



Minutes

May 10, 2012

Project	Emmitsburg WWTP ENR Upgrade	From	GHD, Inc.
Subject	Pre-Bid Meeting	Tel	240-206-6814
Venue/Date/Time	Emmitsburg Town Offices May 9, 2012, 10:00 AM	Job No	Contract 2011-5-1651 GHD No. 8614601
Copies to	All Attendees		

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1 Introductions

- 1.1 The Pre-Bid Meeting for the Emmitsburg WWTP ENR Upgrade commenced at the appointed place and time identified above. Introductions of the key staff members for the Town of Emmitsburg (Town) and the design engineer, GHD, Inc. (GHD) were made.
- 1.2 Representing the Town were David Haller, Town Manager, Dan Fissel, Wastewater Treatment Superintendent, and Brenda Ruopoli, Bid Document Coordinator.
- 1.3 Representing GHD were Thor Young, Senior Manager, and John Cannon, Engineer.
- 1.4 These meeting minutes are intended as a written record of the information presented during the Pre-Bid meeting. Statements issued during this meeting were intended for clarification only, and neither modify nor replace the requirements and provisions of the Contract Documents.

2 Project Overview

- 2.1 An overview of the project was presented. Work under this contract consists of upgrading the Emmitsburg Wastewater Treatment Plant for Enhanced Nutrient Removal (ENR) to allow the plant to meet treatment limits of 4.0 mg/l Total Nitrogen and 0.3 mg/l Total Phosphorus at a design flow rate of 0.75 MGD. The project is partially funded by Maryland State ENR Grant Program and the United States Department of Agriculture Rural Utility Service Grant Program and will be subject to all applicable requirements.



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3 Work Includes

- 3.1 The Work generally consists of, but is not limited to, the following:
- New Headworks Facility containing mechanical screening and vortex grit removal
 - New Phased Aeration Lagoons constructed within the footprint of the existing Lagoon 1
 - New Secondary Clarifiers
 - New Effluent Filtration Facility containing continuously backwashing filters, an Ultraviolet disinfection system, plant water pumps, and a post-aeration cascade
 - New Aerobic Digesters
 - New Solids Dewatering Building containing one decanter centrifuge and associated equipment
 - New Chemical/Blower Building containing chemical feed systems, electrical equipment, and a control room
 - Associated distribution boxes and pumping stations
 - New instrumentation and process control system
 - Associated demolition, site work and yard piping
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4 Project Contact List

- 4.1 For copies of the Bid Documents or to arrange a site visit, contact the Town of Emmitsburg at 301-600-6300
- 4.2 For all other questions pertaining to the Bid Documents, email John Cannon at GHD: john.cannon@ghd.com (only responses issued in formal Addenda will be binding)
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5 General Bidding Information

- 5.1 Paper copies of the Contract Documents (drawings are true half-size plots) are available from the Town for \$200
- 5.2 Estimated construction cost is over \$10,000,000
- 5.3 Bids Due - Bids will be received at the Town of Emmitsburg's Office until 2:00 p.m. local time on Tuesday, June 12, 2012
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- 5.4 Bid Opening – Bids will be opened and read aloud at on Tuesday, June 12, 2012 at 2:00 p.m. in the Town of Emmitsburg’s meeting room.
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6 Instructions to Bidders

- 6.1 Article 4 – Related Data:
- Boring logs are provided on the Contract Drawings (C-29).
 - Larger versions of these logs will be distributed by Addenda.
 - Engineer’s geotechnical report will be made available for viewing at the Town Office. Bidders should note that the information contained in this report upon which Bidders may relay is none. Engineer has included all pertinent information from the report in the Contract Documents.
- 6.2 Article 8 – Bid security is 5% of Bid.
- 6.3 Article 9 – The Contract Times for this project are 730 consecutive calendar days to Substantial Completion and 790 consecutive calendar days to Final Completion.
- 6.4 Article 10 – The Liquidated Damages for this project are \$1,500 per day prior to Substantial Completion and \$1,500 per day prior to Final Completion.
- 6.5 Article 15 – The following clarifications should be noted for the Submittal of Bid.
- Complete and submit the documents contained in Attachment A of the Supplemental Conditions. These documents are to be included with a completed Bid Form.
 - Disadvantaged Business Enterprise (DBE) Good Faith Efforts Checklist.
 - Record of DBE Solicitation Efforts including, but not limited to, bidders lists, record of telephone conversations, and electronic mail correspondence. At a minimum, MDE suggests that each Bidder develop a bidder’s list of qualified DBE firms for participation as sub-contractors in construction, equipment, services and supplies using the Maryland Department of Transportation website.
 - EPA Form 6100-3 and 6100-4.
- 6.6 Article 16 – Withdrawal of bid is allowed within 24 hours of bid opening.
- 6.7 Article 18 – Bids remain subject to acceptance 120 days following bid opening.
- 6.8 Article 19 – The project will be awarded to the lowest responsible and responsive bidder based
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on Total Bid Price.

