

PRE-BID CONFERENCE MEETING MINUTES



Date:	April 28, 2010
Project Name:	Jack Stadium Track Repair & Resurfacing
Project No.:	LHUP 409-NO; HPA 1013-00
Location:	LHUP East Campus Auditorium

ATTENDANCE:

Rich Getgen	LHUP Facilities	570-660-5376	rgetgen@lhup.edu
Becky Proctor	LHUP Procurement	570-484-2015	bproctor@lhup.edu
Kelly Hibbler	LHUP Procurement	570-484-2015	khibbler@lhup.edu
Alan Popovich	HPArchitects	814-466-6675	apopovich@hparchitects.com

PROJECT REPRESENTATIVES:

OWNER

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DESIGN PROFESSIONAL

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Pre-Conference Note: Prior to beginning the formal Pre-Bid Conference Bidders in attendance, representatives of LHU and the Architect discussed the design solution as proposed in the Bidding Documents. In summary, there was consensus among all Bidders in attendance that the application of a structural spray over the existing track was not a recommended approach. All agreed that the problems associated with the "pumping of water" at the entry should be investigated and remedied prior to the application of any resurfacing. HPA and LHU representatives indicated that they would discuss this matter with the Keith Roush, the Project Manager, and would get back to them if the approach would be reconsidered.

ITEMS OF DISCUSSION:

1. Design Professional – Architect is HPArchitects
 - a. All other questions concerning the Bidding Documents should be directed (in writing) to HPArchitects, ATTN: Alan Popovich; email acceptable/preferred apopovich@hparchitects.com; cc: shigh@hparchitects.com
 - b. Last Addendum should be issued no later than seven (7) days prior to Bid Opening (Friday, 5/7; close of business). Questions should be forwarded to the Design Professional prior to allow adequate time for response.
2. Follow-up site visit immediately following the supplemental Pre-Bid Conference.
3. Bond requirements – Provide bid bond (or surety) with bid; performance and payment bond and warranty/maintenance bond will be required of successful bidders.
4. Prevailing Wage – PA Prevailing Wage rates apply to contract.
5. Insurance – Insurance requirements indicated; note that insurance requirements apply to all subcontractors. Provide University as additional insured on Insurance Certificate.
6. Bid Due Date – Bids due Friday, 5/14 at 2:00 pm in J214 East Campus. All bid proposals must be in LHUP's possession in J214 to receive consideration. Late bids will not be accepted.
 - a. Public opening
 - b. Bid results will be posted on the LHU website; do not call and request bid results.
7. It is recognized that the project is under a time constraint therefore anticipated that Notice to Proceed will be issued end of June/beginning of July; will issue sooner if approvals come thru from System.
 - a. It is the intent of the University to review and award the contract as promptly as possible.
 - b. Bidders asked to review information and successful contractors be prepared to submit their bonds and return the contracts as promptly as possible to facilitate processing by the University and State System.
 - c. The University will issue a Letter of Intent to the successful bidder(s) to allow material to be ordered and the submittal process to be initiated.
 - d. Contractors cannot physically perform work on site until contracts are signed and processed.
8. Project Start Date – July 6, 2010
9. Project Completion Date – July 30, 2010
 - a. Bidders noted that if paving is included in contract additional time will be necessary to allow for curing of asphalt prior to placement of track system.
 - b. Full pour system as specified will require 30-day curing time for asphalt; completion anticipated on or about 9/3/10.
 - c. 2-part sandwich system (BSR base mat and broadcast EPDM wear coat) will require 14-day cure for asphalt; completion anticipated on or about 8/20/10.
 - d. LHU/HPA will evaluate completion dates in association with discussion on project approach.

