

ADDENDUM NO. 2- ISSUED BY HALFF ASSOCIATES, INC.

TBPELS ENGINEERING FIRM #312

OFFICIAL DATE OF ADDENDUM: October 6, 2020



Drainage Improvements for the City of Krugerville, Texas

This addendum forms part of the Contract Documents and modifies the original bidding documents dated September 25, 2020. All bidders must acknowledge receipt of this addendum in the space provided on the Bid Form. Failure to acknowledge receipt of an addendum will result in the bid not being read.

Where provisions of the following supplementary data differ from those of the original Contract Documents, this Addendum shall govern and take precedence. Work not specifically deleted, modified, changed or altered by this Addendum shall remain in effect as a part of the Contract Documents.

Bidders are hereby notified that they shall make any necessary adjustment in their estimates on account of this Addendum. It will be construed that each bidder's proposal is submitted with full knowledge of all modifications and supplemental data specified herein.

The following constitutes ADDENDUM NO. 2 to the Contract Documents for the referenced project.

1. Delete Instructions to Bidders page "Instructions - 4" and replace with the attached page "Instruction – 4 Addendum No. 2". The primary change is the addition of section I Working Hours. "Normal working hours are from 8 a.m. to 6 p.m.; Monday through Friday; Saturday and Sunday work is prohibited."
2. Insert the attached Appendix A - Driveway Culvert Survey sheet.
3. Insert the attached Appendix B - NCTCOG model forms for bonds (bid, payment, performance, maintenance).
4. Contractor Questions and Answers from Civcast questions 1 through 13.
5. Contractor Questions and answers from the October 5, 2020, Pre-bid Meeting.
6. October 5, 2020, Pre-bid Meeting agenda.

This addendum consists of eighteen (18) pages, including the following attachments:

1. Instructions to Bidders Page 4.
2. Appendix A - Driveway Culvert Survey sheet
3. Appendix B - NCTCOG model forms for bonds (bid, payment, performance, maintenance)
4. Contractor Questions and Answers from Civcast (Questions 1 through 13)

5. Contractor Questions and answers from the October 5, 2020, Pre-bid Meeting
6. October 5, 2020, Pre-bid Meeting agenda
7. October 5, 2020, Pre-bid Sign-in sheet

Construction shall be in accordance with the following requirements:

1. Construction Plans – City of Krugerville, Drainage Improvements
2. City of Krugerville Standard Specifications and Details
3. Bid Item List – Drainage Improvements
4. Standard Specifications for Public Works Construction, Fifth Edition 2017, by the North Central Texas Council of Governments.
5. Referenced Texas Department of Transportation (TxDOT) Specifications and Standard Drawings and Details

G. Ownership of Surplus Materials

Surplus excavated material, trash, and debris emanating from the Project shall become property of the CONTRACTOR, and CONTRACTOR shall properly and legally dispose of said material offsite.

H. Contract Time

Completion time for the project is 180 consecutive calendar days. If unforeseen events cause a delay in the contractual work, the Contractor will submit a projected timeline in writing to the Mayor, a copy of which will be sent to the City Secretary of the City.

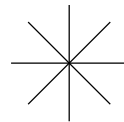
I. Working Hours

Normal working hours are from 8 a.m. to 6 p.m.; Monday through Friday; Saturday and Sunday work is prohibited.

APPENDIX “A”

PROPERTY AND CULVERT DATA: (2)

(1)



