

Town of Pomfret

5218 Pomfret Road
North Pomfret, VT 05053

Draft Minutes of the March 14, 2016 Special Selectboard Meeting Pre-Bid Conference for the Pomfret Road Slope Project Invitation to Bid

Present: Eric Chase (Selectboard Member), Sheila Hopkins (Selectboard Member), Melanie Lilley Williams (Selectboard Member), Frank Perron (Selectboard Member), Art Lewin, Sr. (Road Foreman), Chris Bump (VTRANS), Luke Willey (Willey Earthmoving Corp), Stacey Thomson (Thomson Timber Harvesting, LLC), Paul Sicard (J.P. Sicard, Inc), Kolbey Haupt (Hilltop Construction), Ray Harvey (Harvey P.E)

1. Chris Bump of VTRANS facilitated the meeting which began at 6:00 p.m. He asked that questions by potential bidders present be recorded.
2. Chris Bump gave an overview of the project and explained it is a Federal project and a lump sum project.
3. Chris Bump reviewed the project plans and noted the following:
 - a. Phone lines must be moved to facilitate the project.
 - b. 4 – 6 trees will need to be cut by April 15, 2016 to facilitate the project.
 - c. an easement has been granted outside the right-of-way to facilitate the project and the work must be kept within the boundaries of the easement.
4. The following questions were asked by potential bidders present.
 - a. Is a turbidity curtain required?
 - b. Will the guard rails have to be removed and returned?
 - c. “Heavy rip rap: is that bigger than 4?”
 - d. What is the slope, one-on-one?
 - e. You’re not calling for any fabric?
 - f. What category do you have it in [price range]?
 - g. Is there a bid bond?
 - h. How will the under run or over run be covered [re: lump sum pricing]?
 - i. Is there adequate room at the staging area?
 - j. What is the location of the project?
 - k. What are the hours of the Pomfret Town Offices
5. Chris Bump explained that because this is Federally funded the bids must include an EEO Certification and a Debarment and Non-collusion Affidavit.
6. Chris Bump said the last day for submitting questions, unless stated otherwise elsewhere, is 3:00 p.m. on March 21, 2016.
7. Chris Bump explained the bids are due by 6:00 p.m. on Monday, March 28, 2016 and will be opened immediately thereafter. He stated an apparent low bidder will be noted at that time but the bids will then undergo a mandatory review before the final award is made.
8. Chris Bump requested that Road Foreman, Art Lewin flag the guardrail in the area of the project to make it easily identifiable to potential bidders.
9. The meeting ended at 6:40 p.m.

Date: 03/14//2016

Respectfully Submitted,
Melanie Williams, Clerk

Approved by the Board at _____ Meeting