10. Liquidated Damages – Liquidated damages apply to the project; \$200 per day. University has activities scheduled to occupy the fields and will incur costs if fields are not ready to accommodate the activities.
 - a. Due to nature of scheduled activities, LHU may opt to waive Liquidated damages in special cases but will rarely extend contract Completion Date.
11. Include the following with the bid proposal:
 - a. Contractor's Qualification Statement (AIA Document A305).
 - b. Preliminary Schedule
12. Award of Contract – Base Bid plus Unit Prices with defined quantities as indicated in documents.
13. Unit Prices requests are summarized on Bid Form for respective contracts. Pay particular attention to which Unit Prices are or are not to be included within the Base Bid as clearly indicated on the Bid Form.
 - a. Unit Price for thermoplastic replacement grates (Alternate); not included in Base Bid.
14. B. Proctor reviewed highlights of key administrative items. Electronic version of handout is attached.
15. MBE/WBE Participation Levels – University targets MBE/WBE participation in amounts set forth on Page 2 of the Notice to Contractors at \$10,080 for Contract 409-NO.1 General Construction.
 - a. All Bidders are required to show evidence that effort has been made to meet participation levels as set in the Documents.
 - b. Identify scope of work from subcontractors and/or material from suppliers along with applicable price.
 - c. University is a “low bid agency” such that lowest bid -- whether MBE/WBE or not – shall be accepted.
 - d. Any MBE/WBE contractor or supplier from a list of a duly authorized public entity in acceptable.
 - e. Follow LHUP/State System procedures and submit proof of effort or commitment and all applicable required documentation with bid proposal.
16. Questions concerning any information related to MBE/WBE or on package should go directly to B. Proctor at (570)484-2010.
17. Section 01010 – Summary of Work and Description of Separate Base Bids - The following items were brought to the particular attention of bidders in accordance with Section 01010:
 - a. Part 1 - General Construction Prime (and only) Contract
 - 1) General Contractor as coordinating contractor for the project
 - 2) Work includes:
 - a) Project coordination and administration
 - b) Site preparation and protection
 - c) Erosion and sedimentation control
 - d) Limited excavation
 - e) Hauling of excavated (natural, clean) material to on-site location; asphalt, etc., to be removed from site
 - f) Subbase preparation and asphalt replacement
 - g) Synthetic track repair – NOTE: Contractor will be responsible for complete protection of football/soccer synthetic turf at infield. Any damage to turf will be Contractor's responsibility for complete repair/replacement.

- h) Synthetic track cleaning and preparation
 - i) Sealing of perimeter edge and interior edge as required
 - j) Structural spray application
 - k) Channel drain grate replacement (Alternate)
 - l) Track re-striping and certification
 - m) Site clean-up and repair
- b. Part 4 – Permits
 - 1) No permits anticipated
 - c. Part 6 – Contractor Use of Premises
 - 1) Special Conditions – Water for Compaction Operations
 - a) Water from University’s system via hydrant is available if necessary for compaction
 - d. Part 17 – Survey and Test Levels
 - 1) Requirements for layout and striping certification
18. General overview of Specification 02791 was performed
- a. Related Sections – Section 01026 - Unit Prices will be referenced for channel drain grates Alternate.
 - b. Contractor Qualifications – Note requirements for five-years experience for each of structural spray and full depth pour applications; 10-year experience of product manufacturer. Note emphasis on superintendent experience for structural spray and full depth pour applications.
 - c. Submittals – Note Qualifications, Products, Certifications and Shop Drawings.
 - d. Athletic Surfacing Materials -- Defined for replacement areas.
 - e. Athletic Surfacing Materials -- Defined for structural spray coating over track and D-areas.
 - f. Channel Drain Replacement Grates -- Identified as PolyDrain ADA thermoplastic type as Basis of Design product.
 - g. Asphalt Surface Course -- Execution references PennDOT Superpave per Section 02740; Flood test required.
 - 1) Requirement of 14-day curing will be clarified
 - h. Surfacing System -- Preparation and tolerances noted.
 - i. Structural Spray Preparation -- Section noted including removal of defects and repair of edge-lifting noted.
 - 1) Contractor will be responsible for repair and sealing of exterior edge perimeter and interior edge as necessary prior to application of structural spray.
 - 2) Damaged area at D-area to be repaired.