- 6.9 Article 22 – MDE’s Grant Funding Requirements were reviewed – refer also to Item 6.5 of these Minutes.
- 6.10 Article 23 – ARRA Funding Requirements was reviewed. Bidders shall be aware of the provisions of the “Buy American” requirements for receiving this funding.
- 6.11 Article 25 – Wage Rates were discussed. At the time of design, wage determination MD111 appeared to be applicable to this project. This determination has since been replaced with MD55. Formal direction regarding this wage rate will be issued in Addendum 2.
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7 Bid Proposal

- 7.1 Schedule of Bid Items was reviewed. The Total Bid Price shall be the sum of all bid prices (parts A, B and C) and will be used for the evaluation of bids.
- 7.2 List of Proposed Suppliers: Bidders are requested to write in an equipment manufacturer/supplier for each line item provided. Bidders shall note that the Precast Post-Tensioned option for the construction of the Clarifiers and Aerobic Digesters should be noted in this form.
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8 Supplemental Conditions

- 8.1 SC-4.02: Subsurface and Physical Conditions – As stated previously, the Contract Documents contain all information that was deemed pertinent to the Work by GHD.
- 8.2 SC-4.06: Hazardous Environmental Conditions – The Town and GHD are not aware of any such conditions present on the Site which will impact the Work.
- 8.3 SC-6.02 (Work Hours) – Normal working hours at the Emmitsburg WWTP shall be 7:00 a.m. – 5:00 p.m. Monday through Friday, except during legal holidays recognized by Owner.
- 8.4 SC-6.08: Permits - The following permits will be provided to the Contractor:
- Frederick County Building Permit
 - Frederick County Grading Permit
 - MDE – Water and Sewerage Construction Permit.
- 8.5 The Contractor shall be responsible for any necessary Water Appropriation Permit for dewatering activities.
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9 General Contract Information

- 9.1 Work sequence shall be coordinated in accordance with the constraints provided in Section 01010. It was noted that coordination with the existing process is not expected to be difficult due to the removed location of most of the Work. However, final tie-in coordination and the start-up of the biological processes will require consideration.
- 9.2 Electronic communication requirements - Contractor shall utilize Engineer's Primavera Contract Manager software database, accessible via the World Wide Web, in accordance with Section 01039. Owner's selected Contract Administrator / Inspector will provide additional information on Primavera during the Pre-Construction Conference.
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10 Bidder Questions

- 10.1 All questions regarding this project must be submitted in writing to john.cannon@ghd.com. Questions shall include the project name in the subject heading (Emmitsburg WWTP ENR Upgrade Contract No. 2011-5-1651).
- 10.2 **Deadline for receiving questions will be Close of Business Tuesday, May 29, 2012.**
- 10.3 Questions will be answered as part of an addendum. Contractors shall review all Addenda for this project on the Town's website. Addendum will also be mailed to Contractors who have purchased plan sets, attended this pre-bid conference, or submitted questions via email.
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11 Questions & Answers

- 11.1 The floor was opened for Bidders to pose questions to the Town and GHD. The questions and answers listed in these minutes have been paraphrased. All information issued during the meeting as presented in these minutes may clarify certain aspects of the project but shall not modify the Contract Documents unless they are incorporated into a formal Addendum.
- 11.2 **Question: Who is providing CM/I services during construction?**
Answer: GHD is not providing CM/I services during the construction of this project. The Town is currently evaluating several firms to fill this role. The information regarding the selected firm may not be made available before the Bid Date for this project. GHD will be serving as the Engineer of Record during the construction.
- 11.3 **Question: How much detail are Bidders expected to provide with their Bids to demonstrate compliance with the ARRA "Buy American" requirements?**
Answer: Attachment K to the Bid Form must be completed and submitted with the Bid. This
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form indicates that the Bidder has knowledge of the “Buy American” requirements and has completed his Bid accordingly. Details regarding specific products will be finalized during construction through the shop drawing review process.