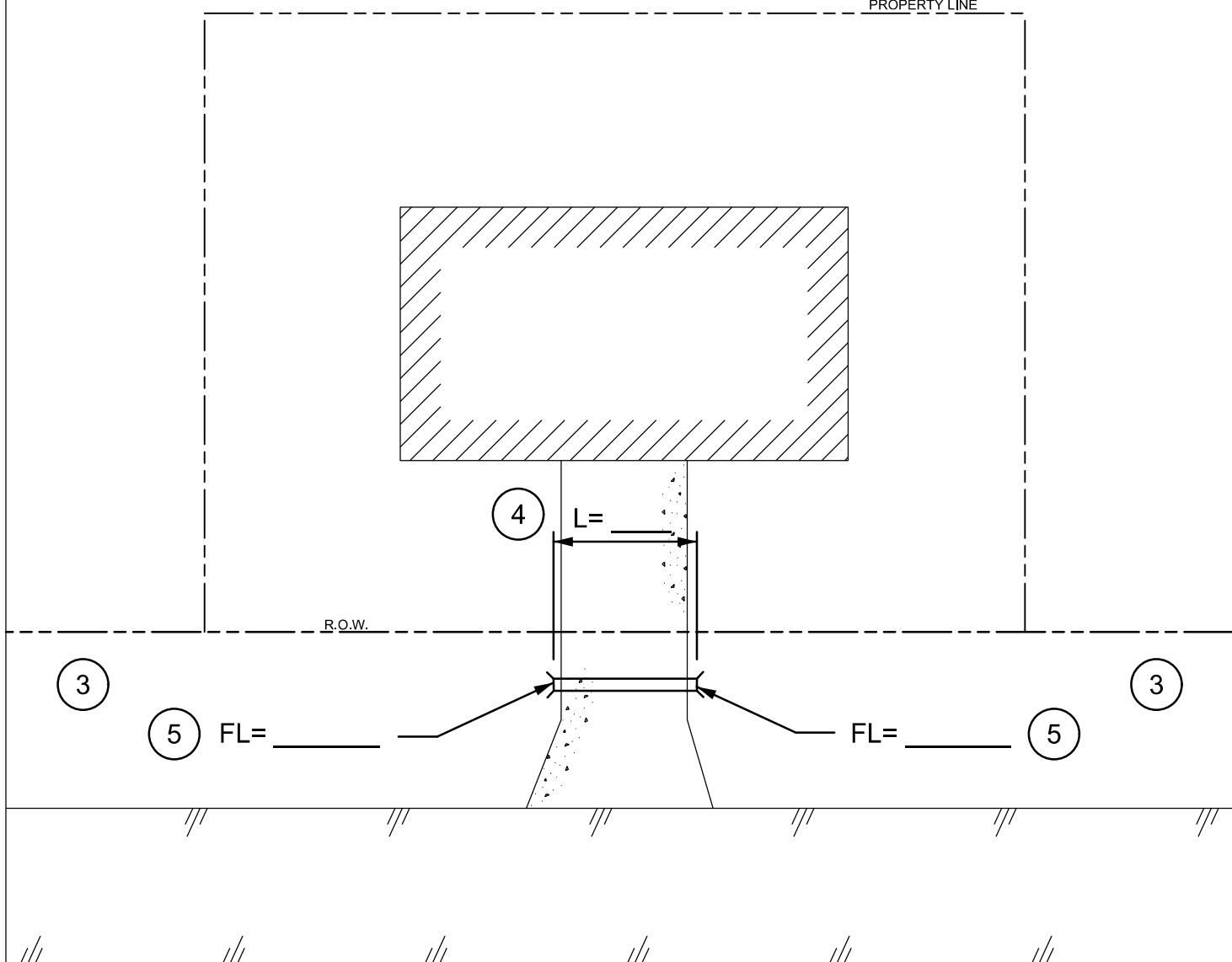
ADDRESS: _____

EX. CULVERT DIAMETER: _____

EX. CULVERT MATERIAL: _____

EX. DRIVEWAY MATERIAL: _____

PROPERTY LINE



DIRECTIONS:

- (1) CONTRACTOR TO COMPLETE NORTH ARROW.
- (2) CONTRACTOR TO COMPLETE PROPERTY AND CULVERT DATA.
- (3) PROVIDE FLOW ARROW FOR EX. DITCH.
- (4) CONTRACTOR TO MEASURE EX. CULVERT.
- (5) CONTRACTOR TO PROVIDE EX. FLOW DATA.
- (6) SKETCH APPROXIMATE LOCATION OF ADDITIONAL CULVERTS ON PROPERTY.

DRIVEWAY EXHIBIT

KRUGERVILLE, TEXAS

DATE: 10/05/2020 AVO: 30446



1201 NORTH BOWSER ROAD, RICHMOND, TEXAS 75401
TEL: 281.340.1100 FAX: 281.340.1102
www.halff.com

ADDENDUM No. 2

APPENDIX “B”

Form A.1.

BID BOND

STATE OF TEXAS

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KNOW ALL MEN BY THESE PRESENTS:

COUNTY OF _____

THAT _____, a corporation organized and existing under the laws of the State of _____, and fully authorized to transact business in the State of Texas, whose address is _____ of the City of _____, County of _____, State of _____, (hereinafter referred to as "Principal"), and _____ (hereinafter referred to as "Surety"), a corporation organized under the laws of the State of _____ and authorized under the laws of the State of Texas to act as Surety on bonds for principals, are held and firmly bound unto _____ (hereinafter referred to as "OWNER") in the penal sum of \$_____ in lawful money of the United States, for the payment whereof, the said Principal and Surety bind themselves, and their heirs, administrators, executors, successors, and assigns, jointly and severally, firmly by these presents:

SIGNED, SEALED and DATED this _____ day of 20_____

WHEREAS, the Principal is herewith submitting its proposal for _____

the condition of the above obligations are such that if the aforesaid Principal shall be awarded the Contract, the said Principal will, within the time required, enter into a Contract and give Bonds, if required, for the faithful performance of the Contract and the prompt payment for labor and materials in the prosecution thereof, then this obligation shall be null and void; otherwise the Principal and Surety will pay unto the OWNER the full penal sum hereof, as liquidated damages, it being difficult and impractical to determine accurately the actual amount of damages occurring to OWNER by reason of Principal's failure to execute said Contract and Bonds.

