

ARLINGTON BOULEVARD IMPROVEMENTS  
HOOKER ROAD TO GREENVILLE BOULEVARD  
GREENVILLE, NORTH CAROLINA  
Project No. 20180161

APRIL 3, 2019

**SUBJECT: ADDENDUM NO. 1**

To the Plans and Specifications for  
ARLINGTON BOULEVARD IMPROVEMENTS  
HOOKER ROAD TO GREENVILLE BOULEVARD  
PWD – 2019-005  
Greenville, North Carolina

**To: PROSPECTIVE BIDDERS AND OTHER CONCERNED**

This ADDENDUM forms a part of the Contract Documents and modifies the original Bidding Documents as noted below. Bidders shall acknowledge receipt of the ADDENDUM in the space provided on the Bid Form. Failure to do so may subject the Bidder to Disqualification.

- A. **Bid Date:** The Bid Date is hereby changed to April 16<sup>th</sup>, 2019 at 2:00PM at the Public Works Facility, 1500 Beatty Street, Greenville, NC 27834 in the main conference room.
- B. **Pre-Bid Conference:** The minutes of the pre-bid conference are attached to this addendum. Attendance at the pre-bid conference was not mandatory. Bidders are responsible for the information in the pre-bid minutes. The attendance list is included. For parties who attended the conference and received a copy of the agenda, changes reflecting comments made in the meeting have been added. Discard the Agenda and replace with the attached Minutes.
- C. **Clarifications:** Additional clarifications will follow in a subsequent addendum.
- D. **Attachments:**
  - 1. **Attachment 1** – Pre-Bid Conference Minutes with Attendance List.

FOR THE OWNER  
THE EAST GROUP, PA  
BY Todd A. Tripp 4/3/19  
0174S0  
Todd A. Tripp, P.E.  
PROFESSIONAL ENGINEER  
TODD ALAN TRIPP

ARLINGTON BOULEVARD IMPROVEMENTS  
HOOKER ROAD TO GREENVILLE BOULEVARD  
GREENVILLE, NORTH CAROLINA  
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**Attachment 1 – Pre-Bid Conference Minutes  
With Attendance List**



# Pre-Bid Meeting Minutes

## City of Greenville Arlington Boulevard Improvements TEG Project Number: 20180161 PWD – 2019-005

Tuesday, March 27, 2019, 10:00 AM

### 1. Introductions

### 2. Contractual Requirements

- a) The successful bidders will enter into a contract with the City of Greenville.
- b) Any questions regarding the project must be received in TEG office before 5:00 pm (EST), Monday, April 8, 2019. All questions must be in writing and submitted to [todd.tripp@eastgroup.com](mailto:todd.tripp@eastgroup.com) or faxed to 1-252-830-3954. Responses to questions will be distributed to all plan holders via addenda by 5:00 pm (EST), April 2, 2019.
- c) Minutes of this meeting and any addenda that may result will be sent to all attendees and plan holders by facsimile or e-mail. Please make sure you sign the attendance roster and provide the correct information as it will be used to issue addenda.
- d) **Bid Opening Location/Time:** Bids will be received until **2:00 pm (EST), Tuesday, April 9, 2019. The Bid date is changed. Refer to the addendum for the new Bid date and time.** Bids will be opened by the City of Greenville at the Public Works Facility, 1500 Beatty Street, Greenville, NC 27834 **in the main conference room.** Any bids delivered before the bid opening time shall be sealed, clearly marked, and delivered to City of Greenville at the Public Works Facility, 1500 Beatty Street, Greenville, NC 27834. The words "ARLINGTON BOULEVARD IMPROVEMENTS – HOOKER ROAD TO GREENVILLE BOULEVARD" shall appear on the outside of the envelope. Late bids will not be accepted.
- e) The bonds required for this project are: Bid, Performance, & Payment.
- f) A bid bond in the amount of 5% of the bid is required to be submitted with the bid.
- g) Provide all documentation with the bid. Provide one original copy of all bid documents.
  - i) Bid Form (Ref Specification 00400 – Bid Form)
  - ii) Bid Bond
  - iii) Non-Collusion Affidavit of Prime Bidder
  - iv) Contractor Reference Information Form (Ref Specification 00401 - Reference Information)
  - v) Minority and Women Business Enterprise Program Forms
    - (1) Identification of Minority/Women Business Participation Form.
    - (2) Affidavit A if subcontracting.
    - (3) Affidavit B if self-performing.
  - vi) Note the additional forms required within 72 hours of being notified of being the apparent low-bidder.

