



PRE-BID CONFERENCE MEMORANDUM

PROJECT: SEELEY COUNTY WATER DISTRICT –
WATER DISTRIBUTION SYSTEM IMPROVEMENT PROJECT
CDBG NO. 17-CDBG-12013
THG PROJECT NO. 1186.011

DATE: August 19, 2019

ORIGINATOR: Juny Marmolejo, PE, Design Engineer

DISTRIBUTION: Miriam Rosales, Admin. General Manager / Board Secretary
SCWD Board Members
Aaron Garcia, Chief Operator, SCWD
James G. “Jack” Holt, P.E., The Holt Group
Priscilla A. Lopez, Director of ICWED, ICWED
Jade Padilla, Interim Project Manager, ICWED
Tabita Velarde, ICCED Coordinator, ICWED

A Pre-Bid Conference for the Seeley County Water District – Water Distribution System Improvement Project (Project) was conducted at the Seeley County Water District (SCWD) Conference Room in the Office Building at 1898 W. Main Street, Seeley, California 92273 at 10:00 a.m. on Monday, August 12, 2019. The Pre-Bid Conference was mandatory for all bidders (General Contractors bidding the Project) to attend.

A Pre-Bid Conference Agenda was distributed to those attending the Pre-Bid Conference. The Pre-Bid Conference Agenda is an attachment to this Pre-Bid Conference Memorandum.

The following items were discussed at the Pre-Bid Conference:

Agenda Item 1 – Introduction

Representatives for Seeley County Water District (SCWD) and Imperial County Workforce and Economic Development (ICWED).

The Holt Group (THG) stated that the Pre-Bid meeting was mandatory for all General Contractors that would bid the Project.

A Meeting Roster (Sign-in Sheet) was circulated to all those attending the Pre-Bid Conference. It was stated that all General Contractors were also required to

attend the Project Site Visit as a part of the Pre-Bid Conference. The Site Visit was to be conducted immediately after the agenda items were reviewed at the SCWD office. A Meeting Roster was also circulated to all those attending the Project Site Visit.

Agenda Item 2 – Project Funding

This project is funded by California Department of Housing and Community Development (HCD) through its Community Development Block Grant (CDBG) and Seeley County Water District.

Agenda Item 3 – Project Description and Scope of Work

- A. THG stated that the Project Description is included in Technical Specifications Section 01010 and the Title Sheet of the Improvement Plans. It was encouraged for all to read the Project Description to obtain detailed description of the Project.

A brief description of the project was stated by THG as follows: The Project consists of constructing of approximately 1 mile of potable water pipeline to replace existing and under sized water pipelines as operated and maintained by the Seeley County Water District. The pipelines are all located within the County of Imperial's road systems Right-Of-Way.

- B. THG acknowledged that the project is managed by County of Imperial's Workforce and Economic Development Department (ICWED). The Project's Owner is considered to be ICWED.

THG stated that all General Contractors must have a Class A contractor's license to bid the project. This is stipulated in the Advertisement for Bids Section 00100, and Special Conditions Item 3, Section 00840.

Agenda Item 4 – Access to Bidding Documents

Hard copies of bid documents can be obtained upon payment of a non-refundable amount of \$100.00 for each set at:

Hard copies of bid documents can be obtained at the office of Imperial County Workforce & Economic Development, 2799 S. 4th Street, El Centro, CA 92243 for a non-refundable amount of \$100.00 for each set.

Agenda Item 5 – Labor Compliance Requirements

A Labor Compliance agenda was provided to all General Contractors present at the Pre-bid Conference. The agenda is attached to this memo.

ICWED acknowledged that this Project is subject to the State of California Department of Industrial Relations Prevailing Wage Determinations and applicable California Labor Code (CLC's) requirements that pertain to a Public Works Project, as well as Federal Davis-Bacon wage determinations and Related Acts.

ICWED stated that the updated wage rate determinations are to be provided via addendum.

Agenda Item 6 – Review Schedule of Events & Time Duration

A. Bid date: 11:00 A.M. on Thursday August 29, 2019

ICWED noted that the time of the bid date was changed to **4:30 PM**.

B. Anticipated Construction Start Date: October 10, 2019

C. Construction Duration: 120 Calendar Days with 10 days to commence

The Holt Group asked General Contractors if there were any issues with completion of project within 120 Calendar Days. There were no comments made from the General Contractors.

D. Construction Completion Date: February 17,2020

Agenda Item 7 – Liquidated Damages

Liquidated Damages are in the amount of \$2,000 per Calendar Day.

THG stated that the liquidated damages were high due to a tight deadline from the Grant Agency.

Agenda Item 8 – Bidding Requirements

A. Questions are to be forwarded to the Engineer in writing by August 12, 2019. Questions received after August 12, 2019 may not be answered.

