

**Pre-Bid Conference Agenda**  
City of Williamsburg  
Ironbound Rd. & Longhill Rd. Intersection Improvements  
UPC: 89062, VDOT Project No: U000-134-136  
Sealed Invitation for Bid (IFB) 02-4101-18  
March 13, 2018

1. Introductions and Sign-In Sheet
2. Schedule:
  - a. Bids Due: **2:00pm, March 27, 2018** @ Dept. Public Works
  - b. Council Meeting to Award (contingent on VDOT): April 12, 2018
  - c. Pre-Construction Mtg / NTP: April-May 2018
  - d. Project Completion
    - i. Interim completion – August 31, 2018
    - ii. Final completion – November 30, 2018
3. Plans and specs available to view at Public Works. PDF of plans and specs available on-line at City Purchasing webpage.
4. Bids must include:
  - a. IFB cover page
  - b. Bid Form – Pages Bid-3 to Bid-7
    - i. Unit Price Bid - include unit prices and extensions
    - ii. Award based upon Total Base Bid – include words and figures on page Bid-5. Unit prices will govern over extensions and sums.
  - c. Bid Bond (5%) – Page Bid-8
  - d. Certification re: Debarment – Page Bid-9
  - e. SWPPP & VPDES contractor certification – VDOT Form C-45
  - f. Non-collusion affidavits – VDOT Forms C-104 & C-105
  - g. Minimum DBE Requirements – VDOT Forms C-111 & C-112
5. Prequalification requirement – note requirements for submission of subcontractors

6. Locally Administered VDOT federal aid project – Uses VDOT Specifications
7. Federal Requirements
  - a. DBE goal 17% - Refer to Special Provisions SP107-150100-00
    - i. Submit DBE Subcontractor/Supplier Solicitation and Utilization – VDOT Form C-48 WITHIN 10 business days of bid
    - ii. Submit DBE Good Faith Efforts Documentation – VDOT Form C-49 WITHIN 2 business days of bid (or request) if goal not met.
  - b. Nondiscrimination/EEO and Non-segregation – Refer to Special Provisions (Federal SP0F0-000130-00 & VDOT SP0F0-000150-00)
  - c. Davis-Bacon and Related Act – Refer to Special Provisions
  - d. Buy America – Refer to Special Provision (SP102-050100-00)
  - e. Subcontracting/SWaM – Refer to Special Provision section 105.06 & 107.15
  - f. VDOT forms C-25, C-28, etc. all required.
8. Project Description – Refer to Plans
  - a. Materials/Sources must be on VDOT pre-approved materials lists
  - b. City Specific Provisions
    - i. PSP #2 – James Blair Middle School construction
    - ii. Asphalt
      1. SP Section 211 & 315 - No density or AC bonus
      2. PSP #4-5 – Brown stone, virgin surface mix
    - iii. PSP #7 – Truncated dome pavers
    - iv. PSP #9 – Williamsburg green mast arms and poles
    - v. Plans – Street name signs & sign posts
9. Status of Utility Relocations (PSP #1)
  - a. Verizon, Cox Communications, Metro Fiber, Lumos Networks, JCC
  - b. Dominion Energy
  - c. Virginia Natural Gas

## 10. Permits

- a. Contractor must apply for City Land Disturbing Permit (no fee)
- b. VSMP CGP registration is required (through City - no fee). See specifications for E&SC & SWPPP requirements.
  - i. Contractor prepares stormwater pollution prevention plan (SWPPP) and serves as operator/registrant for construction general permit (CGP). City will be performing majority of inspections, but DEQ could perform spot check at any time.
- c. No VDOT land use permit – City right of way.

## 11. Time of day restrictions

- a. Comply with City of Williamsburg Noise Ordinance (7:00am – 7:00pm)
- b. Normal daylight working hours shall be 8:00 a.m. to 6:00 p.m., M-F.

## 12. Inspections/Role of Engineer

- a. City to assign an inspector (Clark Wallace) to project with assistance from Kimley-Horn Associates, MBP, and GET Solutions.
- b. Submittals (w/ C-25) transmitted to City Engineer and Inspector simultaneously.
- c. City will maintain Materials Notebook / Daily inspection record
- d. VDOT will be performing periodic oversight.
- e. QA/QC inspections – Refer to PSP for list of specific inspections required by contractor, City or City's Lab.
- f. After agreement by inspector to quantities, pay request goes to City Engineer for approval (with all Civil Rights, EO & DBE documentation).

## 13. Staging –City properties at 130 Ironbound Rd (between Middle St. & Aldi)

## 14. Safety

- a. Safety of public is number one concern.
- b. Refer to maintenance of traffic plans & phasing
- c. We must work with existing businesses & contractors to maintain access. Complete street or entrance closures will not be permitted.
- d. Refer to Traffic Management Plan.

## 15. Questions