

Minutes of Pre-Bid Conference For Brush Creek Woodland Project

CONTRACT NUMBER W912DQ-04-B-0006

Date: 31 March 2004

Time: 10:00am

Place: Brush Creek Community Center

Attendance: The Attendance Roster is Attachment # 1 to this document.

Cindy Moses, P.E., Project Manager for the Brush Creek Woodland Project opened the meeting by welcoming those in attendance and introducing the members of the Project Delivery Team. Introductions of the Corps of Engineers and Kansas City Missouri Project Delivery Team were made as follows:

Cindy Moses, Project Manager, Army Corps of Engineers

Bryan Smith, Structural Engineer, Design Branch, Corps of Engineers

Roy Wingfield, Civil Engineer, Geotechnical Branch, Corps of Engineers

Fred Kraft, Engineer, Corps of Engineers

Gregg Gullede, Contract Specialist/Contracting Officer, Army Corps of Engineers

Kerry Kanatzar, Engineer, City of Kansas City, Missouri

Dennis McMan, Engineer, City of Kansas City, Missouri

Dondrea Fisher, City of Kansas City, Missouri

Kenny Burford, Construction, Corps of Engineers

Mike Flanagan, Construction, Corps of Engineers

Ms. Moses informed the attendees that anything that is said today that conflicts with plans and specs, would be secondary to the plans and specs. If there are any conflicts in information, the written plans and specs will govern.

Project Description and Work Overview – Cindy Moses

The project is classified by the U.S. Army Corps of Engineers as a Support For Others Project. This means that there are no federal funds involved and the project is 100% funded from the city of Kansas City Missouri with the Corps of Engineers supplying design services and contract administration services. The city of Kansas City, MO will be reimbursed for a portion of the work related to channel improvements from a grant from SEMA (State Emergency Management Agency). However, the SEMA grant has time limits, therefore it drives the schedule.

There is approximately 1000 Ft of Channel Work with drop structure and channel widening. The drop structure consists of a dam and the 18” channel pavement. The work primarily consists of concrete work, rock excavation and earthwork. There are some utility relocations that will require coordination with Kansas City Power and Light. There are some

park amenities that aren't part of the SEMA grant and they are one of the Options.

The contract specifications are mostly federal but include some city specifications. The federal contract clauses come from Federal Acquisition Regulations. The specifications themselves are in the typical Corps Format with Division 1 being the General Specifications and Division 2 being the Civil and Earthwork technical specifications.

The construction award is full and open competition without any restrictions. The contract will be awarded to the lowest bidder of the total bid (base bid plus all options). Contractors must bid on all options listed in the contract in order for the bid to be considered. There is no set priority for the award of the options. All options are considered equally important when looking at the total amount of the bid.

The contract is a firm fixed price contract that will operate for a period of 150 calendar days. The current bid opening for this contract is scheduled for 2:00pm on April 20, 2004 – Room 748, Kansas City District Army Corps of Engineers.

Contract Technical Information: Gregg Gulledge

There will be an amendment to the contract to modify the Wage Rates. The wage rates that are currently listed in the solicitation have recently changed and the new rates will be issued by an amendment. We expect the amendment to be on the contracting web site around April 6, 2004. Gregg reminded all of the contractors to be sure to acknowledge all amendments to the contract on the space provided in the bid package.

Reminder to sign Field Office Overhead Clause page 16 (following the bid schedule). Failure to sign this Clause will cause your bid to be considered unresponsive.

Gregg presented the main points of a Checklist For Performance and Payment Bonds that should be used by contractors when submitting their bid package. Contractors can ensure that they have submitted the correct forms, complete information, and proper formats by using this form. The checklist was handed out to all contractors and they were encouraged to use it.

The federal contracting website contains all of the information and requirements that are needed to submit bids. Contracting information can be downloaded along with appropriate contract forms. If you cannot download a file or you are having problems using the website, please call the following staff members with Corps of Engineers Contract Office:

Gregg Gulledge 816-983-3803
Lisa Russell 816-983-3919

If additional amendments are issued, they will be on the website. If it is necessary to have additional amendments, the last amendment will be issued at least 10 days prior to the scheduled bid opening. At the present time the only amendment that we are aware of, will be amendment number 1 to update wage rates.

General Information and Questions: Cindy Moses, P.E.

Bidders must be registered plan holders on the website.

A question was asked about the time frame for completion of contract work on the options. The contract will allow for work listed under the options to be completed within 150 days from the date that the notice to proceed on the option is issued. Once the base contract work is complete, there is a period of an additional 90 days available for a notice to proceed to be issued for any or all of the options. The 150 days completion time for an option does not start until a separate notice to proceed is issued for that option.

The construction milestones that will be used on the project are listed in Section 1100 paragraph 1.42 of the contract. These milestones will be considered when the chosen contractor submits their schedule for approval.

Someone asked if they could look at a complete set of plans and specs to see if they had all of them. Any of the contractors are welcome to look at the physical copies of the plans and specs at the end of today's meeting to ensure that what they have downloaded is complete. In addition, a hard copy of plans and specs are available in Engineering Construction Division for a contractor to bring his downloaded copy and compare it with them to ensure that everything is there. If a contractor comes into the district office to look at plans and specs, that is fine, but Cindy advised the contractors to avoid asking the staff to review or discuss the contents with them individually. This could give the appearance that some contractors are obtaining an unfair advantage prior to submitting a bid.

A Corps representative discussed the scheduling software that must be used. Section 13.20A in the specifications indicates only that the software must provide data that is in Standard Data Exchange Format. There is no requirement to use a particular program or software offered by a particular vendor. As long as the data can be exchanged in standard format, the software provider is not relevant.

Cindy discussed the Expedited Notice to proceed and wanted contractors to be sure and take note of that requirement. It was mentioned to refer to section 1100 paragraph 1.36 for a more detailed explanation of Expedited Notice to Proceed.

This completed the session of general questions. The contractors wrote down specific or technical questions on index cards and Engineering or Project Management employees will answer those. The questions and answers will be posted on the website for everyone to see.

At 10:45am the conference was concluded and everyone was invited to meet at the corner of Woodland Avenue for a site visit of the project.

**Rebecca Ann Vest
U.S. Army Corps of Engineers
Kansas City District
Minutes Recorder**