11.4 Question: Will the list of proposed suppliers be shortened to streamline the Bid process?

Answer: GHD will evaluate the list of proposed suppliers and issue modifications by addendum if necessary.

11.5 Question: Will the stated W/MBE participation goals be adjusted to account for regional availability of W/MBE firms?

Answer: These participation goals are established by the State of Maryland and are not subject to modification. Bidders should note that these goals are targets, not requirements. Bidders are encouraged to make every attempt to meet these goals by following the Good Faith Efforts checklist and completing the required forms provided in Attachment A of the Supplemental conditions.

11.6 Question: Will a copy of the sign-in sheet for the Pre-Bid meeting accompany the meeting minutes?

Answer: Yes

11.7 Question: Are Bidders required to list all proposed subcontractors on Attachment B in the Bid Form, regardless of the amount of the Work they are performing?

Answer: Yes. GHD will evaluate the Bid Form and issue clarification via addendum if a limit can be established.

11.8 Question: Are Bidders required to use subcontractors to perform all of the work listed on Attachment B in the Bid Form?

Answer: No. For any work listed on this attachment that is not to be performed by a subcontractor, Bidders may write in “Self Performed.”

11.9 Question: Will CADD files of the Contract Drawings be released to Bidders?

Answer: No. GHD contends that the Contract Drawings as provided to Bidders include sufficient detail for establishing a Bid.

11.10 Is the proposed earthwork on the site balanced?

Answer: No. This site is expected to require import fill.

11.11 Question: Will alternate versions of the drawings be provided to Bidders for ease of



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reviewing the proposed grading information?

Answer: No. GHD contends that the Contract Drawings as provided to Bidders include sufficient detail for establishing a Bid.

11.12 Question: Is the provision in the Contract Documents to excavate to bedrock intended to be covered by the Contingent Unit Price Items in the Bid Form?

Answer: No. The Contingent Unit Price Items are intended to cover additional work not foreseen at the time that the Contract Documents were completed. The excavation to establish structure subgrade elevations is to be included in Bidder's Lump Sum Bid Price. Information regarding the location of the bedrock is provided in the Contract Documents. GHD will issue larger versions of the Boring Logs found on Drawing C-29 via addendum.

11.13 Question: What is the status of Lagoon No. 1?

Answer: The Town has drained Lagoon No. 1 and removed the accumulated sludge from the liner. The lagoon is presently ready for the start of the Work. Any additional cleaning required for disposal of the existing liner will be the responsibility of the contractor.

11.14 Question: Has MDE established a construction schedule as a part of the Town's discharge permit?

Answer: Yes.

11.15 Question: Is it expected to take 120 days for bid acceptance?

Answer: GHD and the Town will conduct their evaluation of the Bids in a quick and efficient manner; however, the length of the bid acceptance period is controlled in part by the reviews of each funding agency (MDE and USDA). The Bid acceptance period has been set at 120 days to account for the review cycles required these agencies.

12 Site Visit

12.1 An optional tour of the Emmitsburg WWTP was conducted after the Pre-Bid meeting.

12.2 Additional site visits may be arranged through the Town of Emmitsburg. It is mandatory that all appointments be scheduled with the Town at least 2 days in advance.

