



**BID ADDENDUM #1**  
**US 522 Pedestrian and Bicycle Safety Improvements (Road Diet)**  
**UPC 109573**  
May 9, 2022

The primary purpose of this bid addendum is to document the results of the non-mandatory pre-bid meeting held recently which includes answers to the bid questions received, to date.

1. The optional pre-bid conference for this project was held via MS Teams virtual meeting on **May 4<sup>th</sup>, 10am** and the meeting notes, including a list of attendees by roll call is made a part of this bid addendum.
2. Bid Questions

Question #1: Regarding the above project, I'm hoping you can provide the pre-bid meeting sign-in-sheet from the meeting held on 5/4/22. Also, do you have firm start and/or end dates you can provide?

Answer: Roll call for attendance at the pre-bid meeting and anticipated start and end dates are in the meeting notes which are made part of this bid addendum.

3. Any remaining bid questions are due by using the pre-bid question form by **Wednesday, May 11<sup>th</sup> at 4pm.**
4. Bids are due no later than **Wednesday, May 18<sup>th</sup>, 2pm** at the Town of Culpeper Offices as described in the Instructions to Bidders. Bids will be opened and read aloud after the date and time for receipt of bids, using the Zoom virtual meeting platform as described in the invitation for bids.
5. Please be sure to check the Town procurement website for this bid addendum and any other bid addenda prior to the date and time for bids due and acknowledge all bid addenda on your bid form to be submitted with all required state and federal forms.

# **OPTIONAL PRE-BID MEETING NOTES**

Meeting Date: May 4, 2022, 10:00am  
Notes Prepared: May 9, 2022

Project Name: US 522 Pedestrian and Bicycle Safety Improvements (Road Diet)  
Town of Culpeper, VA

UPC: 109573

## **1. VIRTUAL MEETING PLATFORM ONLY / MS TEAMS**

## **2. ROLL CALL FOR MEETING PARTICIPANTS**

1. Jim Hoy, Town of Culpeper
2. Shelly Plaster, Town of Culpeper
3. John Price, VDOT Culpeper District, LAP Program
4. Judy Page, VDOT Culpeper District, Civil Rights
5. Marisa Cedrone, VDOT Culpeper District, Civil Rights
6. Don Rissmeyer, AMT Design Engineer
7. James Burke, Crown Construction
8. Daniel Waters, General Excavation Inc.
9. Mike Gorman, General Excavation Inc.

## **3. PROJECT OVERVIEW**

1. This project generally consists of construction activities along US 522 (Sperryville Pike/West Evans Street) between Covington Street and North West Street in the Town of Culpeper.
2. This project includes the following parts:
  - i. At the west end of the project, construct a concrete sidewalk with curb & gutter, RW-2 retaining walls, HR-1 handrails, improved drainage systems, underground stormwater detention, and other appurtenances on the north side of the roadway between Covington Street and the existing roundabout at the intersection of US 522 with Colonel Jameson Boulevard / Virginia Avenue. Easements for a staging area at North Aspen Street have been acquired as shown on the plans.
  - ii. Between the existing roundabout and North West Street, the existing roadway will be reduced from two travel lanes in each direction, down to one travel lane in each direction with bicycle lanes marked in both directions on a slurry seal and raised, grassed median islands cut into the center of the roadway with planted trees and LED street lighting between new pavement markings for left turn lanes. Sidewalk improvements, including the replacement of existing pedestrian ramps, will also be constructed on both sides of the roadway as shown on the plans and an underground stormwater detention system near the exiting roundabout.
  - iii. A mini-roundabout will also be constructed at the intersection of US 522 and North Blue Ridge Avenue as part of this project. As shown in the Detour Plan for Phase 3 construction work, the Town is allowing the intersection to be closed during construction of the mini-roundabout. There is also an RW-2 retaining wall planned at this intersection to keep the project within existing rights of way.

All work will be completed within existing rights of way or proposed easements, which have been acquired as shown on the plans.