PROVIDED FURTHER, that if any legal action be filed upon this Bond, venue shall lie exclusively in _____ County, Texas.

The Resident Agent of the Surety for delivery of notice and service of process is:

Name: _____

Address: _____

Phone number: _____

WITNESS

PRINCIPAL

Printed/Typed Name _____

Title: _____

Company: _____

Address: _____

WITNESS

SURETY

Printed/Typed Name _____

Title: _____

Company: _____

Address: _____

NOTE: CERTIFIED COPY OF POWER-OF-ATTORNEY SHOULD BE ATTACHED HERETO.

Form A.3.

PERFORMANCE BOND

STATE OF TEXAS

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KNOW ALL MEN BY THESE PRESENTS:

COUNTY OF _____

THAT _____, a corporation organized and existing under the laws of the State of _____, and fully authorized to transact business in the State of Texas, whose address is _____ of the City of _____, County of _____, State of _____, (hereinafter referred to as "Principal"), and _____ (hereinafter referred to as "Surety"), a corporation organized under the laws of the State of _____ and authorized under the laws of the State of Texas to act as Surety on bonds for principals, are held and firmly bound unto _____ (hereinafter referred to as "OWNER") in the penal sum of \$ _____ (not less than 100% of the approximate total amount of the Contract as evidenced in the proposal plus 10-percent of the stated penal sum as an additional sum of money representing additional court expenses, attorneys' fees, and liquidated damages arising out of or connected with the below identified Contract) in lawful money of the United States, for the payment whereof, the said Principal and Surety bind themselves, and their heirs, administrators, executors, successors, and assigns, jointly and severally, firmly by these presents:

WHEREAS, the Principal has entered into a certain written Contract with the OWNER, dated the _____ day of _____, 20_____, to which said Contract is hereby referred to and made a part hereof and as fully and to the same extent as if copied at length herein for the construction of _____.

NOW, THEREFORE, the condition of this obligation is such, that if the said Principal fully and faithfully executes the work and performance of the Contract in accordance with the plans, specifications, and Contract Documents, including any extensions thereof which may be granted with our without notice to Surety, during the original term thereof, and during the life of any guaranty required under the Contract, and according to the true intent and meaning of said Contract and the plans and specifications hereto annexed, if the Principal shall repair and/or replace all defects due to faulty materials or workmanship that appear within a period of one year from the date of final completion and final acceptance of the work by OWNER; and if the Principal shall fully indemnify and save harmless the OWNER from all costs and damages which OWNER may suffer by reason of failure to so perform herein and shall fully reimburse and repay OWNER all outlay and expense which the OWNER may incur in making good any default or deficiency, then this obligation shall be void; otherwise, to remain in full force and effect; and in case said CONTRACTOR shall fail to do so, it is agreed that the OWNER may do said work and supply such materials and charge the same against said CONTRACTOR and Surety on this obligation. Provided further, that if any legal action be filed on this Bond, venue shall lie in _____ County, Texas.

PROVIDED, HOWEVER, that this Bond is executed pursuant to the provisions Texas Government Code, Chapter 2253, as amended, and Article 7.19-1 of the Insurance Code, as amended., and all liabilities on this bond shall be determined in accordance with the provisions of said articles to the same extent as if they were fully copied at length herein.

Surety, for value received, stipulates and agrees that the bond shall automatically be increased by the amount of any change order or supplemental agreement which increases the Contract price with or without notice to the Surety, but in no event shall a Change Order or Supplemental Agreement which reduces the Contract price decrease the penal sum of this Bond. And further that no change, extension of time, alteration, or addition to the terms of the Contract, or to the work performed thereunder, or the plans, specifications, or drawings accompanying the same shall in any way affect its obligation on this bond, and it does hereby waive notice of any such change, extension of time, alteration, or addition to the terms of the Contract or to the work to be performed thereunder.

Surety agrees that the bond provides for the repairs and/or replacement of all defects due to faulty materials and workmanship that appear within a period of one (1) year from the date of completion and acceptance of the improvement by the OWNER.

The undersigned and designated agent is hereby designated by Surety herein as the agent resident to whom any requisite notice may be delivered and on whom service of process may be had in matters arising out of such suretyship.