- j. Structural Spray Application – 2-part application @ minimum 1.3 pounds per square yard per coat = minimum 2.6 pounds per square yard; minimum 19,950 pounds based on 7,670 square yards.
 - k. Line Markings – Certified in accordance with IAAF and NCAA specs. Schedule of striping included. Provide shops for verification by Architect and University.
19. Compaction Testing – Each contractor is responsible for this own compacting testing in accordance with Section 02300.
20. Bidders, R. Getgen and A. Popovich agreed to re-convene at the site to review existing conditions, walk the track and make observations for necessary repairs.

MEETING ADJOURNED: Approximately 11:00 am

SITE WALK-THROUGH

1. Bidders, R. Getgen and A. Popovich assembled at the Jack Stadium track to review existing conditions.
2. Area anticipated for removal was identified and inspected. Areas of de-lamination were observed and well as an area where it appeared that a subsurface stone may be “rising” or telegraphing through track surface. Areas where seams from previous full-pour repair had failed as well as areas where seams were intact were observed. Water was observed as “pumping” in area targeted for replacement.
3. Additional areas were observed at track that will require preparation/repair prior to placement of structural spray.
4. Edge conditions were reviewed and discussed. Exterior perimeter edges inspected, areas cleaned and re-adhered as possible, sealed and cut back to remove ragged edges as necessary. Interior gaps at edge channel drain should be cleaned and sealed cleaned with a pourable; self leveling sealant.
5. Channel drain was observed to extend at the entire perimeter. HPA will adjust linear foot quantity in Bidding Documents. Post Meeting Note: Adjusted perimeter linear foot quantity is 1,310 l.f.
6. It was noted that wind will impact application of structural spray; need for complete protection of football/soccer synthetic turf at infield was reiterated.
7. Bidders asked University to consider alternative Base Bid to provide for EPDM overlay in lieu of the structural spray. University will consider in addition to other suggestions on project approach, repairs and schedule as discussed.

Any authorized persons who take exception to any statement in this report shall notify the preparer in writing within five (5) days of the receipt of this report, stating in detail the correction or omission. Otherwise, this report shall be considered correct and final.

Respectfully submitted,

Alan R. Popovich, AIA
HP Architects

Copy: All attendees
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“Jack Stadium – Track Repair & Resurfacing”
Project No. 409-NO

Highlights of key administrative items:

(From Pre-Bid Conference held on April 28, 2010; 10:00 AM)

1. **Insurance Requirements:** Primes need to pass this information onto their subcontractors. This information could directly affect their bid amounts.
 - a. The Contractor shall purchase and maintain such insurance as will protect the Contractor from claims set forth below which may arise out of or result from the Contractor's operations under the Contract, whether such operations be by the Contractor or by a Subcontractor or by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable:
 - b. **A. Claims under Workers Compensation Disability Benefit and other similar employee benefit Acts.** Employees Liability Insurance, with a minimum of \$1,000,000 aggregate coverage, is to be provided on the same operations.
 - c. **B. Claims for damages** because of bodily injury, occupational sickness, or disease, or death of the Contractor's employees.
 - d. **C. Claims for damages** because of bodily injury, sickness or disease, or death of any person other than the Contractor's employees.
 - e. **D. Claims for damages** because of injury to or destruction of tangible property including loss of use resulting therefrom.
 - f. **The Contractor's commercial general liability insurance and automobile liability insurance** shall be written for not less than \$500,000 for injuries including accidental death to any one person, and subject to the same limit for each person, in an amount not less than \$3,000,000 for each occurrence.
 - g. **The Contractor's property damage liability insurance** shall be in an amount not less than \$3,000,000 for each occurrence.
 - h. Contractors are also encouraged to inform **subcontractors** of the subcontractor insurance requirements when soliciting quotes from subs., as the insurance requirements may affect pricing of such subcontractors.
 - i. **Subcontractors Insurance**
 - j. **A.** The Contractor shall either require each of its subcontractors to procure and to maintain during the life of its subcontractor's commercial general liability, automobile liability, and property damage liability insurance of the type and in the same amounts as specified in this Article, or insure the activity of its subcontractors in its own insurance policies.
 - k. **B.** The Contractor shall require each subcontractor to provide Worker's Compensation and Employer's Liability insurance covering all persons employed by such subcontractors on work to be performed on this contract.
 - l. **C.** The Contractor must submit to the System, prior to any subcontractors or sub-subcontractors commencing of any on site work, evidence that the subcontractors or sub-subcontractors are covered by insurance as required herein.
 - m. **University MUST be listed as “additionally insured”** listing the contract name and number, directly on the certificate of insurance. This must all appear in the **Description of operational/locations/vehicles/special items** section at the bottom of the Certificate of Insurance. This **also** holds true for insurance certificates issued by sub-contractors.
 - n. **“Additionally Insured Endorsements”** must also be provided along with the Certificates of Insurance. (Note: This is a separate form)
 - o. Must be stated on the Certificate of Insurance Form that the issuing company **MUST NOTIFY** the University in writing (a minimum of thirty days in advance) if the insurance coverage is canceled or the

