

**MINUTES OF PRE-BID MEETING SCRIPT
FOR
METHANOL FEEDING FACILITY (MFF)**

DATE: FRIDAY, FEBRUARY 24, 2023
TIME: 10:00 AM (EST)
PLACE: Sellman Meeting Center (Building G - first floor)

Meeting Attendees:

USOA: Chris Connors
John Airhart
Bob Angelotti

Jacobs: Don Forgacs
Stuart Campbell

PC Construction: Laura Gunnip

Clark Construction: John Aceto

Sherwood Logan: John Logan

Clark Construction Diego Bustios

1. **Welcome to UOSA:** Mr. Chris Connors opened the meeting at 10:00am and welcomed attendees to the MFF pre-bid conference.

UOSA maintains a website, www.uosa.org, where information regarding Contract MFF will be posted, including any addenda and the Official Bidding Document Holders List.

This meeting is being recorded.
Identify emergency fire exits.
Reminded to sign-in

2. **Purpose of the Pre-Bid Conference:** Mr. Chris Connors described the purpose for the Contract MFF, methanol feeding facility, Pre-Bid Conference is to discuss the Project, cover key components, and provide a forum for potential bidders to ask questions pertaining to the Work.

In the course of reviewing the Contract Documents and preparing the Bid, if there are any questions, they should be forwarded to the Project email:

contractMFF@uosa.org. All questions must be submitted in writing and all questions will be answered in writing. All official plan holders will receive copies of the responses. Statements made during this conference do not change the Contract in any way.

Minutes will be prepared for this Pre-bid Conference. The minutes will include a list of all questions asked along with the appropriate responses. This information will be posted on the project website and mailed/emailed to all Official Bidding Document Holders and anyone else who formally requests a copy.

3. **Purpose of the Project:** The Purpose of the MFF Project is to construct a new methanol feed and storage building GG, a methanol truck unloading station, feed piping to selector basins 56/1-56/3 and 56/4-56/7; modifications to existing Bldg. D/2 to accommodate power, controls integrations, and fire alarm system for the new facility. A complete description of the Work can be found in the contract documents.
4. **Bidder's Understanding:** Mr. John Airhart stated that nothing said during this conference or during any site visit can change any of the terms and conditions of the Contract. The Contract can only be changed, prior to Bid, via addenda that are issued by the Owner.

Per Paragraph 1.B of Instructions to Bidders, Document Interpretation 3rd sentence, "Any interpretation or change in the Contract Documents will be made only in writing signed by the Owner, in the form of Addenda to the Contract Documents, which will be furnished to all Official Bidding Document Holders (those who have obtained from the Owner a complete set of Contract Documents). The Owner will not be responsible for nor in any way bound by any other explanation or interpretation of the Contract Documents regardless of who is asserted to have provided such explanation or interpretation. Bidders shall acknowledge on the Bid Form in the space provided receipt of all Addenda."

Submission of a bid constitutes a representation that the Bidder has exercised due diligence in the inspection of the Site and familiarized itself with the Contract Documents. All record drawings are available for review by scheduling an appointment with Mr. Chris Connors

Item 4.E in the Instructions to Bidders requires bidders to submit a description, project references and contact information to the Owner of at least three similar projects in the last seven years.

Bidders are responsible for informing themselves of all codes, labor, environmental and safety regulations associated with the Contract MFF Project.

Mr. Airhart also mentioned that the pre-bid conference includes a site visit, which will occur directly following this conference. Bidders will be allowed to take pictures

today. You may also set up an individual site visit by contacting Mr. Chris Connors at 703-227-0290 or send your request to the project email.

5. **Bid Submittal Requirements:** In explaining the Bid Form, Mr. Airhart stated that it includes an equipment schedule with named manufacturers. The Bidder is to circle one of the named manufactures that they propose to use for the Project and the Bid shall be based on products from one of those manufacturers.

Mr. Airhart explained that if the Bidders wish to submit a substitute manufacturer/supplier, the Bidder will need to identify the proposed substitute on the Bid Form along with the proposed deduct amount for the use of the proposed substitute manufacturer/supplier. If a substitute is proposed, the Bidder must submit all information itemized under paragraph 7 titled "Bidding of Major Equipment Schedule" to be considered.

Bidders are required to provide a bid security in the amount of five percent (5%) of the Base Bid as shown in Para 14 of Instructions To Bidders. The successful Bidder will be required to submit a performance and a payment bond as shown in Instructions To Bidders Paragraph 20.

