

## MEETING NOTES

**Date of Meeting:** 5/22/2019  
**Project:** Airfield Pavement and Marking Maintenance, W TN Airfields  
**Subject:** Pre-Bid Conference  
**Meeting Location:** TDOT Region 3 Auditorium  
**Barge Project No.:** 36821-03

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**PARTICIPANTS:** See attached Sign-in Sheet

Copy to: Participants

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### ITEMS FOR DISCUSSION:

1. The purpose of the meeting is to provide an overview to potential bidders of the project and to identify the key items required for a successful bid.
  - a. The meeting was opened by JP Saalwaechter
  - b. Scope anticipates economy of scale
  - c. Agendas and sign-in sheet was distributed
2. Project Scope Overview
  - a. Pavement maintenance for 18 airports in west Tennessee
  - b. Each airport has its own bid schedule and allotted time
  - c. 422 Calendar Days for the project when time for all 18 airports is added
  - d. Work must be completed by 6/30/2020
3. Project Funding Sources – TDOT
4. Bids due via the internet until 10:00 A.M. August 9<sup>th</sup>, 2019
  - a. All Addenda must be included with the bid
  - b. It is up to the contractor to monitor the bid express website for addendums
5. Project Manual, Bidding Information
  - a. Cover Sheet and Table of Contents
  - b. Instructions to Bidders

6. Contractor Requirements – General Requirements

- a. Each prospective bidder and subcontractor will be required to file the “Prequalification Questionnaire” form.
- b. Each prospective bidder and subcontractor will be required to file the “Prequalification Questionnaire” form provided on the Construction Division’s website.
- c. The Department shall require that all prime contractors, except mowing and litter removal contractors, are to be licensed with the State of Tennessee, Department of Commerce and Insurance (TDCI), Board for Licensing Contractors (BLC).
- d. TDOT no longer issues hard copy Proposal Contracts and will only accept internet bids and bid bonds.
- e. Addenda to the Proposal and amendments to the electronic bidding file will be posted on the Bid Express website. Addenda will be acknowledged by all bidders through the electronic bidding program.
- f. The apparent low bidder for each project must provide a list of all subcontractors who provided a quote to perform work. The list shall be provided electronically on the TDOT form “Certification Regarding Subcontractor Bid Quotes” (Bidders List).
- g. Each bid must be accompanied by an electronic bid bond or a Cashier's or Certified Check made payable to the Department of Transportation, in an amount equaling not less than five percent (5%) of the amount bid, base bid plus all additive alternates.

7. Special Provisions

- a. The Department will review all unit prices submitted by the apparently lowest responsible bidder and will decide whether any of the unit prices are excessively above or below a reasonable cost analysis value determined by the Engineer.
- b. The State shall endeavor to do business only with those contractors and subcontractors that are in compliance with the Federal Immigration and Nationality Act.
- c. This project shall be completed in its entirety on or before the completion date listed on the cover of this proposal contract. Work completed after this date shall incur Liquidated Damages of \$1,000/day.
- d. Certification Regarding Debarment, suspension and other Responsibility Matters Primary and Lower Tire Covered Transactions
- e. The contractor will be required to comply with the provisions of Title 12, Chapter 4, Part 4, Tennessee Code Annotated, relative to payment of prevailing wages and also the following rules and regulations as established by the Tennessee Department of Labor.
- f. Non-Discrimination in Employment

8. Proposal
9. Bid Form – to be completed electronically
  - a. Acknowledgment of Addenda
  - b. Work to begin within 10 days of Notice to Proceed
  - c. Questions and Clarifications should be submitted in writing to [Benson.hadley@bargedesign.com](mailto:Benson.hadley@bargedesign.com) and [john.greud@bargedesign.com](mailto:john.greud@bargedesign.com) on or before July 31<sup>st</sup>, 2019 @ 4:00 P.M. CST.
10. Project Manual, General Provisions
11. Project Manual, Technical Specifications
  - a. Specification P-608 has requirements for friction testing
  - b. Lighted X's are not required - if an airport has them, they may be used by the contractor will be supplied by the airport
  - c. P-620 Runway and Taxiway Marking will be revised via addendum to clarify temporary markings
  - d. Water Blasting – Source for obtaining water for water blasting is the responsibility of the contractor
  - e. QC Plan – Clarification to be issued via addendum
12. Plans Review
13. These notes represent my understanding of items discussed and conclusions reached. Participants are requested to review these items and advise of necessary corrections or revisions.

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Signed:  Date: 7/25/2019  
Benson Hadley