THG clarified that the specifications read that the questions are to be forwarded directly to the project Owner (ICWED), and not the Engineer. The

Owner will receive the questions and forward to the Engineer as deemed necessary.

- B. Questions may be directed to the District Engineer by the following email, jmarmolejo@theholtgroup.net, or to The Holt Group, El Centro address listed on the Bid Advertisement.

Clarification: As previously noted, the questions are to be forwarded to ICWED, as per the information provided in the Instructions To Bidders, Section 200 of the Bid Manual.

- C. Proposals are to be submitted to the Office of the Clerk of the Board of Supervisors located at 940 Main Street, Suite 209, El Centro, CA 92243.

Agenda Item 9 – Special Conditions

- A. Drawings and Specifications –

There are a set of Improvement Plans, 1 through 17, dated 05-29-2019. There are Contract Documents, General Conditions, Special Conditions, and Technical Conditions.

THG noted that any discrepancies are to be brought to the attention of the Engineer through the Owner.

- B. Sequence of Construction –

Water pipelines are to be installed in a specific sequence that is provided and approved by Seeley County Water District.

Existing pipelines and water services are to be kept in service until which time the new services are ready to be placed into operation and switch over is conducted within a one day period.

- C. Connection to Existing Pipelines –

A detailed description of pipeline connections from existing to new pipelines. The Contractor and the SCWD Operator are to review the pipeline connections prior to construction of the connections.

- D. Inspection of Work

Testing and Inspection Services to be provided by the Contractor. Only Geotechnical Testing for earthwork and asphalt concrete will be required for this project.

Resident Engineer and Construction Management services will not be provided by The Holt Group, Inc. ICWED has not determined which firm will be provided Resident Engineer and Construction Management services.

E. County of Imperial Encroachment Permit

Contractor will be required to attain an encroachment permit from County of Imperial Public Works Department.

Clarification: The County of Imperial Workforce & Economic Development Department will attain an encroachment permit from County of Imperial Public Works Department.

Agenda Item 10 – Technical Specifications

A. Contractor Submittals (Section 01300) – Submittal requirements and list of submittals.

THG stated that a list of submittals specific to this Project is noted in section 01300 of the specifications.

B. Project Meetings (Section 01312) – Pre-construction, and Weekly Progress Meetings are to be held.

Per the specifications, progress meetings are to be held on a weekly basis. ICWED and SCWD are in consideration to change to hold progress meetings on a bi-weekly basis.

C. Mobilization (Section 01505) – Insurance, Permits, Bonds, Submittals, Staging Area, Construction Water, and Project Signs

THG encouraged contractors to review the list of mobilization items within Technical Specification Section 01505.

SCWD and ICWED are to review and address the ability for SCWD to provide construction water for the Project. Any decision to deviate from the specifications will be addressed via addendum.

THG confirmed that three (3) project signs are to be provided for the project. The location of the project signs will be reviewed and determined by ICWED and SCWD. The locations of the signs are not noted in the plans. The

location may be included in an addendum of the Plans. Information regarding the project signs may be found in the Special Conditions and Section 00810 of the Bid Manual.

- D. Temporary Facilities (Section 01520) – restrooms, stormwater bmp's traffic control, etc.
- E. Protection of Existing Facilities (Section 01530) – Dig Alert Notification, Underground (dry and wet) utilities throughout the project site, maintaining vehicle access throughout the County of Imperial Roadways.
- F. Site Access and Storage (Section 01550) – Staging Area is responsibility of Contractor.

THG acknowledged that the staging area is illustrated in Improvement Plan Sheet 2, Erosion Control Plan and Details.

- G. As-Built Plans (Section 01783) - The Contractor shall maintain as-built information and provide to the Engineer and SCWD.
- H. Material and Equipment Specific Specifications (Sections 02000 through 15999)

Agenda Item 11 – Questions and Answers

The Engineer's cost of the project was requested to be provided. It was announced that the Cost Estimate was at \$998,000.

A member of the public asked if there were any DBE requirements. It was noted that there were DBE requirements, which are stipulated in the Advertisement for Bids.

Agenda Item 12 – Conduct Site Review of project site as a part of the Pre-Bid Conference.

A site visit was conducted along Mount Signal Avenue, at the intersection of the alley between Evan Hewes Highway and Park Avenue. The water pipeline route in the area and existing conditions of the area were briefly reviewed.

It was noted that an addendum is to be issued in regard to the holding of Imperial Irrigation District's power poles at which time construction of the new pipeline is conducted within 10 feet of any power pole.

The Pre-Bid Conference was completed at 11:10 A.M.

Attachments: Pre-Bid Conference Agenda
Pre-Bid Labor Compliance Agenda
Pre-Bid Conference Attendance List