

SNOW REMOVAL EQUIPMENT BUILDING
FOR THE FOUR CORNERS REGIONAL AIRPORT
PRE-BID MEETING

Project #FAA11
Contract Control #12-89025

AUGUST 24, 2011

1:30 P.M.

PRESENT WERE:

B&C Steel, Ernie Shoup
Uselman Construction, Alan Hewitt
Zohnnie Construction, Debbie Bank
B&M Cillessen Construction, Jeffrey Cillessen, Steve Dansie, Bill Cillessen
Spellbring Construction Inc., AJ Redshirt
WHPacific, Wayne Frank (Architect)

City of Farmington Representatives

Airport Manager, Ben Trujillo
Purchasing, Jennifer Rowland, Kristi Benson
Safety, Ron Peterman

Please note: The following is a summary of the main points discussed in the meeting and not a verbatim transcription.

- I. **OPENING OF MEETING** – Jennifer Rowland
/Sign-in Sheet: Jennifer informed attendees that there is a sign-in sheet to sign before they leave and copies of the agendas and planholder's list (also available on the website) are on the counter. CD copies that include the bid documents and drawings are available.
/Minutes of Meeting: Jennifer informed attendees that the meeting is being taped and minutes will be available on the website.
- II. **INTRODUCTIONS** – All attendees introduced themselves for the tape.

III. **PROJECT SUMMARY** – Ben Trujillo

Ben informed attendees that the City is requesting a snow removal equipment facility. It will be a metal building that will house snow plows, sweepers and like equipment. The building will have minimal heating just to keep the temperatures down inside. Two large doors, a couple small drive-through doors, basic lighting inside. There will be a site visit after the meeting. This building will be directly west of the Civil Air Patrol building. It has road access. Contractor will have to pass through a gate to get out there. This is a FAA-funded project.

IV. **BID DOCUMENTS** – Jennifer Rowland

A. Review of Bid Documents

1. Bidding Requirements - required documents for bid submission; bid opening date & location: The bid opening is September 1, 2011 at 2:00 P.M. Turn in bids to 805 Municipal Drive in the Purchasing front office. Late bids will not be accepted. Please make sure that your bid is signed and sealed. The Contractor's Checklist Form AF-1(b) lists the forms that will need to be submitted with your bid.
2. Contractor's Drug Testing Policies And Procedures:
The **awarded** CONTRACTOR must submit their drug-free work place policy to the City of Farmington within 48 hours of the Notice of Award. If applicable, the Commercial Driver's License (CDL) requirements must be met within one (1) week of the Notice of Award. The CDL drug/alcohol testing policies and procedures must comply with Department of Transportation (DOT) drug-testing regulations as set forth in 49 CFR Part 40 and Part 382.

Form AF-25, Drug-Free Workplace Certification, will need to be submitted with your bid.

In addition, the CONTRACTOR must have in place a drug/alcohol free workplace policy that applies to all employees of this work-site. This policy should include provisions for reasonable suspicion, pre-employment, and post accident drug/alcohol testing.

3. State of New Mexico Department of Labor, Public Works Division - Enforcement Fund and Registration of Bidder and Subcontractor. All Bidders & Subcontractors shall be registered with the New Mexico Department of Work Force Solutions prior to submitting a bid to the City of Farmington. If a Bidder or any of their subcontractor's is not registered at the time of the Bid opening, their Bid shall be considered a non-responsive Bid and will be rejected. Bidders may find additional information on the registration requirements and forms at the State's website: <http://www.dws.state.nm.us/dws-pubwage.html>

4. Contractor's List of Subcontractors, Form AF-5 - No deviations from list submitted in Bid unless approved by Purchasing/Contracts Administrator
5. Contract Time is 120 calendar days/Liquidated Damages - \$500.00 per calendar day.
6. Wage Rates
 - a) Poster: must be posted by the Contractor in a prominent & easily accessible place at the site of the project.
 - b) Weekly certified payroll records must be submitted to the Purchasing Division not more than 5 working days following the close of the payroll period by the Contractor and all subcontractors.

B. Contract Documents

- a) Certificates of Insurance: the awarded contractor must submit a valid certificate of insurance in accordance with the insurance requirements in the Conditions of Contract, Section 5.