#### **4. CONSTRUCTION ISSUES**

1. The construction phasing shown on the Traffic Management Plan (C11.0) and the Detour Plan (C12.0) envisions that the project will be constructed in 3 distinct and separate phases in order to minimize the lane closures required and disruption of traffic along the project route at any given time. The sequence in which the individual phases will be constructed is to be determined by the Contractor and coordinated with the Town.
2. There is an existing historic rock wall located along the frontage of Fairview Cemetery. RW-2 retaining walls will be constructed to prevent the new sidewalk from encroaching on the existing rock wall (Phase 1). Extreme care shall be taken during construction to avoid disturbing the existing rock wall, especially near the cemetery driveway entrances where there are some areas where the ends of the new RW-2 walls will be constructed adjacent to the existing rock walls.
3. The road closure at the intersection of US 522 and N. Blue Ridge Ave. associated with the construction of the mini-roundabout (Phase 3) has been authorized by the Town in an effort to expediate the construction of the mini-roundabout in a safe manner. The amount of time that the road closure and associated detour are in place shall be kept to a minimum and the schedule proposed by the Contractor will need to be approved by the Town.
4. This project was originally advertised for bids on August 26, 2020. The re-advertisement includes updates to address comments by contractors as part of the original advertisement, as well as updates to the engineering design to reflect the completed gas main adjustment near North Aspen Street, and the two underground stormwater detention systems that were added. An updated DBE participation percentage, dual date contract form (C-7DD modified) and corresponding special provision for dual date contract projects have also been included.
5. A mid-block crossing is proposed between Monticello St. and Kelly St. (Phase 2). Bid Additive #1 includes installation of Rectangular Rapid Flashing Beacons at the mid-block crossing. All other proposed improvements that are associated with the mid-block crossing (signage, striping, etc.) are part of the Base Bid and will be constructed even if Bid Additive #1 is not awarded.
6. The proposed lighting system is included as Bid Additive #2 on the bid form.

#### **5. CONTRACTUAL ISSUES**

1. **Pre-Bid Conference** -The pre-bid conference was optional or non-mandatory.
2. **Project Manual** - This project includes federal funding as administered by VDOT, requiring all pertinent documentation described in the VDOT LAP Manual to be closely followed throughout construction. The Project Manual and Design Plans can be downloaded and printed from the Town procurement website, along with any bid addenda issued.
3. Contractor prequalification is required for this project in accordance with Section 102.01 of the VDOT Road and Bridge Specifications.
4. Liquidated damages will be as stipulated in Section 108.06 of the VDOT Road and Bridge Specifications.
5. As described in the instructions to bidders, bidders are expected to visit the site and ascertain all local conditions. See Section 7 of the General Conditions.

6. **Bid Bond** - Per town requirements, bids costing more than \$150,000 shall be submitted with a 5% bid bond to be considered for this project. Performance and payment bonds of 100% of the contract price will also be required of the winning bidder with the contract award.
7. **Bid Form** - This is a **Unit Cost Contract** therefore payments for the progress of the work will be based on actual and measured units of payment based on progress of the Work.
8. The contract will be awarded to the lowest responsive and responsible bidder. Subtotals for "BASE BID", "BID ADDITIVE #1" and "BID ADDITIVE #2" are required in the bid schedules and on the first page of the bid form, along with a unit price and subtotal for each pay item in each schedule of values. Please fill out the bid form entirely including every bid unit price and resulting bid price based on advertised quantities.
9. The recommendation for contact award will be based on the Base Bid Amount including any properly submitted and received bid modifications, plus such successive Additive Bid Items as the Owner in its discretion decides to award based on available funding. There are two bid additives for this project as shown on the bid form.
10. Bid Inquiries or Questions must be submitted in writing on the Prebid Question Form provided in the project manual. Bid questions are due by **May 11<sup>th</sup> at 4pm** without exception.
  - i. Any material changes or clarifications will be provided to all bidders in the form of written Bid Addenda. No verbal interpretations are allowed.
  - ii. A record of this pre-bid meeting will be incorporated into Bid Addendum #1, which will be posted to the town procurement website for download and review shortly.
  - iii. Please be sure to review all bid addenda on the town procurement website, and to check again just prior to submitting a bid, to then acknowledge all bid addenda on your bid form.
11. **Sealed Bids are due by 2pm local prevailing time, on May 18, 2022** at the Town of Culpeper Planning and Community Development Department, located at 400 South Main Street, Suite 301. Should conditions change due to COVID-19 or otherwise, alternative delivery instructions will be provided by way of a bid addendum. No late bids will be accepted.
12. Bids will be opened and read aloud by the Town of Culpeper via the Zoom virtual meeting link in the bid advertisement at approximately 2:15 pm on that same day. A public bid opening is not currently planned.

