

**Meeting Minutes: Pre-Bid Conference for
Apex Street Bridge Ramp Construction and Bridge Removal
Contract: SW-22
Date and Time: Wednesday, September 3, 2008 – 2:00 PM**

Greeting and Project Introduction:

- Plans and specs on the city web page
- Distribute cards
- Attendance Sheet

City Employees

Contract Administrator – Kyle Butler

Consulting Engineers

Construction Administration – Louis Berger Engineers

Pre-Qualification:

Wednesday, September 10th

MWBE information: Angela Henderson

- Goals
- Required forms
- E-105 needed for subcontractors within 5 business days of bid opening from apparent low bidder

Bid Date:

Wednesday, September 17th, 2 PM, Public Works Conf. Room, 3rd floor City Hall

Award/Start date: 6-8 weeks from the bid opening to Pre Construction Meeting

Primavera Management Tracking System – Scott Peruski

Traffic control: Should follow the NCDOT Roadway Standard Drawings and the 2003 Manual on Uniform Traffic Control Devices

Encroachment permits: Have already been acquired. Current relocation of gas line by PSNC

Project priority: Ramp must be completed and opened prior to bridge demolition

Detour of American Tobacco Trail: Traffic re-routed during Bridge Demolition

Special Instructions to Bidders

- The following SHALL be included with your Bid Submission:
- Bid Form: Pages 16-20
- List of Equipment: Page 18
- Non-Collusion Affidavit of Bidder: Appendix E
- Bid Security: Appendix F
- Privilege License of Bidder: Page 20
- SBDE Forms E-101: Appendix A

Project Duration:

- 180 calendar days from Notice to Proceed for Construction

Addendum #1:

- Will be issued via project website
- To include – earthwork quantity estimates and revised signing plan