



MEETING RECORD

BY: STEVE MORSE

ATTENDEES: See Posted Attendance Record

DATE: April 14, 2021

SUBJECT: ITB 2021-775 North Main Corridor Extension Construction Services Mandatory Pre-bid Meeting

The pre-bid meeting started at approximately 10:03 AM after all attendees arrived. After introduction of City of Aztec staff, the following contractual issues were pointed out:

1. SIGN-IN SHEET – Please make sure you sign the sign-in sheet. It is your proof of attendance at this mandatory pre-bid meeting and assures you get correspondence concerning this ITB.
2. BIDS DUE - Bids are due Monday, May 10, 2021 at 3:00 PM. This is a fast deadline: Bids received at 3:01 that day will be rejected.
3. OVERNIGHT DELIVERY - Overnight delivery in Aztec is not guaranteed. An overnight package shipped on May 7 or May 8, will not necessarily reach the City by the deadline date and time. If it does not, it will be rejected despite the mailing date.
4. QUESTIONS - 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 April 28, 2021 at 10:00 AM.
5. BID SUBMISSION REQUIREMENTS - The requirements for submitting your bid are included on pages 6 through 15 of the ITB. Be sure to submit all documents requested or your bid may be rejected. Documents must be executed correctly to be valid.
6. ACKNOWLEDGEMENT OF RECEIPT FORM - Be aware that an executed Acknowledgement of Receipt Form is due back to Kris Farmer by **April 28, 2021. This is a change.** This form is on page 5 of the ITB.
7. DOCUMENTS REQUIRED WITH BID - Executed documents required to be submitted with the bid include:
 - a. Bid Submittal including the Bidders Representations and Bidder's Certification
 - b. Drug Free Work Place Certification
 - c. Contractor's Safety Certification
 - d. Basis of Bid
 - e. Contractor's List of Subcontractors (whose work exceeds \$5,000)
 - f. Subcontractor Fair Practices Act Compliance form
 - g. Bid Bond for at least 5% of the bid amount
8. CONTRACTOR QUALIFICATIONS - The Required Contractor Qualifications are described on pages 161 and 162 of the ITB.
9. STATEMENT OF BIDDERS QUALIFICATIONS - 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.

10. STANDARD GENERAL CONDITIONS - The Standard General Conditions of the Contract for this project are included in the RFP on pages 41-124. These conditions require the following for the contract (these do not need to be submitted with the bid, but costs for these must be in your bid items):
 - 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 126-144 of the ITB).
11. NMDOT AND NMSSPWC STANDARD SPECIFICATIONS – These specifications and requirements apply to this project. Where NMDOT Standard Provisions conflict with City of Aztec General Conditions, the City of Aztec General Conditions take precedence. However, this is a state funded project through the NMDOT. NMDOT requirements apply.
12. BID ITEMS - The bid items are included in the Basis of Bid Form. Most are unit cost items, with a few lump sum items. There are three alternate items. The cost items are to include total cost to perform the work (materials, labor, overhead & profit). The unit cost items will be paid based upon actual verified units at the bid cost per unit. The lump sum items will be based upon percent complete for that item. The City reserves the right to select all, some or none of the alternates based upon budget availability.
13. RETAINAGE – There is a 10% retainage on monthly invoices for this project.
14. LIQUIDATED DAMAGES – There are two deadlines for Substantial Completion, each with liquidated damages of \$500 per day. The first deadline is December 31, 2021 for all work except the Alternates. The deadline for completion of the Alternates is May 31, 2022.
15. PREVAILING WAGE – This is a prevailing wage project with the Wage Decision include in Appendix A of the ITB (pages 157 & 158).
16. SCOPE OF WORK – The project background and scope of work are provided on pages 160 and 161 of the ITB. Please review the scope carefully as some utilities shown on the drawings are partially provided and installed by others. Ken George of the Aztec Electrical Department explained that the City will provide all electrical materials. The contractor will be required to install the conduit, pull boxes and junction boxes provided by the City, as well as provide the materials and install the bollard and light post concrete bases. The City will provide and pull all wire and install all light fixtures and the transformer. Clarification on the scope of work for the gas pipeline will be forthcoming by addendum.
17. There will be an adjacent project under construction this summer to the north of the North Main project. This river restoration project will be taking place within the Animas River, and construction crews will be accessing Martinez Lane.
18. The North Main Corridor is currently treated as an access by some residents. Construction fencing or other means for restricting traffic is anticipated to be needed by the contractor to prevent unauthorized vehicles from entering the site.
19. It was stated that the Add Alternates listed in the bid are not listed in order of preference. The City reserves the right to select any or all alternates.

The meeting then moved to the location of the North Main Extension. The location of the roadway, plaza and existing potable water, sewer and electrical components were pointed out. The meeting adjourned at approximately 11:15 AM.