



MEETING RECORD

BY: STEVE MORSE

ATTENDEES: See Attached Attendance Record

DATE: February 22, 2021

**SUBJECT: ITB 2021-770 East Aztec Pump Station: SCADA Upgrade Design/Build Services
Mandatory Pre-bid Meeting**

The pre-bid meeting started at approximately 10:10 AM after all attendees arrived. After introduction of City of Aztec staff, the following contractual issues were pointed out:

1. Bids are due Thursday March 11, 2021 at 3:00 PM. This is a fast deadline: Bids received at 3:01 that day will be rejected.
2. Overnight delivery in Aztec is not guaranteed. An overnight package shipped on March 10 will not necessarily reach the City by the deadline date and time. If it does not, it will be rejected despite the mailing date.
3. All questions must be submitted in writing by email to Kris Farmer at kfarmer@aztenm.gov. The last day and time for submitting questions is Wednesday March 3, 2021 at 10:00 AM.
4. The requirements for submitting your bid are included on pages 5 through 10 of the RFP. Be sure to submit all documents requested or your bid may be rejected. Documents must be executed correctly to be valid.
5. Be aware that an executed Acknowledgement of Receipt Form is due back to Kris Farmer by March 3, 2021.
6. Executed documents required to be submitted with the bid include:
 - a. Bidder Certification Form
 - b. Drug Free Work Place Form
 - c. Contractor's Safety Certification
 - d. Basis of Bid Form
 - e. List of Subcontractors whose work exceeds \$5,000 Form
 - f. Bid Bond for at least 5% of the bid amount
7. Please note that, if requested by the City after receipt of the bids, A Statement of Bidder's Qualifications Form will need to be submitted.
8. The Standard General Conditions of the Contract for this project are included in the RFP on pages 25-38. These conditions require the following for the contract (these do not need to be submitted with the bid, but costs for these items must be in your lump sum bids):
 - a. A Labor and Materials Performance Bond in at least the total value of the contract.
 - b. A payment bond in at least the total value of the contract
 - c. Insurance coverage (the minimum insurance requirements are listed in the Draft Construction Agreement on Pages 90-105 of the RFP).

9. The bid is broken down into three lump sum bid amounts: Design, Installation and Start-Up. The work included in each lump sum amount is described in the Scope of Work on pages 120-122 of the RFP.
10. The Required Contractor Qualifications are described on page 122 of the RFP.
11. The selected contractor will need to submit a Campaign Contribution Disclosure Form. A copy is included at the end of the RFP.

The intent of the project was then explained by City personnel. In summary, the intent is to connect the new control and monitoring devices installed in the recent pump station construction to the existing City SCADA system utilizing both new and existing components. The new components were visible in the single room pump station, and the existing equipment in the panel outside by the water storage tank were described and shown to the attendees.

The meeting then moved to the Water Treatment Plant where the existing SCADA system and the desired SCADA screen design for the East Aztec Pump station were described. The meeting adjourned at approximately 11:15 AM.