



## **NON-MANDATORY PRE-BID MEETING AGENDA “TOWN CENTER ROADWAY IMPROVEMENTS”**

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**Date: October 28<sup>th</sup>, 2021 (Thursday)**  
**Location: 2342 Oak Road, Snellville, GA 30078**  
**Time: 4:00 PM**

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- I. House Keeping Items
  - (a) Introductions
  - (b) Sign-In Sheet
  - (c) Non-Mandatory pre-bid
  - (d) Questions may be posed throughout the meeting (official only when questions are sent to Larry Kaiser per ITB instructions)
- II. Various Roles
  - (a) Owner; City of Snellville
  - (b) Design Firm: CHA
  - (c) Collaborative Infrastructure Services; city liaison/construction management and field oversight
- III. Project background
  - (a) Improvements to support the “Grove at Town Center”
  - (b) Funding 100% City of Snellville
- IV. Bid Submittal
  - (a) Bid submission paper only
  - (b) Bids Due; Nov 19<sup>th</sup>, 2021; 3:30 pm; 2342 Oak Rd; ATTN: City Manager Sanders
  - (c) Bids to be publically opened and read aloud – 3:35 PM
  - (d) Follow submittal process directions as described in the Invitation-to-Bid (ITB)
  - (e) Be sure to read details in Bid Package closely!!
- V. Bid Documents & Specifications Discussion
  - (a) Payment, Performance, and Maintenance Bonds will be required
  - (b) Substantially complete within 365 calendar days after NTP issuance - \$1000 liquidated damages per calendar day for which the project is delayed except for quantifiable weather events

- (c) An “Instruction to Bidder” and “Contract ITB” documents in the ITB must be completed and submitted with the bid – discuss various items
- (d) Read carefully “Bid Proposal” submittals – leaving any documents out of the submittal grounds for disqualification
- (e) GDOT pre-qualification required
- (f) Prime contractor – min. 60% of the contract amount
- VI. General Conditions – Section A
  - (a) General Discussion
- VII. Specifications & Scope of Work – Section B
  - (a) Project Description
  - (b) Close coordination with developer’s subcontractors
  - (c) General Notes
- VIII. Exhibits A-N
  - (a) Some are required to be submitted with bid
  - (b) Exhibit N separate posting on site web site
- IX. Addendums To-date
  - (a) None
  - (b) 1 anticipated - roundabout
- X. Anticipated Schedule of Events
- XI. Discuss Addendum Process/Procedures
  - (a) All questions regarding bid documents shall be made via email
  - (b) Incumbent that those submitting questions follow-up with Project Engineer to ensure questions are received
  - (c) All questions must be sent to Larry Kaiser; [kaiser@co-infra-services.com](mailto:kaiser@co-infra-services.com)
  - (d) Deadline for questions – 5:00 PM; November 10<sup>th</sup>, 2021
  - (e) Response to questions and/or Addenda to be sent to all participants via email by 5:00 PM; November 12<sup>th</sup>, 2021
  - (f) Bids Due; 3:30 PM; November 19<sup>th</sup>. 2021
- XII. Respond to Questions from Attendees
- XIII. Site Visit to Walk Project (if requested)