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- vii) All MWBE Contractors must be HUB certified.
- h) **MWBE Requirements: Ferdinand Rouse**
- i) **10% Minority and 6% Women is the goal.**
  - ii) **Gave database location for MWBE approved firms.**
  - iii) **Keep track of all correspondence with contacted subcontractor.**
- i) Notice of Intent to Award – After review of the bids and the MWBE documentation, the City may issue an “Intent to Award.” This will serve as notice for the Bidder to prepare the Performance and Payment Bonds and the certificate of insurance for the contract. Once the documents are presented by the Bidder to the Owner, they will be prepared and presented to the City Council for approval. Upon approval the contract may be executed and the Notice to Proceed issued.
- j) The Contractor shall provide a competent superintendent, satisfactory to the City of Greenville and the Engineer, on the work at all times during working hours with full authority to act for him. The Contractor shall also provide an adequate staff for the proper coordination and expediting of the work.
- k) Payment Applications – EJCDC, Provide Sales Tax reporting in the format shown in the Contract. Refer to Section 1290 of the specifications for details.
- l) The contract is a unit price contract. Refer to the Bid Form and also to **Section 1270 – Unit Prices** for descriptions of the items and their method of measurement for payment.
- m) Site Visits: The bidder is charged with visiting the site to become familiar with conditions. By submitting a bid, Bidder is indicating that he or she has visited the site. A site visit will be held immediately after this conference and additional site visits may be arranged on request by getting in touch with the Engineer.
- i) **Engineer only needs to be contacted if there are specific questions that need to be addressed or clarifications needed.**
- n) Soil Conditions – A soils report was conducted for the site and the results of the investigation are included as technical data attachment to the Project Manual. The Bidder is responsible for making Bidder’s own investigations if Bidder deems this warranted.
- o) Utility Locations: Limited utility investigations were conducted and the results of these are included as technical data in the Project Manual.
- p) Environmental permits were obtained and are included in the attachments to the Supplementary Conditions. The Contractor will be charged with complying with the applicable conditions of the permits. The contractor should review these documents and if there are any questions regarding them, direct any inquiry to the Engineer for response in an addendum.
- q) All sediments shall be contained within the limits of work. Should offsite sedimentation or erosion occur, the damage shall be repaired, adjustments shall be made to the sedimentation and erosion control plan, if warranted, and sediments shall be removed from downstream piping or features as needed to achieve pre-construction conditions.
- r) Maintain positive drainage for the duration of the work. During project shutdowns, ensure adequate non-erosive flow paths for runoff and repair any damages caused by runoff through areas under construction.
- s) In addition, the Encroachment Agreement relative to work in the Evans Street intersection has been issued by NCDOT and will be attached to Addendum No. 1. The contractor will be charged with compliance of the conditions of the encroachment agreement.

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- t) The project includes a Traffic Management Plan prepared by Davenport. NCDOT and City Engineering has reviewed and concurs with the plan. Bidder is charged with implementing the plan and including the cost in the appropriate bid item for the work. The plan is intended to be a performance plan and if any additions or changes are needed they should be discussed with the Engineering Team prior to implementing the change.
- u) **Space for Davenport Comments/Contractor Questions/ Rik's Comments.**
  - i) **Nosa commented – Project is 2 phases, Hooker to Evans and Evans to Greenville Blvd. Discussed some of the details for the plan.**
- v) Contractor is responsible for overall work site and traffic management safety.
- w) All contractors must be properly licensed under the State Laws governing their respective trades.

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### 3. Overview of Project

The project includes roadway improvements and drainage improvements. The scope of work includes the following general items:

- Provide general excavation and demolition work to replace the existing pavements on Arlington Boulevard from Hooker Road to Greenville Boulevard including approximately 6,500 LF of roadway.
- Remove and replace approximately 45,018 square yards of existing pavement and stone subgrade.
- Provide 8-inch or 9-inch (depending upon location) Aggregate Base Course to support the new pavements including approximately 21,520 tons of stone.
- Provide approximately 4,681 tons of 4-inch binder course.
- Provide 2 or 3 inch (depending upon location) surface course to replace the existing pavements including approximately 2,957 tons of surface course.
- Provide various curb and gutter and valley gutter replacements as shown on the plans including the required ABC subgrade support as shown on the details.

In addition, the project includes drainage pipe upgrades and replacements including approximately:

- 68 LF of 60-inch RCP
- 150 LF 54-inch RCP
- 188 LF of 48-inch RCP
- 576LF of 42-inch RCP
- 484 LF of 24-inch RCP
- 622 LF of 18-inch RCP
- 368 LF of 15-inch RCP
- 21 new junction boxes, grate inlets and catch basins.