V. **PROJECT ARCHITECT – WHPACIFIC, INC. – Wayne Frank, AIA, LEED, AP**

The project site is located on Navajo Street at the Airport, next to the existing Civil Air Patrol building. The one thing you want to pay attention to is the air space controls. There are limitations to the size of cranes. 65 feet for the crane. We will be adding off the existing access road, which is Navajo Street, some pavement, concrete apron, asphalt paving and parking. We are about 60 feet from the existing Civil Air Patrol building. There won't be any water coming to the site. There will be electrical. Everything in the building is run off electricity. Structurally, it is a metal building. There are a few windows. Four bay doors and an access door. General heating and exhaust for the main space. General lighting. The type of heating is electric unit heaters with exhaust fans.

The technical specs includes HVAC specs for radiant heating, electrical... We are requesting insulation on the walls and ceiling.

The drawings have been submitted to the State CID office in Albuquerque and have been approved. WHPacific has paid for half of the plan review, which is what is required to get it through the plan review. The contractor should pay for the rest of the plan review and the permit.

VI. SAFETY

FAA Provisions: Ben Trujillo – handed out the Airport's Rules and Regulations flyer (will be included in addendum). There are several rules on the airport. The awarded contractor and crews will be given a briefing about the rules. Look over this flyer and be aware that there are access rules on the airport. We will be providing the awarded contractor's staff with a quick overview of operations. You will go through Gate 1, pass the fire station while traveling to the worksite. There are speed limits and general rules. The awarded contractor will be required to fill out applications for gate cards for access on and off the field (no check-in required). The person(s) receiving the gate cards will be required to attend a 15-minute class. All crews onsite will need to be escorted on and off the field by a card holder. If a card holder loses his/her card, it will be deactivated and a new card will be issued.

City of Farmington provisions: Ron Peterman – The City expects you to comply with all federal, City, and airport safety regulations. The Safety Division may stop by to view the work in progress. We expect you to comply will all PPE and safety rules; fall protection, crane standards...

VII. CONTRACTORS

Please clarify if we are doing IBC '06 or '09. The specs calls for '06 and the drawings calls for '09.

On the plans, it calls for 10 lbs collateral, which seems like a lot since there are no sprinklers.

Is it required to have and AISC certification? The certification does not exist anymore and a comparable certification will cost the City. Suggest wording it to read "Contractor must comply in accordance with AISC specifications."

Page 7, Item 2.6 of the specs requests bituminous coatings. I typically don't see that on a metal building.

Page 10, Item 2.1.2 A&B, Soffit panels – One paragraph specifies concealed fasteners and right below it says metal soffit panels are to match profiled material with metal wall panels. Then it says it is tapered. Please clarify.

One foot overhang – in lieu of a panel, can that be done in trim?

Page 5, item J.2 – Please clarify if tension washers are needed.

The specs state "or approved equal". Please clarify if this means you are requesting pre-approvals.

Please provide specifications on the plywood liner panel. Type/grade, painting specs...

Please clarify where the water run-off is going.

Who owns the Airport land? The City of Farmington does.

Please clarify the Quality Control Plan requirement.

Concrete spec is asking for a mock-up? Wayne – that may have been pulled over from a different spec.

Earthwork under the building - How much over ex, size, shape, quantity?

Page CC-8, Section 6 – Please clarify if a superintendent is needed on site every day.

Please clarify the concrete sealant application specifications. Do we need to apply the saw cut with sealant, since we will have no control joints or expansion joints?

Will the City of Farmington be providing plan sets to the awarded contractor for construction, or shall he bear those costs in his bid?

Will the FAA be present at the project site? Are there any requirements for the Contractor to work directly with the FAA in regards to reporting? Reporting is submitted to WHPacific.

Page GP-41 indicates that liquidated damages will be \$1,000/day, which conflicts with the previously stated \$500/day.

Concerns were raised regarding the 120-day timeframe, because of suppliers' schedules, submittals for approval, weather delaying the paving item... It was requested that the timeframe be extended. It was also discussed that electronic submittals would be accepted and a time extension change order could be issued if it turned out that paving had to be extended to Spring.

All questions addressed at this meeting will be clarified in an addendum.

Jennifer informed attendees that the sign-in sheet will be posted on the website.

VIII. SITE VISIT

Questions asked at the site visit: Who is responsible for the existing recycled asphalt. Is a fence needed around the site? **Questions will be addressed in an addendum.**

- END OF MEETING -

Transcribed by Jennifer Rowland
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