EMMITSBURG WASTEWATER TREATMENT PLANT ENR UPGRADE

Pre-Bid Meeting
 Wednesday, May 9, 2012
 10:00 am
 Sign-In Sheet

Name	Organization	W/MBE?	Phone	Email
John Cannon	GHD			John.Cannon@ghd.com
Paul Rosol	CORMAN CONST		301-953-0900	PROSOL@CORMANCONSTRUCTION.COM B.HUMPHREY@CORMANCONSTRUCTION.COM
DAVE MYERS	MADAMA VAN DYKE ELECT		717-369-5100	DAVE@MADAMAVANDYKEELECTRICAL.COM
MIKE MERCER	SNYDER ENVIRONMENTAL SERVICES		304-279-3334	MERCER@SNYDERENV.COM
TIM MYERS	JOHN GRIMBERG	No	410-259-2739	timyers@grimberg.com
Jim Blockston	" "	No	301-881-5120	Blockston@grimberg.com
JIM KUNKEL	CROUSE ELECTRIC CO LLC	N	717-334-6464	jkunkel@crouseelectric.net
BRETT CONNOLLY	William Schutte Construction	N	301-545-0750	bconnolly@williamschutte.com
Ken Bloxham	Harnden Group	N	717-790-9843 717-795-8624 F	kbloxham@harndengroup.com
JIM MERRILL	Bearing	N	410-580-6100	jimm@bearingconstruction.com

EMMITSBURG WASTEWATER TREATMENT PLANT ENR UPGRADE
 Pre-Bid Meeting
 Wednesday, May 9, 2012
 10:00 am
 Sign-In Sheet

Name	Organization	W/MBE?	Phone	Email
Howard S. Brown	Thompson Pump		240-566-8331	hbrown@ThompsonPump.com
Dony Cherry	WICKENSHAM COMPANY		717-397-6222	C. Ortega @ Wickensham P. Poffe Const Mult. Con
JUSTIN KELLER	ALLAN A. MYERS		610-960-3160	justin.keller@amyers.com

EMMITSBURG WASTEWATER TREATMENT PLANT ENR UPGRADE

Pre-Bid Meeting
 Wednesday, May 9, 2012
 10:00 am
 Sign-In Sheet

Name	Organization	W/MBE?	Phone	Email
Bill Heape	Conewago Engrs & Arch.	No	717-632-7722	bheape@conewago.com
Rachael Otterbine	STH, Inc.		301-082-3390	rec@sthinc.com
Joe Bonjovanni	M. A. Bonjovanni, Jr.	No	315 475 9937	jbonjovanni@macinc.net
Jack Alvarez	ALVAREZ CONTRACTORS	N	304 484 7754	GWACT@Frontier.com
Rich Wagner	MEB General Contractor	N	757-487-5858	adoffer@mebg.com
Erick Lookingbill	Apex	No	301-267-0374	elookingbill@apexcos.com
BEN MILLER	CLARK CONSTRUCTION	No	301-272-6955	benjamin.miller@clarkconstruction.com
Doug Brockston	JC GRIMBERG	No	301-881-5100	JFRITS@GRIMBERG.COM
Bruce Cheney	ENVIREP	NO	410 877-1582	bcheney@envirep.com
PEYTON EMERSON	RAIN FOREST PUMPS	NO	410-282-3800 (a) 703-463-4129 (c)	PEMERSON@RAINFOREST.COM

EMMITSBURG WWTP UPGRADE
 PREBID MEETING - MAY 9, 2012 @ 10:00 AM

COMPANY	REPRESENTATIVE	ADDRESS	TELEPHONE	EMAIL
Fru-Con	Ken Johns	4310 PRINCE WILLIAM CREWY SUITE 200 WOOD BRIDGE VA 22192	703-586-6100	kjohns@bbfrucor.com
CEJ	Bill Heape	660 Edgemoor Rd. Hanover PA 17331	717-632-7722	bheape@coneways.com
John Grumberg	Petrick Grumberg	300 EAST JOPPA ROAD BALTIMORE, MD 21286	301-881-5120	RJGrumberg@grubers.com
WETA LEYBURN-TURNER	NATE LEYBURN	12001 GIMLON RA. PRINCETON JUNCTION, MD	410-337-6900	NATE.LEYBURN@WHITING-TURNER.COM
Corman Construction	Dave Levine	620 S. Edger St. York, PA 17403	301-575-9823	dlevine@cormanconstruction.com
IBABEL Inc.	Ryan Ballerstein		717-845-1639	rballerstein@ib-abel.com