

**PRE-BID CONFERENCE
MEETING MINUTES SUMMARY**

PROJECT: Houston Avenue Paving, Drainage & Utility Improvements Project
City of League City
HDR|C&M Job No.: 10-019

DATE OF MEETING: January 4, 2011 @ 2:00 p.m.

LOCATION OF MEETING: Engineering Department, City of League City
305 East Main Street, League City, Texas.

ATTENDEES: See Attached Sign-In Sheet

PURPOSE OF THE MEETING: Conduct a Pre-Bid Conference

ITEMS OF DISCUSSION:

The following is a summary of the pre-bid meeting minutes.

1. Introduction of attendees.
2. The pre-bid meeting is not mandatory. This meeting is not to change the design, but to answer any questions about the plans and specifications. There will be no decisions made at this meeting. All changes will be made in writing by an addendum and will be forwarded to all plan holders.
3. The cutoff deadline for any questions is Thursday, January 6, 2011 at 12:00 p.m. All questions shall be directed to John Rudloff at John.Rudloff@hdrinc.com.
4. The project is along Houston Avenue between FM 518 (Main Street) and State Highway 3. The project involves removing existing pavement and replacing with approximately 12,250 S.Y. of proposed 7" concrete pavement, 4,200 L.F. of storm sewer ranging in size from 12" RCP to 5' x 4' RCB, 4,500 L.F. of 8" water line, 450 L.F. of 8" sanitary sewer, and all labor, equipment, materials, and incidentals required for project.
5. Addendum No. 1 will be issued to include the additional information on the Trash-Trooper by Park Environmental Equipment. The Contractor shall have the Trash-Trooper manufacturer on site during the installation of the Trash-Trooper to

- ensure that the Trash-Trooper is being installed per the manufacturer's recommendations.
6. The estimated construction cost for the project is \$2,600,000. The estimated construction cost was determined based on input and cost data received from Contractors in the area and previous similar projects that was bid recently in this market.
 7. The bid date is **Tuesday, January 11, 2011** and the bids must be received by **2:00 p.m.** at the City of League City Engineering Department, 305 East Main Street (Amegy Bank Building), League City, Texas 77573. Bids will be opened publicly and read aloud following the closing of the bid period.
 8. All bidders must submit all documents listed in Item No. 37 of the General Instructions to Bidders with their bid.
 9. Bidders shall submit the bid bond as stated in the contract documents with their bid. Bid Bond may be provided on the form provided by the City or a form submitted by the surety company.
 10. Bidders shall review the Special Conditions and Measurement and Payment section of the project specifications. This does not mean that the rest of the documents are not important. Bidder shall also review the remainder of the project's contract documents.
 11. City Council meets every second and fourth Tuesday of the month. The City anticipates awarding the project at the second Council meeting on January 25, 2011. The City anticipates issuing a Notice to Proceed in early March with a pre-construction meeting mid February.
 12. The duration of the project is **365** calendar days. This is a calendar day project. No work will be permitted on Saturdays and Sundays. However, these days will be counted in the determination of the contract time. Adequate rain days have been included in the project. If unreasonable weather conditions occur outside the days listed in the Special Conditions, the Contractor shall provide adequate documentation supporting a request for time extension. Weekend work will be only permitted on an emergency basis and be subject to conditions in the contract. The liquidated damages are \$900.00 per calendar day. The bidders present at this meeting did not see any issues with the contract time allocated for this project.
 13. HDR|C&M has provided a Traffic Control Plan for the project. During construction, the Contractor may modify the traffic control plan as approved by the Engineer, as long as it follows the latest edition of the Texas Manual of Uniform Traffic Control Devices (TxMUTCD) and such modification shall be performed by a licensed Engineer registered in the State of Texas. Contractor shall provide plans to the Engineer showing the modifications for review. Any