indicated coverage limits are reduced prior to the expiration date. **Note:** The following verbiage will need to be stricken from the standard cancellation clause: “endeavor to” and “but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives.”

- p. Review Rider B, Sections 10.1.100 through 10.1.105.
- q. Review Rider B, Sections 10.2.100 through 10.2.103.
- r. Contractors are highly encouraged to contact their **insurance carriers** regarding coverage and insurance certificate requirements prior to submitting a bid proposal.

1. Bid Form

- a. **Bids are due in East Campus, J214 by 2:00 p.m. on Friday, May 14, 2010.**
- b. Contractors need to allow sufficient time for FedEx or UPS, etc.
- c. Please carefully read the “Proposal Instructions” of the Bid Form. So as to avoid delays of the award of the contract, all portions of the Bid Form are to be completed.
- d. Be sure the form is filled out entirely with the Company’s proper name, street address (do not use PO box numbers), telephone numbers, and e-mail address, as applicable.
- e. Since/If base bids are required, be sure the prices appear written and with figures.
- f. If Addenda’s are mailed, they must be listed in the Addenda section by number, **issuing** date, and the bidder’s firm name inserted in the section provided.
- g. Proposal Signature Page: be sure signature(s) are proper depending on your business classification. If a Corporation, the **CORPORATE SEAL** must be used and two party signatures apply (President/Vice-President, and Secretary or Treasurer).
- h. **NO CALLS WILL BE ACCEPTED AFTER BIDS ARE DUE.** Bid results will be posted on our website at <http://www.lhup.edu/purchasing/public-postings/bid-results/index.htm>
- i. Contract Compliance Requirements:
 - 1) This form must be filled out entirely. It must also be properly signed and notarized.
- j. A separate form will be issued to the low bidder who is issued the contract called the “Notice to Subcontractors, Suppliers, Vendors and Labor Organizations”: It addresses the System’s non-discrimination requirements and policies. This form will be required to be filled out entirely and signed by your company and acknowledgement will need to be signed by all subcontractors, suppliers, vendors and labor organizations used by the contractor on this project. Copies of this form are available from the University upon request.
- k. Minority Business and Women Business Enterprise Participation in Facilities Projects:

M/WBE PROGRAM SOLICITATION REQUIREMENT:

- 1. The MBE/WBE *solicitation* requirement shall be enforced. PASSHE takes this very seriously.
- 2. Information regarding the availability of certified Minority and Women Business Enterprises may be obtained from the Commonwealth of PA’s “Bureau of Contract Administration and Business Development” at the following web-page of the PA **Department of General Services**: <http://www.dgs.state.pa.us>, and proceeding to the section entitled “Bureau of Minority and Women Business Opportunities”, and typing in **Keyword: MBE/WBE**. **PLEASE NOTE:** This is simply one possible place to find certified M/WBE firms. Contractors may also submit other

minority and women-owned businesses that have been certified by other states or by other duly constituted public bodies.

