

CITY OF BLUE SPRINGS, MISSOURI  
PRE-BID SIGN-IN  
12<sup>th</sup> Street and Main Parking Lot Project #14-04-01

Tuesday, May 27, 2014

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# PRE-BID MEETING AGENDA

5-27-14

PROJECT: 12<sup>th</sup> & Main Parking Lot

PROJECT # 14-04-01

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1. Attendance Sign-in
2. Introductions – City
3. Coordination of Utilities
  - A. Contractor’s responsibility – Call Dig Rite
  - B. Shallow sewer line & phone line along 12<sup>th</sup> ST
4. Contract Time
  - A. 45 Consecutive calendar days
5. Liquidated Damages
  - A. **\$2,000 a day Fall Fun Festival and BSPS Bldg work**
6. Construction Limits – keep disturbance within boundaries and to a minimum
7. Contractor’s Responsibilities
  - A. Video Tape – high priority – does not need to be done by a professional.
  - B. Delivery of Schedules
  - C. Notice of Differing Conditions
    1. Notification – notify immediately
    2. Review by Engineer
  - D. Underground Facilities
  - E. Superintendent
    1. Name and phone numbers (24 hours) in case of emergency

- F. Subcontractors and Suppliers
  - 1. List to be submitted
  
- G. Permits – **Have Business License with BS and pay for construction permit ( bid item 40 ).**
  
- H. Laws and Regulations – have to approve change orders
  
- I. Use of Premises –
  
- J. Record Documents
  
- K. Safety and Protection
  - 1. **Very visible to motorists**
  - 2. **Prefer to have no open trenches**
  - 3. **Traffic needs to be maintained**
  - 4. **Pedestrians walking**
  
- L. Emergencies
  
- M. Shop Drawings
  - 1. Submitted for approval
  
- 8. Changes to Work
  
- 9. Change of Contract Price
  
- 10. Change of Contract Time –
  
- 11. Tests and Inspections – Bid Notes
  
- 12. Payments to Contractor – monthly
  - A. Progress Payments -
    - 1. Submittal Process
    - 2. Major Material - Tax Exempt Certificate

13. General Requirements:

- A. Construction Office
- B. Protection of Property
  - 1. **Buildings** and roadway etc.....
- C. Traffic Control (M.U.T.C.D.)
- D. Barricades and Lights
- E. Maintenance of Traffic – businesses – **parking after hours and weekends should be accommodated as much as possible (on street).**
- F. Fences -- Any walking hazards
- G. **Project Timeline – Water meter relocation and sewer service encasement will have to be completed at the onset of the project. Contractor will also have to protect sewer encasement from damage during construction (plating or by construction methods).**
- H. Clean up – Daily, zero tolerance
- I. **Water Meter Relocation - details**

14. Miscellaneous

- 1. **Addendum No 1 to be handed out**
- 2. **Fall Fun Festival is Sept 12, 13 and 14**
- 3. **Lot Lights – Manufacturing lead time may make delivery of these materials unavailable within the contract days. Contract days will be suspended after all other work is completed and until these materials are delivered ( Note: this is for the pole, fixture, and pole wiring only ). Contract days will restart once the poles and fixtures are available.**
- 4. **Bid notes are behind bid sheet ( read )**

**5. Plantings will occur after contract time expires. Contract days will be suspended after all other work is completed and restarted when planting can proceed.**

Questions and Comments

16. Notice to Proceed – **First half of July**

17. Adjourn