope Form and attach it to the outside of your Bid Envelope when you turn in your Bid.
 - iii. Bid is a Unit Cost bid and all items must be completed with a non-zero number in the form.
 - iv. Any changes will be issued via an Addendum to the Bid. No Addenda will be issued after Thursday, February 4, 2016.
 - v. Bid Bond of 5% of the Bid Amount is required.
 - vi. Contractor is required to list any subcontractors and suppliers in the Bid Form.
 - c. Bids will be opened and read aloud on February 10, 2016 at 2:00 PM in the office of Johnson City Purchasing. Only bids from eligible Bidders will be opened.
 - d. Contract, if awarded, will be awarded to the responsive, responsible Bidder submitting the lowest Bid complying with the conditions of the Contract Documents.
 - e. Contract will go to City Commission for approval.
6. Scope of Work
- a. Approximately 11,900 linear feet of sanitary sewer pipe varying from 8-inch to 10-inch diameter pipe.
 - b. 13 mainline point repairs
 - c. Laterals: Approximately 53 Cured-In-Place and 61 Open Cut Replacement.
 - d. Approximately 154 vertical feet of manhole lining.
 - e. Work is in a residential area and will involve working with property owners. Property owners are aware of the project and the City has obtained required temporary construction easements. There are seven (7) properties that TCE have not been obtained. Work will need to be performed solely in the permanent easement for these properties. The contractor will be provided with a copy of the documents. Jeff Harmon remarked that the City has easements paralleling the sewer and on the property lines.
 - f. Contractor is solely responsible for any additional agreements with property owners.
 - g. Contractor will be responsible for property restoration.
 - h. The City is planning paving activities in the Cash Hollow area by mid-year and we have identified Priority Sections of the Work that must be completed in the first 90 days. This work is identified at the back of Appendix B.
 - i. Work is to be substantially complete within 180 days of the Notice to Proceed.
7. Comments from City Staff
8. Questions from Contractors
- a. Question regarding easements to allow access to manholes off the streets. These easements are only along the sewer and property lines. No additional easement solely for access.
 - b. Questions regarding inflow dishes in the specifications. It was noted that there are no inflow dishes in the project and this will be amended by Addendum.



City of Johnson City, TN

Cash Hollow Sewer Basin Rehabilitation Project ITB #5961

Pre-Bid Conference Sign-In Sheet

Wednesday, January 27, 2015 1:00 PM local time

Municipal & Safety Building, Administrative Conference Room
601 E, Main Street, Johnson City, TN 37601

Name	Company	Phone	Email
Tom Dittmaier	Littlejohn	865-246-8566	tdittmaier@leainc.com
Mark Crow	Littlejohn	423-930-6097	mcrow@ledinc.com
David Carrico	ACC	423-863-7326	DavidCarrico@Southeast
Vince Bayles	Portland	615-670-7986	Vincebayles@Pucc.org
KEITH ASHER	CTR COATINGS	770-598-8888	keith@ctrcoatings.com
MARK BENKO	ADAMS & SONS, INC.	865-679-7091	mea2001@aol.com
Chad Closser	CULY CONTRACTING INC	765-546-7265	BPRICE@CULYCONTRACTORS.COM
Bert Gore	Rain for Rent	423-358-8135	bgore@rainforrent.com
Debbie Dillon	City of JC	423-975-2777	ddillon@johnsoncitytn.org
Jeff Harmon	COJC W&S	423-262-9245	jeffharmon@johnsoncitytn.org
Jonathan Lane	City of Johnson City	423-975-2629	jlane@johnsoncitytn.org
JIM SIPE	COJC W&S	423-483-5969	jsipe@johnsoncitytn.org
Rick Collins	PAI/STONE	865-361-2209	Rcollins@ccpipeline.com