The contract will also include such traffic detour, traffic control, striping and signage, and temporary drainage and erosion control as required to complete the project in accordance with the Contract Documents.

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**Bid Alternates:**

Bid Alternate 1 – Greenway Trail from Hooker Road to Evans Street

Bid Alternate 2 – Black Base instead of ABC. – Review these items – **We discussed that these items have a deduct for the unclassified excavation reduction that a thinner asphaltic base would provide.**

4. The Contract Documents include all items listed in the Agreement Form. See Article 9 of the Agreement pages 00520-7 and 00520-8.

**5. Designation of Responsible Parties**

- a) The East Group, P.A.
  - i) Project Manager Michelle Clements, PE
  - ii) Civil Engineer Todd Tripp, PE
- b) Traffic Engineering Davenport
- c) Construction Administration SEPI

**6. City Project Management Team**

- a) The East Group, P.A.
  - i) City Engineer Scott Godefroy, PE
  - ii) Project Manager-Roadway Lynn Raynor, PE
  - iii) Stormwater Lisa Kirby, PE
  - iv) Traffic Engineering Rik DeCesare, PE
  - v) MWBE Requirements Ferdinand Rouse

**7. Notice To Proceed**

- a) Date of Issue: **It is expected that the notice to proceed will be issued on or about May 20, 2019.**
- b) Completion Date: **Milestone 1 is required to be completed by August 15, 2019. This would allow for approximately 87 days from NTP to completion of Section 1 from Hooker Road to Evans Street sufficient to restore two-way traffic along Arlington Boulevard from Hooker to Evans.**
- c) **Substantial Completion is required in 170 days which would require completion of all work sufficient to restore traffic to Arlington Boulevard for the full length of the project by November 6, 2019. Lynn: If the contractor is assessed for late completion of Milestone 1, those days that are assessed for Milestone 1 days will not also be assessed for substantial completion or full completion. That is, a single day cannot be assessed for multiple LD's such as for Milestone 1 and Substantial Completion.**
- d) **Full completion is required within 200 days which will require completion on or by December 6, 2019.**
- e) The contract contains a clause allowing an assessment of a sum of **\$ 1,000.00** dollars per day as liquidated damages for each calendar day Milestone 1 completion is delayed beyond the adjusted scheduled completion date. Liquidated damages for delay of substantial

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completion and full completion is \$600 per day for delay of each. Refer to the Agreement, Article 4.03 for details.

- i) Lynn commented that the City is considering possible incentives for completing the project early. ST Wooten representative noted that the incentive would determine if night work will be included.
- f) Allowance is made for “abnormal weather conditions.” See the Standard Special Provisions for the definition of abnormal weather. Also see Section 1250 for a baseline of expected rain days for each given month.

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## 8. Contractor Responsibilities

- a) Execute all terms of contract within the specified timeframe of the contract.
- b) Establish a project schedule to achieve the required milestones and coordinate work including after-hours work as necessary to complete the work within the specified time.
- c) Maintain traffic control in accordance with the Traffic Management Plan.
- d) At least one access drive to each parcel must be maintained at all times.
- e) Repair all damages caused by contract work.
- f) All areas disturbed shall be graded to drain.
- g) Compaction as required by the contract is mandatory. Note the excavation is within travelled ways and within a parking lot, drives and walkways. Refer to Section 2300 of the specifications for detailed compaction requirements.
- h) The piping requires select materials for the pipe backfill. See the details and include the cost in the unit bid price of the pipe.
- i) Notify engineer promptly if conditions change or if delay is incurred.
- j) Contractor is responsible for job site safety. Contractors must comply with all OSHA regulations.
- k) Traffic Control shall comply with City Requirements and with the Manual for Uniform Traffic Control with NC Supplement. Refer to the Traffic Management Plan.
- l) **Safety Regulations:** For all projects, protection of people & property must be demonstrated at all times. Failure to do so shall result in stoppage of work by the Designer or Owner until such time unsafe conditions are corrected.
- m) It will be the contractor’s responsibility to find a lay down area for materials. Some limited temporary laydown areas may be available in Evans Park (owned by the City) directly across the street from JH Rose High School.
- n) It is important all contractors become familiar with the general and the supplementary general conditions of the contract.
- o) **Refer to & Indicate: PWD-2019-05 and TEG #: 20180161** on all correspondence.
- p) **Temporary Utilities/Services:** All will be furnished by contractor (i.e., power, water, sewer, steam, telephones, trash containers, etc.). Contractor is responsible for the removal of all construction debris. Contractor must provide his or her own power and electricity. The use of the existing residence utilities is not allowed. Contractor must provide a portable toilet for the use of their own work force.
- q) **Locate for Utilities:** The Contractor shall adhere to the provisions of 1985 Underground Damage Prevention Act, North Carolina General Statutes 887 Chapter 785 Senate Bill 168

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Article 3. When digging or trenching on or adjacent to property, a 72 hour notice is required to locate existing underground utilities. Contractor must contact the owner and the NC One Call Center 811 for public utilities.

i) Tickets should be kept active during construction.