- changes to traffic control deemed necessary due to field conditions including additional signs and devices shall be performed at no additional cost to the project. Certified flagmen will be allowed as per the project specifications. Flagmen shall be included in the traffic control and regulation bid item.
14. There is a separate pay item for temporary pavement placed along Houston Avenue as indicated on Traffic Control Plan Phase 2 drawing in order to maintain an 11-foot traffic lane. Any additional pavement installed beyond the 11-foot width shall be at no additional cost to the project. Transitions from proposed pavement to existing pavement at the end of each phase and steps taken for maintaining access to the residents and businesses (such as temporary driveways) will not be paid as temporary pavement. No separate payment will be made pavement transitions or for maintaining access to the residents and businesses; this work shall be incidental to the traffic control and regulation pay item.
 15. The Contractor will be responsible for providing and installing temporary mailboxes per the United States Postal Service (USPS) requirements. The Contractor shall coordinate with the Post Master for the location and type of temporary mailboxes required, including foundation. This work, including relocating existing mailboxes and placing them behind the proposed pavement will not be paid for separately but shall be incidental to the traffic control and regulation pay item.
 16. Houston Avenue is mostly residential except at the intersection of FM 518 (Main Street), there is a high school and some commercial businesses. The Contractor will be responsible for coordinating with all residents, businesses and school within the project area. During construction the Contractor shall coordinate with the residents and businesses regarding access at all times.
 17. The Contractor shall make provisions to allow for all businesses, all residents, school buses, and emergency vehicles. A meeting will be held with school personnel regarding school bus routes.
 18. The Contractor is reminded of the importance of daily cleanup and continuous coordination with residents and businesses.
 19. The Contractor shall provide a minimum of 72 hours notice in writing to the following for street closures: the Engineer, City's Public Works Department, City's Fire Department, City's Police Department, school districts, and USPS.
 20. There is a Geotechnical Report in the Appendix of the Specification that is provided for information purposes only. A boring was taken approximately every 500 feet. The bidder may take additional borings if they so deem necessary and shall notify the City prior to taking any additional borings.

21. Supplemental Items are included in the bid items. These items are utilized to establish prices for additional items that may be needed during the construction effort. Contractor shall coordinate with site representative and obtain prior approval on the use of Supplemental Items.
22. The Contractor is responsible for maintaining drainage at all times. This may require maintaining drainage in ditches and temporary systems such as coffer dam, connection or pumping depending on the Contractor's construction activities. The bidder shall include the cost for maintaining drainage in the pertinent bid items.
23. The City will be providing a full time site representative on the jobsite.
24. HDR|C&M will be conducting progress meetings on this project. Private utility companies may be requested to attend as needed. These meetings are to identify any issues and to resolve the issues in a timely manner.
25. It is anticipated that a local laboratory, not yet identified, will perform the construction material testing. The Contractor shall provide advance notification to the site representative so that he can coordinate with the testing personnel. The City will pay for services of commercial testing laboratory to perform density tests for field control and to perform the various laboratory testing services necessary for field control of the work as specified in respective specification sections, except Contractor shall pay for services of commercial testing laboratory approved by Owner to perform testing as indicated in Technical Specifications Section 01410. If the testing fails, then the Contractor will be responsible to pay for the retesting.
26. The Contractor has the responsibility of contacting and coordinating with all utility companies prior to commencing construction (Texas One-Call – See General Notes Sheet of the Plan Drawings).
27. The Contractor shall be aware of utilities in and around the project areas. Houston Avenue is an old corridor, so there may be other utilities located within the right-of-way not identified on the plans. It is the Contractor's responsibility to locate and verify all utilities prior to construction. Contractor must contact and coordinate with all pertinent entities (i.e. CenterPoint Energy, Verizon, Texas-New Mexico Power, and Comcast) and meet their requirements.
28. CenterPoint Energy has notified HDR|C&M of a few gas lines that appear to be in conflict with the proposed improvements. It is anticipated that these lines may be relocated prior to commencing construction early March. If the relocation of these lines has not been completed prior to construction, the Contractor shall coordinate these relocations with CenterPoint Energy.