IN WITNESS WHEREOF, the said Principal and Surety have signed and sealed this instrument on this the _____ day of _____, 20_____.

WITNESS

WITNESS

PRINCIPAL

Printed/Typed Name _____
Title: _____
Company: _____
Address: _____

SURETY

Printed/Typed Name _____
Title: _____
Company: _____
Address: _____

The Resident Agent of the Surety for delivery of notice and service of process is:
Name: _____
Address: _____
Phone number: _____

Note: Date of Bond must NOT be prior to date of Contract.

Form A.4

PAYMENT BOND

STATE OF TEXAS

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KNOW ALL MEN BY THESE PRESENTS:

COUNTY OF _____

THAT _____, a corporation organized and existing under the laws of the State of _____, and fully authorized to transact business in the State of Texas, whose address is _____ of the City of _____, County of _____, State of _____, (hereinafter referred to as "Principal"), and _____ (hereinafter referred to as "Surety"), a corporation organized under the laws of the State of _____ and authorized under the laws of the State of Texas to act as Surety on bonds for principals, are held and firmly bound unto _____ (hereinafter referred to as "OWNER") and unto all persons, firms and corporations who may furnish materials for or perform labor upon the buildings, structures or improvements referred to in the attached Contract, in the penal sum of \$ _____ (not less than 100% of the approximate total amount of the Contract as evidenced in the proposal) in lawful money of the United States, for the payment whereof, the said Principal and Surety bind themselves, and their heirs, administrators, executors, successors, and assigns, jointly and severally, firmly by these presents:

WHEREAS, the Principal has entered into a certain written Contract with the OWNER, dated the _____ day of _____, 20_____, to which said Contract is hereby referred to and made a part hereof and as fully and to the same extent as if copied at length herein for the construction of _____.

NOW, THEREFORE, the condition of this obligation is such, that the bond guarantees the full and proper protection of all claimants supplying labor and material in the prosecution of the work provided for in said Contract and for the use of each claimant, and that conversely should the Principal faithfully perform said Contract and in all respects duly and faithfully observe and perform all and singular the covenants, conditions, and agreements in and by said Contract, agreed to by the Principal, and according to the true intent and meaning of said Contract and the claims and specifications hereto annexed, and any and all duly authorized modifications of said Contract that may hereafter be made, notice of which modification to Surety being hereby waived, then this obligation shall be void; otherwise, to remain in full force and effect. Provided further, that if any legal action be filed on this Bond, venue shall lie in _____ County, Texas.

PROVIDED, HOWEVER, that this Bond is executed pursuant to the provisions Texas Government Code, Chapter 2253, as amended, and Article 7.19-1 of the Insurance Code, as amended, and all liabilities on this bond shall be determined in accordance with the provisions of said articles to the same extent as if they were fully copied at length herein.

Surety, for value received, stipulates and agrees that the bond shall automatically be increased by the amount of any Change Order or supplemental agreement which increases the Contract price with or without notice to the Surety and that no change, extension of time, alteration, or addition to the terms of the Contract, or to the work performed thereunder, or the plans, specifications, or drawings accompanying the same shall in any way affect its obligation on this bond, and it does hereby waive notice of any such change, extension of time, alteration, or addition to the terms of the Contract or to the work to be performed thereunder.

The undersigned and designated agent is hereby designated by Surety herein as the agent resident to whom any requisite notice may be delivered and on whom service of process may be had in matters arising out of such suretyship.

IN WITNESS WHEREOF, the said Principal and Surety have signed and sealed this instrument on this the _____ day of _____, 20_____.

WITNESS

WITNESS

PRINCIPAL

Printed/Typed Name _____
Title: _____
Company: _____
Address: _____

SURETY

Printed/Typed Name _____
Title: _____
Company: _____
Address: _____

The Resident Agent of the Surety for delivery of notice and service of process is:
Name: _____
Address: _____
Phone number: _____

Note: Date of Bond must NOT be prior to date of Contract.

Form A.5.

MAINTENANCE BOND

STATE OF TEXAS

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KNOW ALL MEN BY THESE PRESENTS:

COUNTY OF _____

THAT _____, a corporation organized and existing under the laws of the State of _____, and fully authorized to transact business in the State of Texas, whose address is _____ of the City of _____, County of _____, State of _____, (hereinafter referred to as "Principal"), and _____ (hereinafter referred to as "Surety"), a corporation organized under the laws of the State of _____ and authorized under the laws of the State of Texas to act as Surety on bonds for principals, are held and firmly bound unto _____ (hereinafter referred to as "OWNER") in the penal sum of \$ _____ in lawful money of the United States, for the payment whereof, the said Principal and Surety bind themselves, and their heirs, administrators, executors, successors, and assigns, jointly and severally, firmly by these presents:

WHEREAS, the Principal has entered into a certain written Contract with the OWNER, dated the _____ day of _____, 20_____, to which said Contract is hereby referred to and made a part hereof and as fully and to the same extent as if copied at length herein for the construction of _____.