#### 9. Construction Schedule

- a) Tentative construction schedule is to be developed by the General Contractor with input from Subcontractors. Submit to Engineer on or before commencement of work. No Applications for Payment will be processed until schedule is approved.
- b) Contractual method for tracking weather days: Impact days will be recognized. At the end of the project the total number of weather days will be compared to the national average.
- c) Contractor is to submit claims for time extensions for days only in excess of normal weather conditions. Claims are to be submitted each month. Final claim will be reviewed at the end of the job.

#### 10. Warranties:

- a) The Contractor shall guarantee all materials and workmanship for a period of one year from the date of acceptance by the City and shall replace any portions that fail because of faulty materials or workmanship at no additional cost to the City. Inspections shall take place at (6) months and eleven (11) months after acceptance of the work and during the warranty period. The Contractor shall immediately repair all defective items upon notification. Items repaired under the provisions shall have an extended warranty period of twelve (12) months of repair of the item.

#### 11. Use of the premises

- a) The Contractor will provide toilet facilities. Public toilets are not to be used by the contractors or subcontractors.
- b) **Limit activities to the extent of the right-of-way or City property as staked on the ground.**

#### 12. Project Working Schedule

- a) In order to allow the Contractor to schedule work during off-peak times as needed, work may proceed at all times 24/7 with exception of the area from Station 0+00 to Station 13+00 Right on Sheet C1.1. The area in front of the apartments across from JH Rose High School cannot be carried out at night between the hours of 8:00PM and 8:00AM except under special circumstances with careful regard to noise levels in this residential area.
  - i) Scott noted the sensitivity to the community during this project. Commuter Traffic will be an issue during the 1<sup>st</sup> phase. Good communication is essential during this project. City will be communicating with the Public and need to be kept up to date on construction.

#### 13. Permit and Temporary Utility Requirements

- a) Environmental permits have been obtained by Owner.
- b) Any additional permits will be obtained by contractor.

#### 14. Other Business

- a) Freight companies are to be instructed where job site is. Owner will not sign for deliveries.
  - i) Laydown areas are not currently available but will need to be addressed by the Contractor. Possible area in the Park to be verified by the City prior to the addendum. An agreement about the laydown area should be provided by the Contractor.



- b) OSHA - All Contractors are responsible for OSHA compliant.
- c) EMT/Fire Rescue, Call 911.
- d) No open fires at the project site.
- e) Provide Safety Data Sheets for any materials used or stored on site.
- f) Contractor shall be responsible for immediate action to stop hydraulic or fuel or other spills caused by contract work and to notify Owner and Engineer immediately of such incidents.
- g) Contractor will be required to provide erosion control during construction.
- h) Note where trees are indicated to be removed.

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**15. Owner Comments:**

Lynn - Award shall be based on the following:

- 1. Base Bid, or
- 2. Base Bid plus Alternate 2 if it decreases the total of the bids.

SEPI comments – Railroad awareness – we are not to work on the ROW of the RR.

Pay Applications – They will receive in-depth review.

Communications. Advanced notice is 48 hours.

Davenport – Review general notes, temporary pavement.

**16. Contractor Comments**

ST Wooten – Subgrade condition. Temporary Pavement included in traffic control. Engineer's estimate. Lynn responded that it will be available but after the bid.

**END**

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## MEETING SIGN-IN SHEET

<b>Project Name:</b> City of Greenville <b>Arlington Boulevard Improvements</b> <b>TEG Project Number: 20180161</b> <b>PWD – 2019-005</b>	<b>TEG Project No.:</b> 20180161
<b>Meeting Location:</b> 1500 Beatty Street	<b>Meeting Date:</b> Wednesday 3/27/2019 at 10:00 AM

<b>Purpose of Meeting:</b> Pre-Bid Conference
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Name	Company / Department	Phone No.	E-mail Address
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Ferdinand Rouse	City of Greenville	252-329-4462	<a href="mailto:frouse@greenvillenc.gov">frouse@greenvillenc.gov</a>
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