6. **Submission of Bids:** Mr. Airhart explained that the Owner will open only those bids submitted in strict compliance with the Invitation to Bid and the Instructions to Bidders, pursuant to article 12. Please note that a copy of Paragraph 12.B can be filled out, cut out and affixed to the envelope to ensure you meet the specific requirements for your submission. Bids are required to have the Contractor's Virginia contractor's license number with expiration date and their Federal Employer ID number on the envelope in which the bid is submitted. If it is not there, the bid will be returned unopened and not considered. Any bids submitted after the deadline will be returned unopened. The clock on the wall is the official clock that will be used.
 7. **Insurance and Liability:** Mr. John Airhart mentioned that all the General Conditions and Supplemental Conditions are very important. We are an Owner that reads our contracts, understands our contracts, and enforces our contracts, so all General Conditions and Supplemental Conditions are equally important even if not specifically mentioned. We are pointing out the following General Conditions because some contractors in the past have not read them. The thirty (30) days' notice cancellation language on the Accord document shall be according to the contractual requirements as outlined in article 59 of the General Condition. Insurance companies have at times said this cannot be done in the time allotted, but per UOSA experience, it can. This may require a modification to the awardees' insurance policy. Mr. Airhart let everyone know that by bidding on this project, the contractor is indicating that this will be done. Please also note that every insurance policy shall be effective on the contract execution date including BUILDERS RISK. UOSA General Condition 59 requires the insurance rating to meet or exceed an AM Best key rating guide of A-9 or higher. Bonding companies are required to be listed on the most current US Treasury Dept. Circular 570.
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8. **Payment:** Mr. Airhart then talked about General Condition 103, Paragraph A.1 clearly indicates, "Except as provided below for bonds and insurance, acceptance by the Owner of the Schedule shall be a condition precedent to the obligation of the Owner to make any partial payment to the Contractor." We must have an accepted schedule before we make any partial payments, for anything other than bonds and insurance. This is extremely important.

9. **Disputes and Claims, Final Release of Liens and Final Payment and Acceptance:** Mr. Airhart clarified that the disputes and claims procedure is identified in General Conditions 104, 105 and 106 in the Contract Documents indicate, "Achieving Final Completion and satisfaction of all conditions precedent to the Final Payment shall be a condition precedent to the Contractor's entitlement to release of Retention." UOSA will not release the 5% retainage until after all requirements of the final acceptance have been completed.

Mr. Airhart advised everyone to please read the NOTICE clause under General Conditions 19 and 104, UOSA has specific requirements for Notices. These are Contract conditions.

10. **Contract Time:** Mr. Chris Connors then continued addressing the contract time is of the essence, hence the importance of scheduling on the Project. The Contractor is required to achieve Substantial Completion within 515 days of the Notice to Proceed and Final Completion within (90) days of Substantial Completion. These dates may be adjusted by Change Order pursuant to the Contract Provisions. By submitting a Bid, the Bidder acknowledges that the times set forth for the performance of the Work are reasonable and waives any objection.

11. **Project Overview/Coordination:**

Don Forgacs stated, Specification Section 01 11 00 Summary of Work provides a brief summary of the work, while the walk through will bring a better understanding of the project. The primary goal of this project is to Construct a new methanol storage and feed facility on the existing UOSA plant site. The work includes but is not limited to the construction of a new methanol unloading facility, new methanol storage and feed Building GG, and new methanol feed piping to existing Selector Basins 56/1 through 56/3 and to existing Selector Basins 56/4 through 56/7.

To tie the new facilities into the existing plant infrastructure, the work includes miscellaneous site civil work (excavation, grading, paving, curb and gutter, sidewalks), site electrical work (new electric duct banks and associated conduits), modifications to existing plant buried utilities, and modifications to the existing Thickening and Screening Building D/2 (structural modifications and modifications to electrical equipment, Fire alarm system, and UOSA DCS within Building D/2). Some electrical work is also required at the existing Primary Effluent Lift Stations 55/1 and 55/2 to provide power for methanol pipe heat tracing at the selector basins.

Erosion and sediment control provisions are enforced. UOSA is subject to a storm water permit on site which is as important as the effluent permit. Any sediment that runs off site, UOSA is obligated to monitor while violations may occur. Expectations for erosion and sediment control are clear within the Contract Documents, so please be aware.

Another specification of interest is 01 31 13 Project Coordination. UOSA existing facilities need to remain operational while work is completed. UOSA needs to retain functional capabilities within the existing facilities during construction which is defined within this specification in phasing the work. The phasing will dictate when existing infrastructure can be taken out of service and for how long, how we start the work up, accept portions of the work, and the overall time period of the work.

A Geotechnical Report is provided as additional information along with the Contract Documents. This report is provided for information purposes only for the construction site and are not part of the Contract Documents.

12. **Deadline for Questions:** Chris Connors reminded everyone that the advertised Bid closing is March 30, 2023, at 2:00 PM. The deadline for questions is March 8 at 2:00pm. All questions should be emailed to: contractMFF@uosa.org. These questions with the answers will be distributed to all Official Bidding Document Holders as well as posted on the UOSA main website.
13. **Addenda:** Mr. Connors mentioned that no addendum has been issued as of today. However, should any addenda be issued, you must acknowledge on the Bid Form that all Addenda have been received. Again, all Official Bidding Document Holders will receive all Addenda issued.
14. **Bid Opening:** Mr. Connors reiterated that the Bid Opening is presently scheduled for Thursday, March 30, 2023, at 2:00 PM in the Sellman Meeting Center (this room) where all bids will be read publicly. Mr. Airhart pointed out the clock that will be used for timing.
15. **Questions?:** Mr. Connors opened the floor for any questions from potential Bidders and reminded them to state their name and company prior to asking their question. General comment (voice recording) Mr. Angelotti asked about contractors signing in.
16. **Adjourn:** The “sit-down” portion of the Pre-Bid Conference was concluded at 10:18AM.
17. **Site Visit:** Mr. Chris Connors to continue the meeting in the field with a site visit. We will be walking across the plant property.

Exhibit A: Sign-In Sheet