NOW, THEREFORE, the condition of this obligation is such, that the bond guarantees the full and proper maintenance and repair of the work herein contracted to be done and performed for a period of ___year(s) from the date of acceptance and Principal will do all necessary backfilling that may arise on account of sunken conditions in ditches, or otherwise, and do and perform all necessary work and repair any defective condition growing out of or arising from the improper laying or construction of same, or on account of any breaking of same caused by said CONTRACTOR in construction of same, or on account of any defect arising in any of said work laid or constructed by said CONTRACTOR or on account of improper excavation or backfilling, it being understood that the purpose of this section is to cover all defective conditions arising by reason of defective materials, work or labor performed by said CONTRACTOR, then this obligation shall be void; otherwise, to remain in full force and effect; and in case said CONTRACTOR shall fail to do so, it is agreed that the OWNER may do said work and supply such materials and charge the same against said CONTRACTOR and Surety on this obligation. Provided further, that if any legal action be filed on this Bond, venue shall lie in _____ County, Texas.

PROVIDED, HOWEVER, that said Surety, for value received, stipulates and agrees the bond shall automatically be increased by the amount of any Change Order or supplemental agreement which increases the Contract price with or without notice to the Surety and that no change, extension of time, alteration, or addition to the terms of the Contract, or to the work performed thereunder, or the plans, specifications, or drawings accompanying the same shall in any way affect its obligation on this bond, and it does hereby waive notice of any such change, extension of time, alteration, or addition to the terms of the Contract or to the work to be performed thereunder.

The undersigned and designated agent is hereby designated by Surety herein as the agent resident to whom any requisite notice may be delivered and on whom service of process may be had in matters arising out of such suretyship.

IN WITNESS WHEREOF, the said Principal and Surety have signed and sealed this instrument on this the _____ day of _____, 20_____.

WITNESS

PRINCIPAL

Printed/Typed Name _____
Title: _____
Company: _____
Address: _____

WITNESS

SURETY

Printed/Typed Name _____
Title: _____
Company: _____
Address: _____

The Resident Agent of the Surety for delivery of notice and service of process is:
Name: _____
Address: _____
Phone number: _____

Note: Date of Bond must NOT be prior to date of Contract.

ADDENDUM NO. 2 – CIVCAST QUESTIONS AND ANSWERS

1. QUESTION: What is the engineer's estimate for this project?
ANSWER: An engineer's estimate is not released for City of Krugerville projects.
2. QUESTION: Who pays for construction water usage?
ANSWER: The Contractor shall provide and pay for all water necessary for the project. Water is sold by Mustang Special Utility District inside the City of Krugerville City Limits. Construction water is considered incidental, and no separate payment shall be made to the Contractor for obtaining water necessary for the project. Refer to Item 107.13, LABOR AND MATERIALS, of the Public Works Construction Standards, North Central Texas (Fifth Edition), for additional information.
3. QUESTION: Would you please confirm the pre-bid meeting date and time? The site and specs have two different times.
ANSWER: The pre-bid meeting is at 2:00 PM, CST, Monday, October 5, 2020. Addendum No. 1 was issued to correct the Instructions to Bidders.
4. QUESTION: Do you have cross section for material coming out of the ditch, a proposed grade line with existing or an estimate of the cubic yards?
ANSWER: No. Site visits are strongly encouraged. The purpose of the ditch cleaning is not to excavate to a new cross-section, but to remove silt/sedimentation deposits as necessary to re-establish positive drainage.
5. QUESTION: Bids are due the 13th but bid forms have to be turned in the 9th can you explain this?
ANSWER: An electronic bid form will be provided to the Contractor for their use via Civcast on October 9th. Bids are not due until the 13th.
6. QUESTION: What are the liquidated damages?
ANSWER: Liquidated damages shall be based on the Contract Amount using Schedule 108.8.1 (a) Liquidate Damages of the Public Works Construction Standards, North Central Texas (Fifth Edition). Refer to Item 108.8.1, Liquidated Damages for Failure to Complete on Time, of the Public Works Construction Standards for additional information.
7. QUESTION: How long is the maintenance bond?
ANSWER: The maintenance bond shall be in an amount of 100% of the contract amount and shall cover a period of two (2) years.
8. QUESTION: What is the percentage of the performance and payment bonds?
ANSWER: City of Krugerville uses NCTCOG model forms for Performance and Payment Bonds (Refer to the Public Works Construction Standards, North Central Texas, Fifth Edition, additional information). Performance bond is 100% contract amount plus 10%, and payment bond is 100% of contract amount.
9. QUESTION: Will the pre bid be available online or by conference call?
ANSWER: No. The non-mandatory pre-bid meeting is in person only.

