



**City of Vision**

Department of Public Works  
Engineering Division  
Pre-Bid Conference

## PRE-BID CONFERENCE AGENDA

**Date:** July 20, 2020

**Time:** 2:00 PM

**Location:** Virtual Go To Meeting

<https://global.gotomeeting.com/join/870152349>

**Project Name:** 2 Million Gallon Tank Erosion

**Project Number:** N/A

### 1. INTRODUCTIONS / SIGN-IN SHEET

City Staff:

- Utility Director: Jim Chiasson PE
- Deputy Utility Director: Steve Gallegos
- Project Manager: Stephanie DuBois
- Purchasing Specialist: Matt Schimmel
- Jacobs Project Director: Kyle Medders
- Jacobs Water Manager: Pat Gallegos
- Souder Miller: Angela Valdez PE

Sign-In Sheet:

- This is a mandatory Pre-Bid.
- Vendors shall sign-in.

### 2. PROJECT OVERVIEW

The City of Rio Rancho is requesting formal bids for erosion control improvements for the 2 million-gallon recycled water tank 10A and access road.

### 3. FUNDING

City funds.

### 4. BID DOCUMENTS, PLANS, AND TECHNICAL SPECIFICATIONS

All bidding documents, including plans, specifications, and addenda are available on the City of Rio Rancho's IFB/RFP Posting webpage via the following link in electronic format: <https://www.rrnm.gov/bids>.

### 5. STATE WAGE RATES

Information on the current State Wage Rates are included in the Bid Documents.



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### 6. PERMITTING / LICENSE AGREEMENTS

Contractor is responsible for obtaining all other permits required to perform the work including traffic control permits.

### 7. CONSTRUCTION STAGING AREA

Contractor is solely responsible for selecting the staging area; however, if the Contractor would like to use property owned by the City, then they shall coordinate with the City's Project Manager. The City reserves the right to allow or not allow the Contractor to use the City's property. The Contractor shall notify the City's Project Manager where the staging area is located.

### 8. SCHEDULE

Contract time is 120 calendar days after receipt of Notice to Proceed for substantial completion.

### 9. LIQUIDATED DAMAGES

Liquidated Damages (LD) will be \$ 500 for each day that expires after substantial completion.

### 10. IMPORTANT DATES

- On-Site Contractor Tour: July 23, 2020 8:30 AM
- Question Deadline: July 27, 2020 by 5:00 PM Mountain Standard Time (MST)
- Addendum Deadline: July 30, 2020 by 5:00 PM MST
- **Bids are Due by: August 6, 2020 by 11:00 AM MST**
- Bids remain subject to acceptance 60-days after bid opening.

### 11. BID PACKET

The list below is not an all-inclusive list, for a full list of items required for Bid submission please refer to the Bid Documents. The Bid submission packet must include:

- Bid Submission Cover Page
- Bid Form
- Bidder's Listing of Subcontractors
- Bid Bond
- Equal Employment Opportunity Certification (EEOC) Form
- Non-Collusion Affidavit

Failure to submit any of the required attachments will be grounds for deeming bid non-responsive.



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Make sure **Prime AND Subcontractors** are currently registered with the Department of Workforce Solutions.

Make sure to acknowledge any addenda on your bid form.

### 12. On-Site Tour July 23 at 8:30 AM

A site tour will be held for contractors to become familiar with the site. Each bidder will only be allowed one representative for attendance. The City requires that masks be worn and every person must practice social distancing.

Address: 3621 Redhills Pl, Rio Rancho, NM 87124. Access is through security gate off Redhill and Northern.

### 13. Utility Relocation Allowance

If this allowance is utilized, it must be billed on a time and materials basis for the actual labor expended and materials costs. Contractor shall provide a plan for and preliminary estimate for any work proposed under this bid item, for review and approval by the City prior to work being performed. No work anticipated under this bid item shall commence prior to written approval from the City.

### 14. Coordination

Tank site access is only through the security gate at well site 10. Coordination with Jacobs Operations Staff is critical. Jacobs must be notified of any equipment or material deliveries.

### 15. QUESTIONS / ADJOURN

Submit written questions to Matt Schimmel by e-mail at [mschimmel@rrnm.gov](mailto:mschimmel@rrnm.gov).