

# Memorandum

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**To:** Pre-Bid Attendees and all Bid Document Holders  
**CC:** File  
**From:** Darrell Ingram & Christina Torti, ACIA  
**Date:** 10/17/2008  
**Project:** Atlantic County Improvement Program 2008/Atl. Co. File #HWY-999x-00-2008-013  
Bargaintown Road, EHT; Fire Road, EHT; & Wrangleboro Road, Hamilton Township  
**Re:** Record of Pre-Bid Conference; 2:00 pm; 10/1/08; ACIA Conference Room

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A copy of the Pre-Bid Conference sign-in sheet is attached hereto. This record is not intended to be a verbatim account of the conference.

A revised summary of pertinent information included within the “front end” documents, i.e. Sections A through M of the Project Manual, would be as follows:

A) The owner for the project is the Atlantic County Improvement Authority. The Engineer for the project is the Atlantic County Division of Engineering. The inspector for the project is the Atlantic County Improvement Authority.

B) Public Bid Opening for Atl. Co. File #HWY-999x-00-2008-013 will be held at 2:00 PM SHARP on 10/14/08 in the Conference Room of the ACIA (2<sup>nd</sup> Floor).

C) Bid Documents were made available on 9/23/08 for purchase (cost - \$50.00 per set) at the Office of the ACIA, 5909 Main Street, 2nd Floor, Mays Landing, NJ 08330.

D) Addenda shall be issued and requests for interpretation shall be filed as per Page B-5 and B-6 of the Project Manual. Requests for interpretation shall be received by the ACIA and the Atlantic County Division of Engineering no later than 4:00 pm on Friday 10/3/08.

E) Bids shall be on a unit price basis for estimated quantities listed on C-2 of the Form of Proposal. Form C-2 must be signed. The ACIA will base its contract award on the lowest responsive and responsible LUMP SUM BID.

F) New Jersey Prevailing Wages must be paid on this project. Official New Jersey Department of Labor Wage Determinations are available on the website:  
<http://www.nj.gov/labor/lse/lspubcon.html/>

G) See pages B-2 and B-3 of the Project Manual for the listing of the components necessary for a “responsive and responsible” bid submission. Follow the checklist of page C-3 to further insure a complete bid submission. Note that the bid bond accompanied by the Agreement of Surety shall be

submitted in a separate envelope from the other bid submission documents. Note also on page C-3 that the copies of the Bidders PWCRA certificate and their Department of Treasury Business Registration Certificates (and those of the subcontractors listed on C-7 should be part of the bid submissions.

H) Section E Form of Agreement Document A101-1997; Paragraph 3.3 on page 2 points out liquidated damages will assessed per Section 103 of the Special Provisions of Technical Specs (See page SP3 of 12).

I) All roadway work shall be substantially complete within 60 calendar days from the date of commencement which shall be listed by the ACIA in its "Notice to Proceed". The final completion for the contract will be 75 calendar days from the "Notice to Proceed". The ACIA intends to award the project's construction contract at a Special Board Meeting or its scheduled 11/5/08 meeting. Minutes of the Board Meeting will then be sent to the Atlantic County Executive for signing. Notice of award will then be issued.

J) Section F: General Conditions, A201-1997 (40 pages).

K) Bidders are to note the Supplementary Conditions indicated on page G-2 paragraph 3.6 of the Project Manual which states that sales tax exemption only applies to permanently incorporated project materials.

L) Page G-3 paragraph 3.10 states the order of work 1) Bargaintown Road, 2) Fire Road 3) Wrangleboro Road. John Musto from the Atlantic County Division of Engineering said the order is to be 1) Wrangleboro Road 2) Fire Road 3) Bargaintown Road. The order of work shall therefore be that indicated by Mr. Musto of the Division of Engineering

M) Page G-4 7.2 Change Orders – these subparagraphs apply only to contract modifications involving items not covered by the page C-2 units and quantities.

N) Bidders should share page G-5 through G-8 with their insurance agents in anticipation of a contract award so the agent can pose any questions about insurance requirements to ACIA and its insurance consultant. The County of Atlantic and the ACIA are to be "additional insureds" on the contractor's commercial general liability policy.