10. QUESTION: If the contractor has an issue with phone lines/ fiber in the way will it be possible to move to ditch around it? If not, who will pay for the relocation?
ANSWER: Minor adjustments to the ditch alignments to avoid existing utilities will be considered on a case-by-case basis; Contractor shall coordinate with the City's Representative prior to adjusting the ditch alignment. In no case shall work, including adjustment to ditch alignments, be performed on private property. Utility relocations, if necessary, will be done by the franchise utility company at their expense and within the public right of way. The Contractor is responsible for coordinating relocations, if necessary, with the franchise utility companies. No separate payment shall be made to the Contractor for coordination effort associated with franchise utility relocations.
11. QUESTION: Will the contractor be expected to sod all the areas that will be ditched?
ANSWER: Yes. Block sod shall be installed in all areas disturbed by ditch cleaning and reshaping. Refer to Bid Item #4 – Sodding for Erosion Control for additional information.
12. QUESTION: Are safety end treatments required?
ANSWER: Safety-end treatments, if necessary, will placed as directed by the City's Representative. Generally, safety-end treatment may be used in areas where culverts and driveway are replaced. The City's Representative will review the Contractor-provided survey information to determine which, if any, driveway and culverts must be replaced.
13. QUESTION: Will all the ditching have to be sodded?
ANSWER: Yes. Block sod shall be installed in all areas disturbed by ditch cleaning and reshaping. Refer to Bid Item #4 – Sodding for Erosion Control for additional information.

ADDENDUM NO. 2 – PRE-BID QUESTIONS AND ANSWERS

1. QUESTION: What percentage should bid bonds be for this project?
ANSWER: The amount is five (5%) percent of the bid submitted. Refer to the fourth paragraph under NOTICE TO BIDDERS.
2. QUESTION: Will the bid bond need to be on the provided form?
ANSWER: The bid must be guaranteed per NCTCOG Item 102.5 which states the following: “No proposal shall be considered unless it is accompanied by a cashier’s check on any state or national bank or acceptable bidder’s surety bond, as specified in Item 103.” NCTCOG Item 103 requires surety bonds be in accordance with the provisions of the Texas Government Code, Chapter 2253, as amended, and Section 3503.002 of the Insurance Code, as amended.
3. QUESTION: Does the city have an estimate?
ANSWER: No, the City does not provide estimates.
4. QUESTION: Is there an outline for the ditches?
ANSWER: The slopes of the existing ditches vary. The ditches shall be cleaned and reshaped to generally match existing side slopes. There shall be no slopes steeper than 3(H):1(V), and in most areas the reshaped side slopes should be flatter. The intent of the ditch-cleaning operation is to remove sediment and debris that causes water to pond and/or inhibits positive drainage.
5. QUESTION: Who will make the determination on replacing culverts or improving ditches?
ANSWER: The City’s Representative will review the Contractor-provided survey information to determine which, if any, driveway and culverts must be replaced.
6. QUESTION: Who pays for the material testing?
ANSWER: Material testing shall be paid for by the Contractor.
7. QUESTION: Are compaction reports needed? (for driveways)
ANSWER: Density testing, and associated compaction reports, are necessary for driveway and/or culvert replacement. Density testing is unnecessary for ditch cleaning and reshaping between driveways and/or culverts.
8. QUESTION: Jeff Roberts (HALFF): In your opinion, is the 180 calendar days provided in the contract documents enough time to complete construction?
ANSWER: Contractors: 180 days is sufficient to complete construction provided there are no delays due to conflicts with existing utilities.
9. QUESTION: What level of survey is needed for the ditch?
ANSWER: The survey must be performed under the supervision of a Texas RPLS. Refer to Bid Item #1 – Culvert and Ditch Survey, for additional survey requirements.
10. QUESTION: When would the project start?
ANSWER: The City expects to issue the Notice to Proceed within 30 days of City Council award of the contract.



**CITY OF KRUGERVILLE DRAINAGE IMPROVEMENTS
PRE-BID MEETING AGENDA
Monday, October 5, 2020 at 2:00 PM**

1. Project Purposes:

The Purpose of this project is to address drainage issues located in the project area.

