



ECO-DESIGN & ENGINEERING, Ltd

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Pre-bid Meeting Notes

A Prebid meeting was held on February 18, 2015 at the Dublin Service Center and the site, and the following items were discussed:

- 1 The bid is due Wednesday February 25th at 10:00 am.
- 2 The bidders shall familiarize themselves with the Bid Documents and the requirements, such as Bonds, for submittal of a Bid.
- 3 The Bid is a lump sum bid, but the Contractor will be required to submit a Schedule of Values, after signing of the Contract, for approval prior to submitting any Pay Requests.
- 4 Any questions should be submitted in writing or by email by 5 pm Friday, February 20.
- 5 An addendum will be issued with the notes from the Prebid and any issues raised which will affect the Bid.
- 6 The quantities listed on the cover sheet are the engineer's estimate to help the contractor define the scope of work and identify design assumptions, but the contractor is responsible for the required quantity of materials and work to complete the items shown on the plans.
- 7 The Construction Schedule shown on sheet C2 should be reviewed carefully for important sequence of operations required to meet the NPDES permit requirements and to minimize the potential liability from unprotected disturbed site areas.
- 8 An NPDES permit is required to be submitted since the disturbed area is greater than 1.0 acre. This is a one page form to be filled out by the Contractor and submitted to the Ohio EPA along with a filing fee (\$200). The engineer will assist the Contractor to fill out the form.
- 9 The grading plan shows high spots, low spots, and contour spacing to provide slopes for adequate drainage. The Contractor shall follow the grades and spot elevations shown when completing grading operations.
- 10 The construction entrance is at the edge of the existing parking lots for access to the new parking area and the regraded fields. Access to the park should be off of Houchard Road on the west.
- 11 Existing grass shall be cut, ground, tilled, or processed in some manner so that when topsoil is stripped there will not be clumps and clods mixed with topsoil.
- 12 The topsoil shall be stripped from the parking and field areas and stockpiled at approved locations by engineer for respreading.
- 13 The fine grading of the field and around the parking area will be reviewed, adjusted, and approved by the City with the Contractor before final grading is completed.
- 14 The Quantities List on sheet C-1 has been modified to reduce the quantity of "Finish grading of fields" to 2000 cy, reduce the "Seeding of disturbed areas" to 70,000 sf, and to remove the "3 inches of #301" from the "Asphalt parking" description. A revised sheet C-1 shall be available
- 15 If the construction schedule is impacted by weather conditions, the Contractor may request a delay or suspension of work until weather conditions are conducive for efficient completion of the work. But, the Contractor will be expected to make every effort to complete the project in a timely manner.

- 16 The bids will be reviewed and submitted for approval by City Council (March 9). After approval the City will work with the Contractor to prepare the Contract Agreement to be signed by the City and Contractor (March 19 at the earliest).
- 17 The CAD file will be available to the contractor for layout of parking and pavement areas. The contractor is responsible for any layout required to construct the project.
- 18 The City of Dublin will seed the field and disturbed areas around the parking area but the Contractor will provide finish grading acceptable to the City for grassing.
- 19 Any filter fabric shall be a light weight non-woven fabric appropriate for separation of soil from the stone base.
- 20 A manufacturer's data sheet shall be submitted for approval by the engineer for the following: precast inlets, #304 stone, asphalt mix, concrete mix and sealants.
- 21 A preconstruction meeting shall be held prior to beginning work to discuss schedule, inspections, and correspondence.
- 22 The Contractor shall contact the City and Engineer to approve the temporary basins and outlets, the paving subgrades, the stone base, the asphalt placement, the subgrades prior to respreading topsoil, and final grading.
- 23 The schedule on the plans indicates starting in June but the Contractor may begin before that if all permits are completed and the weather is acceptable. The Contract documents allow 120 days for construction.

A question has been asked about modifications to the irrigation system. I have looked over the grading plan and we should be able to work around the valve boxes and lines without disturbing the elevations, but if a valve box needs to be adjusted, then the City will be responsible for that work.