O) The Contractor shall indemnify and save and keep harmless the Atlantic County Improvement Authority and the County of Atlantic from and against any or all losses, cost damage, claim expense or liability whatsoever due to accident or injury to person or property of others occurring in connection with the Contractor's execution of the Work of the Contract.

P) The successful bidding contractor must post a 100% Performance – Payment Bond(s) made out to the Atlantic County Improvement Authority as obligee

Q) Section I – Affidavit of Non-Collusion, Section J – Bidder's Certificate of Resolution, Section L – Qualification Questionnaire. The above listed sections must be completed and submitted as a part of a responding contractor's bid package.

R) Annie Reid of the ACIA then explained bidders and the eventual successful contractor are to make their best effort regarding the ACIA's Affirmative Action Policy and Plan (i.e. Section K of the Project Manual) note that the policy plan lists a goal of 10% MBE/WBE subcontractor participation on ACIA construction projects (7% MBE; 3% WBE). Bidders shall submit page K-15, K-16, K-17, and K-18 (duplicates as needed) as part of any bid submission for it to be considered responsive to the bid documents.

S) Technical Specifications: 1 Page Scope of Work, 12 Pages Special Provisions, 49 Pages Supplementary Specs to the 2001 NJDOT White Book.

Darrell Ingram, ACIA then briefly reviewed the plans and technical specifications followed up with the following observations:

Schedule of Quantities: listed in the Project Manual page C-2.

Item #3 should read 4'x8' not 4'x8"

Item #13 should read "Base Course" not "Surface Course"

Item #14 & 15 no driveway aprons are shown on plans. The Contractor is to install an apron where no one exists additional aprons will be determined in the field.

Plan Sheet #9 Item #27 should read Lin ft. not sq. yds.

Wrangleboro Road: where pavement is raised two inches Contractor is to use Item #27 Turf Repair to restore the shoulder. Environmental sensitive area exists from Alexander Avenue heading East (airport fence side) no material or equipment is to be stored in that area

Fire Road & Bargaintown Road: Contractor is to contact utility companies regarding broken valves.

John Musto, Atlantic County Division of Engineering further explained the Scope of Work with the following observations:

Phasing of Work sequence will be 1. Wrangleboro Road, 2. Fire Road, and 3. Bargaintown Road. No two roads are to be milled at one time.

Bargaintown Road Atlantic County will regrade shoulder/berm (station 55+75 RHS) prior to construction. Contractor is to maintain flow to that area. Cross drain at station 49+25 will be replaced by Atlantic County prior to construction.

Fire Road: Station 1+00 to 4+00 LHS drainage area explained, Atlantic County to provide benchmark if needed.

Questions asked by the attendees are as follows:

Q) Can the Form of Proposal (C-2 of the Project Manual) be enlarged to provide more space?

A) Yes a new Form of Proposal will be enlarged and updated. It appears as ITEM #2 on Addendum #1.

Q) How will Item #1 (construction signs) be paid?

A) Traffic control items 1, 2, 3, 5, 6, 8 will be paid for once and used throughout job. Item #4 will be paid as the item gets used

Q) Police Requirements: will the County back us not using local Police for traffic control?

A) John Musto on 10/2/08 via E-Mail:

POLICE – As long as all traffic control is followed to standards, police will not be required for this project. It is the contractor's choice if he wants to use police but the County will not reimburse to Contractor for any costs.

Q) The Project Manual states for Item #11 (Milling 2" Thick and Variable) and Item #26 (Milling 4" Thick and Variable) to use contract quantity. Will Item #11 and #26 be measured?

A) No, use plan quantities and limits

Q) Plan Sheet #9 appears to be missing 2" I2 Hot Mix Asphalt in notes is that correct?

A) Yes, Note should include 2" mix I-2 Base Course

Q) Work Hours is night work allowed?

A) Not opposed to work at night.

Q) Can a Engineers Estimate be provided?

A) No, Typically Atlantic County does not provide.

Q) Is the contractor responsible to have a Nuclear guage on site during paving?

A) Yes, Nuclear Guage testing shall be included in the prices bid for Hot Mix Asphalt surface and Base courses, (2001 NJDOT 400-34)

The meeting was adjourned approximately 3:00 pm.