2. Owner and Engineering Personnel:

City Administrator

Jeff Parrent
940-365-5833
jeff@Krugerville.org

City Secretary

Sandy Frantz, TRMC
940-365-5833
Sandy@Krugerville.org

Project Manager and Engineer of Record

Jeffrey Roberts, PE, CFM
Halff Associates, Inc
jfroberts@halff.com
1201 N. Bowser Road
Richardson, Texas 75081-2275
(214) 217-6616

City Engineer

Tim E. Lackey, PE, RPLS
Halff Associates Inc
tlackey@halff.com
12225 Greenville Ave., Suite 200
Dallas, TX 75243-9362
(972)-761-1637

3. Project Scope:

Project Schedule:

- **Bids are due on Tuesday, October 13, 2020 at 2:00 P.M, Bid Opening is at 2:30 P.M. the same day.**
- Tentative date for City Council construction contract award – October 22, 2020
- **The Successful contractor shall provide the OWNER with a signed contract to include all the specified bonds and insurance, with the City listed as an additional insured, within ten (10) working days following the City Council award date.**

PRE-BID MEETING AGENDA

- Work shall be completed within 180 calendar days from the start date listed on the Notice to Proceed.

a. Project Overview

Work includes removal of silt, sedimentation, and vegetation from existing ditches and culverts as necessary to restore positive drainage. Disturbed areas will be restored with block sodding.

b. Excavation

- Excavation shall be in accordance with Local and State Laws and Regulations including Texas 811 notification as required for construction.

c. Shutdown of Existing Facilities

- Water and wastewater shutdowns or connections are not anticipated for this project. In the event a shutdown is necessary, the Contractor shall coordinate with the Utility Owner for shutdown procedures, and no interruption of service shall occur until the shutdown is coordinated with the Utility Owner. Contractor shall distribute letters and door hangers to all affected property owners at least seventy-two (72) hours prior to service interruptions.
- **Emergency, School Bus, Postman, Garbage must not be impeded. Driveway access closed for 8 hours max, and notification of residence needed 48 hours prior. Storage on street prohibited overnight.**

d. Coordination with Others

- The Contractor is responsible for utility coordination necessary for the project including Texas 811 notification as required for construction.
- The Contractor is responsible for notifying property owners prior to work adjacent to private property. The property owner must be notified a minimum of seventy-two (72) hours prior to commencing with construction adjacent to their property.
- If required, the Contractor is responsible for notifying property owners prior to culvert and/or driveway demolition and reconstruction. The property owner must be notified a minimum of seventy-two (72) hours prior to commencing with demolition and/or reconstruction activities.

4. Notification and Submittal Requirements:

- a. Traffic Control Plan – The Contractor shall notify the city and receive approval prior to any lane closures. The Contractor shall use flaggers where necessary to provide for safe travel of the public.
- b. Storm Water Pollution Prevention Plan (SWP3) – Contractor is responsible for the preparation, implementation, and maintenance of the Storm Water Pollution Prevention Plan (SWPPP) required for this project as mandated by Texas Commission on Environmental Quality (TCEQ) regulations (refer to Bid Item #2). The Contractor is responsible for preparing and implementing the SWPPP, including retaining a Texas-licensed Professional Engineer to prepare the SWPPP. The Contractor is responsible for installing, maintaining and removing erosion control logs and/or rock-check dams necessary to accommodate construction operations and as directed by the City's Representative. Unit-price items are included for erosion control logs and erosion control log dams. Contractor shall maintain the BMPs in good working order until all disturbed areas are stabilized, and shall remove all

PRE-BID MEETING AGENDA

BMPs when no longer required.

- c. Trench Safety Plan – Trench Excavation requiring a Trench Safety Plan is not anticipated with this project. However, if the need arises then the Contractor shall provide a Trench Safety Plan sealed by an engineer licensed to practice engineering in Texas with expertise in structures and drainage design shall be submitted to the Consultant and City.
- d. Detailed Construction Schedule – Contractor shall prepare and submit a detailed construction schedule a minimum of seven (7) days prior to commencing with construction.
- e. 24-Hour Emergency Phone List shall be provided by the Contractor at the Preconstruction Meeting.
- f. If City Forces are required to resolve an emergency problem, the Contractor shall reimburse the City for the work.
- g. Franchise Utilities – Call for line locations prior to start of construction. Work with Franchise Utility Companies as needed.
- h. Contractor shall distribute City-generated letters to private-property owners adjacent to work areas at least seventy-two (72) hours prior to start of construction.
- i. The City’s Representative shall be the contact person for the Contractor while the project is under construction. All communication, submittals, RFIs, change requests, etc., shall be sent to the City’s Representative.
- j. The Contractor shall not perform additional work without an approved change order.
- k. Normal working hours are from 8 a.m. to 6 p.m.; Monday through Friday; Saturday and Sunday work is not permitted.
- l. Work on Saturdays, Sundays and City-recognized holidays is prohibited.
- m. Bonds and insurance – Bond and insurance companies’ minimum requirements of rating shall be ‘A’ or better;
- n. All bidders must acknowledge all addenda and provide a bid bond with their bids.