## 6. **CONSTRUCTION INSPECTIONS**

Project inspections will be the shared responsibility of the Town of Culpeper (Project Owner) and A. Morton Thomas and Associates (AMT) as the Town's agent, with VDOT providing construction oversight as desired throughout. Strict adherence to the VDOT Local Assistance Program is required at all times during construction.

## 7. **CIVIL RIGHTS DISCUSSION**

1. DBE Requirement: 11%
2. The only DBE firms eligible to perform work on federal-aid contracts for DBE contract goal requirements are firms certified as Disadvantaged Business Enterprises (DBE) by the Department of Small Business and Supplier Diversity (SBSD). DBE firms must be certified in the specific work listed for DBE contract goal credit. A directory listing of certified DBE firms can be obtained from the SBSD website <http://www.sbsd.virginia.gov>.
3. Form C-111 to demonstrate meeting or exceeding the minimum DBE Requirement must be completed and submitted with the bid or received no later than 10:00am the next business day after the time stated in the bid proposal for the receipt of bids.

4. At time of bid, if the bidder knowingly cannot meet or exceed the required DBE contract goal, it should submit Form C-111 exhibiting the DBE participation it commits to attain as a part of its bid documents along with Form C-49, DBE Good Faith Efforts Documentation. The C-49 form must be submitted within 2 days after bid opening if your bid does not meet the project DBE requirement or when requested by VDOT if DBE requirement is not met. **VDOT is requesting Form C-49 be submitted with the bid if bidder cannot meet required contract DBE goal.**
5. Form C-112 – Certification of Binding Agreement must be completed and submitted with the bid or if determined the lowest responsive and responsible bidder within three (3) business days after bids are received. DBE's bidding as prime contractors are not required to submit Form C-112 unless they are utilizing other certified DBE's as subcontractors.
6. Form C-48 – Subcontractor/Supplier Solicitation and Utilization Form – All bidders, including DBE's bidding as Prime Contractors, must complete and submit this form within ten (10) business days after the opening of bids or with the bid.
7. Forms C-104 and C-105 as contained in the project manual are required to be signed, notarized, and submitted with the bid without exception. These forms cannot be submitted at some time after the bid to be considered for this project.
8. Please feel free to contact ~~Lydell Fortune~~ **Judy Page (VDOT)** for more information concerning Civil Rights Requirements for this project or submit bid questions as required in the instructions to bidders, and written answers will also be provided.
9. This project could be reviewed for EEO Contract Compliance and will be reviewed for DBE Compliance prior to award.

#### 8. **ANTICIPATED PROJECT SCHEDULE**

- May 4<sup>th</sup>, 10:00am – Non-Mandatory Pre-Bid Conference (virtual only)
- May 11<sup>th</sup>, 4:00pm – Bid Questions are due without exception
- May 18<sup>th</sup>, 2:00pm - Bids are due (acknowledge all bid addenda; include all required forms)
- Notice of Award / Notice to Proceed (Estimated September 1<sup>st</sup>, or sooner)
- Final Completion (365 calendar days) and no later than September 15, 2023)

#### 9. **QUESTIONS / OPEN DISCUSSION**

1. **Question:** How is the Town dealing with construction supply issues and uncertainties?

**Answer:** The actual Notice to Proceed (NTP) date is estimated and will be worked out with the selected Contractor at the time of contract signature based on any materials lead time concerns and the 365 calendar days which was extended from the prior construction duration to allow more time.

2. **Question:** Regarding the C-111, if the Town does not award bid additives it can cause confusion on the 11% DBE participation requirement. How does this 11% need to be handled in the bids?

**Answer:** The DBE goals specified in contracts with additive and/or alternate bid items remain the same, regardless of (1) whether or not any or all of the additive bid items are included or (2) which alternate bid items may be selected for contract inclusion. Bidders should be filling out the C-111 for the Base Bid and the Additives. There should be a section for each on the C-111 showing how the 11% requirement is met on the base bid AND the bid additives. Also, please note that the C-111 cannot be revised or submitted after the required deadline.