

**PRE-BID MEETING  
FOR  
CONTRACT U2**

**DATE:** THURSDAY, APRIL 13, 2023  
**TIME:** 10:00 AM (EST)  
**PLACE:** Sellman Meeting Center (Building G – first floor)

**Meeting Attendees:**

UOSA: Jeff Small  
John Airhart  
Theresa Philmon  
Bob Canham  
Bob Angelotti

Jacobs: Don Forgacs  
(Engineer) Stewart Campbell

Heyward, Inc: James Frazier

W.M. Schlosser: Rob Carpio

M.C. Dean, Inc.: Rick Dunn

1. **Welcome to UOSA:** Mr. Jeff Small opened the meeting at 10:03 AM and welcomed attendees to the Pre-Bid Conference for Building U Organic Solids Dewatering Improvements, also known as Contract U2. Mr. Small introduced himself and the Jacobs attendees, Don Forgacs-Project Manager and Stuart Campbell-RE/RI.

Mr. Small advised that UOSA maintains a website, [www.uosa.org](http://www.uosa.org), where information regarding Contract U2 will be posted, including addenda and the Official Bidding Document Holders List. He indicated that This meeting is being recorded, pointed emergency fire exits and reminded attendees to sign-in.

2. **Purpose of the Pre-Bid Conference:** Mr. Small briefly described that the purpose of today's 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.

He stated that while reviewing the Contract Documents and preparing the Bid, if there are any questions, they should be forwarded to the Project email: [contractU2@uosa.org](mailto:contractU2@uosa.org). He explained that questions must be submitted in writing and all questions will be answered in writing. He also explained that all official plan holders will receive copies of the responses and that statements made during this conference do not change the Contract as written.

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Minutes will be prepared for this Pre-bid Conference. 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. **Project Overview/Coordination:** Mr. Don Forgacs mentioned that Specification Section 01 11 00 Summary of Work provides a summary of the work, while the walk through will bring a better understanding of the project. The primary goal of this project is to replace one of the four existing Dewatering Centrifuges and the associated Dewatered Sludge Transfer Screw that are located in the existing Dewatering and Drying Building U that is on site at UOSA.

Mr. Forgacs stated that the work includes but is not limited to demolition and replacement of the existing Dewatering Centrifuge No. 4 and Dewatered Sludge Transfer Screw No. 1. In addition, the work also includes modifications to existing systems and facilities within Building U to complete the work such as structural modifications, electrical modifications, mechanical /piping modifications, and Instrumentation and Controls modifications.

He also advised that another specification of interest is 01 31 13 Project Coordination. All UOSA facilities need to remain operational while the new centrifuge is being fabricated including the centrifuge and transfer screw that are to be replaced. In addition, while the construction work is being completed, UOSA needs to retain functional capabilities of all other equipment within the existing facilities. These requirements are defined within this specification. The Sequence Constraints specified within this section 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.

4. **Bidder's Understanding:** Mr. Jeff Small 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.

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 me, Jeff Small.

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 3 similar projects in the last 7 years.

Bidders are responsible for informing themselves of all codes, labor, environmental and safety regulations associated with the Contract U2 Project.

Mr. Small also stated that this pre-bid conference includes a site visit which will occur directly following this conference. Bidders are allowed to take pictures. You may also

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set up an individual site visit by contacting Mr. Jeff Small at 703-227-0294 or send a request to the project email.

5. **Bid Submittal Requirements:** In explaining the Bid Form, Mr. Jeff Small 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 the manufacturers.

Mr. Small 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 Para 20.

6. **Submission of Bids:** Mr. Small 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. Ensure all requested information in article 12 B. is on the outside of the bid envelope. 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 not be considered. Any bids submitted after the deadline will be returned unopened. Mr. Small explained that the clock on the wall is the official clock that will be used.
  7. **Insurance and Liability:** Mr. Small mentioned that 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 sixty (60) days' notice cancellation language shall be according to the contractual requirements as outlined in article 59 of the General Condition. This may require a modification to the awardees' insurance policy. 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.
  8. **Payment:** Mr. Small advised to please note 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.
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9. **Disputes and Claims, Final Release of Liens and Final Payment and Acceptance:** Mr. Small explained that the 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. Small advised that The Commonwealth of Virginia is a notice state, please read the NOTICE clause under General Conditions 19 and 104.
10. **Contract Time:** Mr. Small then continued addressing the contract time and how it is of the essence, hence the importance of scheduling on the Project. The Contractor is required to achieve Substantial Completion within 730 days of the Notice to Proceed and Final Completion within 60 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. **Deadline for Questions:** Mr. Small advised that the Bid opening is Thursday, May 25, 2023, at 2:00 PM in the Sellman Meeting Center (this room) where all bids will be read publicly. He then pointed out the clock on the wall. The deadline for questions is twenty-eight (28) days prior to that, which is April 27, 2023, at 2:00 PM. All questions should be emailed to: [contractU2@uosa.org](mailto:contractU2@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.
12. **Addenda:** Mr. Small stated 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.
13. **Questions?** Mr. Small opened up for any questions from potential Bidders reminding them to state their name and company prior to asking their question. There were no questions.
14. **Adjourn:** Mr. Jeff Small concluded the sit-down portion of the meeting at 10:18 AM
15. **Site Visit:** Mr. Jeff Small proceeded with the site visit and advised everyone that they would be walking across the plant property.

**Exhibit A: Sign-In Sheet**

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