5. Distribution of Bid Documents:

Plans and Project Manuals are available for download from CivCast at:
<https://www.civcastusa.com/publishers/5e1caf7179e073ce2e7cd>

7. Culvert and Ditch Survey:

The Contractor shall survey all existing culverts and ditches along the project limits. The survey information shall be recorded on the culvert layout sheet that will be provided in Addendum No. 2 (refer to Bid Item #1). The purpose of the survey is to determine if there are any locations where positive drainage cannot be restored with ditch cleaning (scenarios 3 and 4 of the plans). If these areas are encountered, then the Contractor may be directed to remove and replace driveway culverts with unit price items included in the project.

8. Record Drawings

Record Drawings are not required for this project. However, the contractor shall provide culvert layout sheets that will be included in a forthcoming addendum or similar sheets acceptable to the City’s Representative.

PRE-BID MEETING AGENDA

9. Project Site:

- a. Field Office and Storage Needs – No field office is required. Storage of construction material in the right-of-way is not allowed without written authorization by the City’s Representative.
- b. Job Site Cleanliness and Disposal of Waste – Keep site clean and neat. Portable latrines type and location shall comply with OSHA requirements. Locations for portable latrines must be reviewed and approved by the City’s Representative.
- c. Project Signs – A minimum of Two Project Signs are required for this project. Project signs shall be placed near the limits of construction. Signs may be moved by the Contractor as work progresses. There is no bid item for this work. The cost of providing project signs shall be considered subsidiary to the total cost of the project.
- d. A full-time Superintendent or General Foreman is required on the work site at all times during progress of work in accordance with the General Provisions of the NCTCOG specifications. The name and contact information of this designated person must be provided to the City at a required pre-construction meeting. The contractor must notify the city in writing of any change to this person or contact information and must receive approval by the city;
- e. The Contractor is encouraged to visit the project site prior to submittal of the bid proposal;
- f. All existing trees shall be preserved and protected from damage during the construction unless specifically designated for removal.
- g. Bracing of power, light, utility or telephone poles is required when excavation is within three feet of the pole. This item of work is subsidiary to the total cost of the project.

10. Discussion Items:

- a. This is a unit-price Contract. Contractor will be paid for actual work performed, complete and in place, as provided for in the plans, bid proposal and specifications.
- b. Sod is paid only in disturbed areas as necessary for ditch cleaning, or as directed by the City’s Representative. Areas damaged by the Contractor requiring new sod shall be done by the Contractor at no expense to the City.
- c. Mobilization, bonding and insurance costs due to project changes and delays shall be considered subsidiary to the pay items provided in the proposal.
- d. Deadline for questions to issue an addendum or letter of clarification is Wednesday, October 7, 2020, at 5:00 p.m.
- e. The Contractor may download the electronic bid form after Friday, October 9, 2020 by using the CivCast website at <https://www.civcastusa.com/publishers/5e1caf7179e073ce2e7cd>. Coordination on Civcast will be through Jeff Roberts at Halff Associates Inc.

11. Questions



1201 North Bowser Road
Richardson, Texas 75081
(214) 346-6200
Fax (214) 739-0095

SIGN-IN SHEET

Project: Krugerville Drainage Improvements Date: 10/5/2020

Location: City of Krugerville City, State: Krugerville, TX

PRE-BID MEETING

	Name	Company	Phone	Email
1.	<u>Travis Theobald</u>	<u>Iron T Construction</u>	<u>469-712-1222</u>	<u>Travis@IronTConstruction</u>
2.	<u>Kalister Robinson</u>	<u>Maun Robinson & Son Inc</u>	<u>940 368 3932</u>	<u>MRSINC1980@gmail.COM</u>
3.	<u>Zane Hayes</u>	<u>Texas Drainage Inc.</u>	<u>281 850 2570</u>	<u>Zane@texasdrainage.com</u>
4.	<u>Tim Lackey</u>	<u>Half ff</u>	<u>972-671-1763</u>	<u>tlackey@half.com</u>
5.	<u>Adam Giblin</u>	<u>Half ff</u>	<u>214-346-6241</u>	<u>agiblin@half.com</u>
6.	<u>Jeff Roberts</u>	<u>Half ff</u>	<u>214-217-6616</u>	<u>jfroberts@half.com</u>
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