

Pre-Bid Meeting Agenda

MAIN PLANT ELECTRICAL SYSTEM IMPROVEMENTS PROJECT

Subject: Pre-Bid Meeting and Site Walk
(Bidding Generals are required to visit all worksites)

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Date/Time: October 26, 2023; 10:00 A.M.

Location: 1 East Rd., Sausalito, CA 94965



Attendance:

- Attendance at the October 26 pre-bid meeting is not mandatory, however, all bidding Prime General Contractors are required to certify that they have visited all project sites with their bid. Bidders who do not verify that they have visited each project site may be deemed non-responsive. Contractors may also schedule a site walk with the District at an alternate date and time.

Project Design Team:

- DTN Engineers, Inc. (Design Engineers)

Construction Management:

- Kevin Rahman, District Engineer (Project Manager)
- Rob Schmidt, Project Coordinator (Inspector)

Hours of Work:

- Normal working hours at the treatment plant are 6:30 AM to 3:00 PM Monday thru Friday. Any work performed outside of these hours must be pre-approved by the District in advance, and may require reimbursement for operator time unless requested by the District.

Contract Schedule:

- Construction is to be completed within 360 days from issuance of the notice to proceed.
- Liquidated damages are \$1,500 per calendar day for Substantial Completion and \$1,000 per calendar day for Final Completion.
- Comprehensive computer-generated schedules are to be provided using Critical Path Method (CPM) and Primavera P6. See Section 01324.
- For any significant changes to the schedule, or a change to the critical path, an updated schedule shall be provided in advance of work.
- Whenever the Contractor foresees a delay in the prosecution of the Work, the Contractor shall notify the Owner in writing of the delay and request a time extension if applicable. This notification shall be submitted as a Change Order request and include a revised Contract Schedule.
- Progress Schedule and Narrative Progress Reports are to be submitted with each monthly application for payment. See Section 01324.

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Existing Conditions:

- Contractor and Construction Manager shall make thorough examination of preexisting conditions. Contractor shall thoroughly photograph preexisting conditions prior to the start of work at each location.

Staging:

- While small/limited staging areas are available within the plant site, staging plans must be pre-approved so that they do not impact normal plant operations. See Section 01500.
- During construction the Contractor may have one vehicle staged within the treatment plant. Other vehicles may be parked on East Road. (The District parking lot on East Road will be utilized by District staff. There are plenty of parking spaces and pullouts along East road for Contractor parking.) During certain phases of work additional vehicles and/or equipment will be necessary. In these instances, especially when the plant access road must be blocked for a period of time, a plan must be submitted in advance for approval. Deliveries and transportation of equipment into and out of the treatment plant area must also be coordinated with the District in advance so that impacts to normal operations are minimized.
- Contractor shall provide their own power and lighting as needed. Coordinate placement of temporary facilities with the District in advance.

Temporary Facilities:

- All sewer bypasses must be submitted for approval in advance. Bypasses shall include full redundancy to ensure reliability and to protect the District and the Contractor from spills into the Bay. Regulatory fines for spills which are directly caused by the Contractor shall be paid by the Contractor.
- Electrical redundancy is required at all times to protect the District and the Contractor from spills into the Bay.
- Operator access must be maintained to all facilities at all times unless a variance is approved in advance.
- The District will accept custody of new facilities only after successful commissioning.

Housekeeping:

- Note that the treatment plant is located within Fort Baker National Park which is inhabited by a variety of animals such as fox, coyote, deer, skunk, squirrel, bobcat, etc. Do not leave food or any toxic substances unattended. All garbage must be removed from site or locked during off hours.
- The Contractor shall ensure that all debris related to demolition &/or construction does not enter the Bay or National Park land.
- Construction dust and debris must be mitigated to maintain a safe working environment. Electrical equipment and control panels must be protected from dust and moisture at all times.
- Daily cleanup is required to ensure no debris blows into the Bay, and to maintain an organized worksite. Daily cleanup is required including the use of a magnetic sweeper.

Safety:

- The Contractor shall, at its own cost, do all Work necessary to ensure a safe working environment and be solely responsible for the conditions of the jobsite, including safety of all persons (including employees) and property during the contract period.
- Contractor will be required to provide their own lighting, ventilation, confined entry equipment, etc.
- All open excavations &/or vaults shall be covered and/or attended at all times to ensure the safety of all, including wildlife.

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- District vehicles and equipment may not be used by the Contractor.
- Existing power outlets and hose bibs are not available for Contractor use. Power outlets may be tied to critical processing or pump station equipment. Contractor will be held liable for regulatory fines resulting from Contractor caused power failures. Plant water is not potable and may not be used for mixing concrete, hosing down, etc.

Security:

- The Contractor is responsible for site security and storage of their equipment. The District has very limited storage areas. Tools and/or materials left unattended during off hours may be subject to theft.

Addenda:

- All project addenda will be posted on the District's website. It is the bidder's responsibility to verify all addenda prior to bid. [See SMCSD.net](http://SMCSD.net)

Site Walk & Bidder Questions:

- Flat shoes or boots are required to access all worksites. Please use caution as some surfaces may be slippery.
- All questions must be provided at least 7 days prior to bid so that time is allowed to respond via addendum.