

CITY OF CRESCENT CITY
CRESCENT CITY, CALIFORNIA
SUNSET CIRCLE MULTI-USE TRAIL PROJECT
MANDATORY PRE-BID MEETING MINUTES

Date/Time/Place: June 12, 2020 @ 2 pm: Sunset Circle, Crescent City, CA

- 1) Introductions:
 - a. Ensure all Sign in (this is the only way that you will be eligible to bid and receive addenda) – *See attached sheet*
 - b. City Staff – *Jon Olson and Nacole Sutterfield*

- 2) Project Description
 - a. General Description 1,450 feet of Multi-use trail, Concrete Fencing, lighting, Signage and striping.

- 3) Bid Date/Time/Place
 - a. 30 June 2020 Tuesday in front of City Hall to maintain social distancing *meet in the parking lot across the street.*
 - b. 2 pm local time
 - c. 377 J Street, Crescent City, CA 95501
 - d. Sealed Bids Only

- 4) Bid Submittals
 - a. See Section 00 20 00 Instructions to Bidders
 - b. 00 40 00 Bid- List of all forms to be submitted with Bid-Acknowledge all addenda
 - c. 00 41 00 Bidding Schedule with all Additive Alternates – *additive alternatives forth coming in addendum.*
 - d. 00 43 13 Bid Bond is 10%
 - e. 00 43 36 List all Proposed Subcontractors
 - f. 00 45 13 Cert of Bidders Experience
 - g. 00 45 19 Non-Collusion Affidavit
 - h. 00 45 21 Anti-Lobbying Certification

- 5) Permits Required
 - a. City Business License
 - b. City Encroachment Permit (fee waived) – *Jon informed contractors work for this project is close to private property.*
 - c. Coastal Development Permit (Waiver)- obtained by the City

- 6) Addenda/Interpretations
 - a. Written requests must be received no later than 5:00 PM, 23 June 2020
 - b. Final Addenda/Clarification will be distributed no later than 26 June 2020
 - c. Addendum 1 forth coming – *addition of streetlights and responsibility of quality control clarification.*

- 7) Labor Compliance Program (payment of prevailing wages is required)
 - a. Main Contact Yvonne Nickles with CCMI
 - b. Correspondence should have Nacole Sutterfield cc'd

- 8) Performance and Payment Bonds: only required to be submitted after Award of Contract with the Agreement.
- 9) Schedule/Completion of the Work:
 - a. Section 01 11 05 – Time Allowances is 85 Working days from Notice to Proceed.
 - b. 00 72 00-Liquidated Damages \$1,200 per calendar day.
- 10) Conflicts Between This Meeting and Construction Documents:
 - a. Construction Documents govern unless changed by formal Addendum
- 11) Safety
 - a) Trenching – Competent Person
 - b) Site specific safety trainings – Once weekly minimum
 - c) Underground utilities – *Jon asked contractors to be careful while excavating for this Project as there are a lot of utilities in the area.*
- 12) Materials Testing/Quality Assurance (Contractors Responsibility) Oversight by City Engineer or Construction Manager
- 13) Detailed Work Items for Discussion
 - a. Staging – *Jon indicated the parking lot in front of Shoreline RV can be used for staging but would like to minimize this area if possible.*
 - b. Traffic Control plan required
 - c. Installation of split rail fence – *Jon indicated there will be approximately 20 feet of fence not to be installed in order for a property owner to keep access to their property.*
 - d. Bollard lighting
 - e. Streetlights
 - f. Trail paving thickness – *Jon pointed out the trail has different thicknesses throughout.*
- 14) Submittals –
 - a. Will use Virtual Project Manager – for all pay requests, RFI's etc.
 - b. Digital submittals required
- 15) Inspection/Project Management
 - a. Nacole Sutterfield *and/or* Jon Olson
- 16) Questions
 - a. Questions related to any part of the Contract Documents shall be delivered to City Staff in Writing:
 - b. nsutterfield@crescentcity.org & jolson@crescentcity.org
- 17) Site walk

NOTE: The preceding minutes are the City of Crescent City's interpretation of the items discussed and the decisions reached at the above referenced meeting. Any person desiring to add or delete or otherwise change the minutes are asked to put their comments in writing to Nacole Sutterfield, within one week of issuance of the minutes. If no comments are received the minutes will stand as written.