3. Failure to complete the M/WBE Subcontractor and Supplier Solicitation information sheet/chart (Exhibit A) **and** to submit it with the bid will be sufficient cause for rejection of the bid.
4. Review all items that will be required to be submitted with the bid to fulfill contractor's proactive effort to reach the REAA (Reasonable Effort Award Amount) (e.g., copies of "request for quotations" that were issued, responses actually received from M/WBE's, lower quotes from non-minorities, letter of commitment to lowest submittal – whether a minority OR a non-minority firm). At a minimum, letters of solicitation shall contain sufficient detail so as to specify the type of work and/or material for which quotes are being sought. Additionally, it ought to be noted in the letters of solicitation that project specifications are available for review at the Contractor's office, at Lock Haven University, **and** at the various bidders exchanges noted in the Notice to Contractors. **For clarification of the M/WBE requirements, bidders can contact Becky J. Proctor (Director of Procurement) directly at 570-484-2010.**
5. Certified M/WBE numbers must be on the form/chart.
6. If written quotes are received from certified MBE/WBE firms at or above the reasonable award amount, but lower written quotes are received from non-minority firms, to get credit for the M/WBE solicitation requirement bidders must show commitment(s) to at least one non-minority firm which submitted the lowest written quote at the time of receipt of bids for the same work or materials.
7. An additional illustration of the M/WBE requirements was made available, for information purposes only, at the pre-bid meeting. Additional copies of this packet are available from the University upon request.

I. Business Certification Form:

1. Company must fill this form out and record their company classification and have it notarized.
2. Also, all single proprietorships must be registered as fictitious name if using a name other than their own (e.g., Bob Smith d/b/a Regional Excavating Co.)

m. Bid Bond:

1. As a bid guaranty, a minimum of 5% of the Base Bid, payable to Lock Haven University of Pennsylvania, must be included with your proposal. If a bid bond is used, the System's form must be used. Where seals are required, they must be used. All areas must be filled out and signed. Company must use a full street address (no box numbers please). **Also, bid bond surety must be dated same day or later as company signs the bid form.**

2. Standard Form of Agreement:

- a. This is the form that you will sign with the University. No changes can or will be made to this Agreement Form (form 71K110). Please review these terms and conditions **prior to** submitting a bid proposal. A copy of this agreement can be found in the project manual.

3. Prevailing Wages:

- a. **All** contracts associated with this project (including all associated sub-contracts, regardless of size) require Prevailing Wages and certified payroll forms; payroll forms must include the employee's full name and classification.
- b. Employee must be paid the rate listed in the prevailing rates.
- c. All workers that are working on the project must be listed on the certified payroll and be paid the appropriate wage rate for the work they performed (even if such workers are owners, proprietors, or partners in a smaller firm). If an owner is working on the job, he/she must appear on certified payrolls in the correct classification, at the correct rate.

- d. The first certified payroll and the last certified payroll must be notarized.
- e. Apprentices must be registered with the state of Pennsylvania, and shall be able to show his/her State apprenticeship card upon request while on the job-site.
- f. Per Labor and Industry, **final connections, testing, and balancing of systems** are part of the contract and are therefore subject to the prevailing wage rates. Please share this information with your sub-contractors when soliciting pricing from them and entering into subcontract agreements.

Contractors are directed to forward any requests for clarification in writing to the Professional no less than seven (7) calendar days prior to the date bids are due. Any/all questions regarding this project are to be submitted in writing to the Professional. Regarding on-site tours of the project site, University personnel are only able to provide access to the facility(s) in question. Any verbal statements made by University personnel are not considered to be contractually-bound statements unless they are followed-up and appropriately addressed in addendum issued by the Professional.

No Tax Exemption Certificates (we do not use them). You will need to contact the PA Dept. of Revenue and will need to complete their form.

Report any or all damages to University property promptly.

For additional information, directions, etc. regarding the **delivery** of the bid-proposals, bidders can call 570-484-2015, 570-484-2010, or 570-484-2384.

When submitting change-order proposals during contract administration, Contractors will need to provide cost breakdown(s) of the proposal in the same detail as outlined in the "schedule of values" form (Div 1, Section 01027, page 5).