

MINUTES
Pre-Bid Conference
Humboldt Community Services District
Donna Drive Tank Rehabilitation Project
September 10, 2024 at 10:00 AM

PRESENT: The sign in sheet was made available to all bidders at the conclusion of the meeting.

The following items were discussed or noted during the course of the Pre-Bid Conference (PBC) at the District in the conference room and/or at the site after the meeting.

- 1) Introductions: The District Assistant Engineer, The President of Harper and Associates, and each representative of interested parties introduced themselves and signed into the meeting.
- 2) Bid Date: **October 1, 2024 @ 2:00 pm**
- 3) RFI's Due By: **September 19, 2022 @ 5:00 pm** Email to Krista@Harpereng.com and engineer@humboldtcsd.org
- 4) Scope of Work: The scope of work was discussed with an emphasis on the following items.
 - a) Straighten Rafters – Number to be determined after contractor installs scaffolding for inspection.
 - b) Wedging and abrasive blasting the topside of the rafters. It was noted that the contractors should read through the entire Coating and Painting specification 09 97 13 with an emphasis on sections 3.4 through 3.6 which discusses the abrasive blasting requirements on the topside of the rafters.
 - c) Overflow and Catch Basin – Noted with reference on plans and specification and no questions were brought up.
 - d) Option – Full containment use will be determined as the job progresses.
- 5) Estimated Bid Award: October 28, 2024
- 6) Estimated start date and project time: **April 1 to October 31, 2023 (100 calendar days)** It was noted that the project shall take place over 100 consecutive calendar days.
- 7) Liquidated Damages: \$500/day
- 8) Mandatory Pre-Bid Conference – All contractors signed in were present at the district office and onsite at the tank.
- 9) Laboratory Analysis: It was mentioned that the exterior roof and shell are at or above the action level for zinc.
- 10) Prevailing Wage Project: Maintain certified payroll reports in accordance with the DIR requirements. The Contractor shall also have them available upon request by the District.
- 11) Working hours for project: 7:30 A.M. to 4:30 P.M. It was noted that the project site is located in near proximity to a residential neighborhood and out of respect to local residents, please do not operate heavy machinery on site until 8:00 A.M.
- 12) It was noted that Harper & Associates Engineering (HAE) will be providing part-time structural inspection and must be notified by the contractor in advance when any structural work is to be accomplished. It was also noted that full-time coating inspection will be provided by HAE.
- 13) It was noted that the contractor will be allowed to “daisy chain” a lock on the access gate but it must be done in a manner that will allow other contractors and the District access.
- 14) Contractor will be responsible for power but low voltage (15 amp) power can be made available to

the contractor. Water will be available at a hydrant and a back flow device will be required but a meter will not be required.

- 15) Dehumidification is included as an additive bid item. The District will only allow use of the dehumidification item if the District determines weather conditions are significantly impacting the work schedule. The Contractor may use dehumidification voluntarily to expedite the project. If the contractor chooses to utilize dehumidification voluntarily the unit and use of the unit must meet the requirements set forth in the specifications.
- 16) Local residents will be notified of project by the District.
- 17) Contractor will furnish a portable toilet for the duration of the project, as noted in the specifications.
- 18) District will drain the reservoir prior to mobilization of the Contractor. Contractor will be responsible for puddles/residual water and any sediment that might still be present in the tank.
- 19) Contractors will be responsible for noting the existing site conditions. Contractor will be responsible for returning the site to its original conditions at the conclusion of the project with the exception of the grass areas around the site which can be utilized for storage and parking.
- 20) Wash down water can be run into the sewer adjacent to the site on Donna drive which will require approximately 300-400 feet of hose. The chlorinated disinfection water can be left in the tank prior to filling the tank.
- 21) Despite any notes or recordings of proceedings of the PBC by anyone present, these printed Minutes prevail.
- 22) Contractors are to adhere to Owner, County, and State laws regarding collusion. Any discussion of project with any competitive firm after completion of PBC, via personal meetings, telephone, or any other means, constitutes collusion and will result in appropriate legal action by the Owner. However, prime contractors may talk to potential subcontractors.