29. There is Verizon buried cable running along the west side of Houston Avenue. In the effort to verify the elevation and also provide adequate time for resolving any conflicts, the Contractor is responsible for determining the location and actual elevation (by excavation) of the Verizon cable at critical locate locations as shown on plan drawings prior to commencing construction. The Contractor must notify the Engineer of any potential conflicts with the Verizon cable. No additional payment shall be made for performing the investigative efforts and such costs must be included in the unit price bid for related item. No separate payment will be made for delays and costs expended by the Contractor due to these conflicts and any other additional conflicts. If there is a conflict, Verizon will relocate their line during construction. Contractor is responsible for providing adequate notice to the utility company to facilitate such relocation.
30. There is a Texas-New Mexico Power Company (TNMP) power pole in conflict with the proposed improvements at Station 19+50. It is anticipated that this power pole may be relocated prior to commencing construction in early March. If the relocation of this power pole has not been completed prior to construction, the Contractor shall coordinate this relocation with TNMP.
31. TNMP and Comcast have overhead lines. HDR|C&M will invite the utility company representative to attend the pre-construction meeting.
32. TxDOT provided approved permits for the proposed improvements within FM 518 and State Highway 3 right-of-way. Contractor will follow up with TxDOT and meet their requirements.
33. U.S. Army Corps of Engineers, Galveston District, provided an approved permit for the proposed drainage improvements at the outfall along State Highway 3. Contractor will follow up with USACE and meet their requirements.
34. HDR|C&M has consulted an urban forester for recommendations on this project due to the presence of trees within the project area. The Contractor shall review the Tree Protection Plan.
35. Safety is of utmost importance to the City. Trench safety is required per OSHA regulations. Any excavations 5-ft or deeper must be shored during construction. At the end of each day, all excavation will be covered with road plates if located in the street or paving, or plywood if located in natural ground outside of the paving. If weather forecasts predict a hurricane or tropical storm, all excavation will be temporarily backfilled at no cost to the project.
36. The Contractor is not allowed to operate valves or other control on existing systems. The Contractor shall provide advance notice to the City for assistance. There may be times when the Contractor may need to perform tie-ins after hours. No additional payment shall be made for performing such work under unfavorable conditions.

37. The Contractor shall be aware that precast drainage structures are being utilized on this project. Contractor shall furnish signed and sealed structural drawings by a Licensed Professional Engineer, licensed in the State of Texas, from manufacturer of precast product for the Engineer's review and approval prior to any work related to installing precast structure begins. In the event the Contractor chooses to install cast-in-place drainage structures for his convenience, the Contractor shall submit signed and sealed structural design drawings of each structure for the Engineer's review and approval prior to any work related to installing the cast-in-place structure begins. No additional payment shall be made for substitution of precast drainage structures with cast-in-place structures.
38. The City is currently coordinating with the property owner to obtain an easement for the proposed outfall structure and regrading the ditch at State Highway 3. It is anticipated that the easement will be secured in the next 2 to 4 weeks, before the start of construction; however, it is not guaranteed that the easement will be resolved prior to Contractor commencing construction. No separate payment will be made for delays and costs expected by the Contractor due to the easement.
39. Contractor will be responsible for construction staking and shall utilize control points identified in the Survey Control Map.
40. Residential water service reconnections shall utilize polyethylene tubing, and no couplings will be allowed under the pavement.

Question and Answer:

1. **Is this pre-bid meeting mandatory?** No.
2. **Is 365 days for substantial or total completion?** The contract duration established is for total completion.
3. **Is it the Contractor's responsibility to obtain a Notice of Intent per the Texas Pollutant Discharge Elimination System (TPDES)?** Yes per Specification 01565 since this project area is considered a Large Construction Activity.
4. **Are there any wetlands issues with the proposed outfall?** No, there are no wetlands issues, as a USACE permit has been secured.

ADDITIONAL INFORMATION

List of plan holders as of January 6, 2011:

**Bay Utilities LLC
Cravens Services, Inc.
David Wright Construction Co.
Lucas Construction**

Mar-Con Services
Matula and Matula
Metro City Construction
Reytec Construction
SER Construction Partners
Triple A Asphalt
Triple B Services
T&T Construction

Pre-bid Meeting Sign-In Sheet
 City of League City
 January 4, 2011 @ 2:00 PM
Houston Avenue Paving, Drainage & Utility Improvements Project
HDR|C&M Job No. 10-019

Name of Business/Entity	Represented By	Address	Telephone	Email
Brooks Concret	Cody Elder	4018 Allen Green / Pasadena	713-947-8440	brooksconcrete1976@yahoo.com
Rextec Const	Brad Young	1901 Hollister St / 77080	713.957.4003	byoung@rextec.net
HDR	John Rudloff	4635 Southwest Floorman Suite 100 Houston TX 77027	713-622-9264	john.rudloff@HDR Inc. com
)	Madhu Kilambi))	Madhu.Kilambi@hdrinc.com
HDR	Ngoc Le))	ngoc.le@hdrinc.com
C.O. League City	Cecil Bowery	League City	281-914-7000	Cecil.Bowery@League City.com
Coll	Scott Tuma	305 E. Main	281-554-1431	SCOTT.TUMA@leaguecity.com
HDR	Doug Bradford	4635 Southwest Fwy St. 1000 Houston, TX 77027	713 622 9264	douglas-bradford@hdrinc.com

