

**SAWS Water Well Mitigation Program
Mandatory Pre-Bid Meeting Minutes
04/13/2016 at 9:30 AM**

Oral statements or discussion during the pre-bid meeting will not be binding, nor will it change or affect the terms or conditions within the Plans and Specifications of these Projects. Changes, if any, will be addressed in writing only via an Addendum.

Mandatory Sign-In Sheet(s) (Contract Administration Specialist- Jessica Goforth)

- Attendees were reminded to sign-in as the meeting was a mandatory pre-bid meeting. Because the meeting was mandatory, only those firms that were represented by signing in on the sign-in sheet will be able to submit as a prime contractor for the project.
- Attendees were also informed that:
 - The sign-in sheet would be posted to the website later that day.
 - The construction estimate is \$91,000.00.
 - Project is scheduled to be completed by November 11, 2016.

1. Contract Requirements

- **Certified Payroll** (Contract Compliance Specialist- Sandra Rios)
 - Attendees were notified of standard certified payroll requirements.
 - Emphasis was put on:
 - Primes being responsible for their Subcontractors.
 - LCP Tracker being used for certified payrolls.
 - Primes paying attention to Holiday schedule.
 - Discussion occurred regarding identifying correct jobs for labor types. It was noted that the Driller classification has now been added to the list of job types but that Pump Installer was not listed and would need to be classified as one of the listed job types.
- **Insurance** (Contract Administration Specialist- Jessica Goforth)
 - Found in Section 5.7 of the General Conditions.
 - Builder's Risk is waived and an Installation Floater is not required.
 - Emphasis was put on insurance certificate needing to be compliant prior to the executing of the contract.
 - Insurance certificate compliance is a key aspect that hold's Contracting up from being able to execute the contract in a timely manner.
 - Insurance certificate will be asked for prior to the Board Award to expedite contract execution.

2. Bid Packet Preparation (Contract Administration Specialist- Jessica Goforth)

- Contractors should ensure that the bid packet submitted addresses each item requested by SAWS on the checklist.
- References provided to SAWS must include valid contact information previously verified by the Respondent.
- Bid Proposals may have several pages of line items. Be careful when calculating extensions.
- Addendums are acknowledged on the Bid Proposal. Do not need copies.
 - It was noted that there are currently two (2) Addendums which can be viewed on the SAWS website.
 - Attendees were reminded that if they have not already done so, they can register through SAWS Registration Program at the SAWS website (www.saws.org) to ensure access to the latest information including the posting of Addendums.

3. Key Dates (Contract Administration Specialist- Jessica Goforth)

- Attendees were notified that questions regarding the SMWB Program or the Good Faith Effort Plan should be sent directly to SAWS Program Manager, Marisol Robles up until the submission deadline.
- Attendees were also reminded that:

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- All other questions should be sent in writing to Jessica Goforth by e-mail or fax, no later than Friday April 15, 2016 at 4:00 PM identified by the project solicitation number B-16-003-JG.
- Contractors should not contact SAWS project engineer or any other SAWS staff up until Board award
- The Addendum that will contain Questions and Answers is to be posted Wednesday April 20, 2016 by 4:00 PM.
 - If attendees have any questions they may be discussed at the pre-bid meeting, but should also be submitted in writing through e-mail or fax to Jessica Goforth before the deadline.
- The deadline for submitting bids is Wednesday April 27, 2016 until 10:30 AM.
 - Late bids would not be accepted and will be returned unopened.
 - If mailing bids/proposals, sufficient time needed to be allowed for the package to reach SAWS.
 - If bids were to be delivered in person, Respondents should allow sufficient travel time, as well as time to check in at the guard station.
 - It was also noted that:
 - The original bid opening time had changed from 10:00 AM to 10:30 AM as indicated on Addendum 1.
 - Respondents should remember to acknowledge the receipt of Addendum 1, 2, and any future Addendums for this project on page 1 of the Bid Proposal.

4. Purpose of the Project (Project Manager- Christopher Langston)

- The purpose of the SAWS Water Well Mitigation Program is to mitigate potential impacts to private domestic water wells that may be attributed to the operation of the SAWS Twin Oaks Aquifer Storage and Recovery (ASR) Facility. This program is designed to address fluctuations in water level only-water quality issues are not addressed by this program.

5. Process (Project Manager- Christopher Langston)

- If a private domestic well meets all the requirements of the Mitigation Program, SAWS will work with the well owner to schedule a contractor to perform a brief assessment of the well system “as is”, and then remove the pump so that a televised survey and geophysical log can be performed. Once all possible data has been collected on the well, it is weighed against the projected impacts of the Twin Oaks ASR and a mitigation plan is devised for the well.

6. Mitigation Actions (Project Manager- Christopher Langston)

- The mitigation action selected will vary for each individual well, but the chosen mitigation action will be designated as one of the following:
 - **No Mitigation Required** – The well is determined to be non-Carrizo, or the well is deep enough and the pump is set deep enough to sustain potential impacts from ASR.
 - **Pump Lowering** – The well is deep enough, but the pump needs to be lowered to account for projected water level impacts due to ASR operations. The existing pump will be lowered to an appropriate depth. If the existing pump’s operational capabilities are exceeded by lowering, an appropriately sized pump will be provided and set at the required depth.
 - **Drill a new well** – The existing well lacks sufficient depth to lower the pump to the required depth. A new well will be constructed and outfitted for the property owner and the existing well will be plugged once the replacement well is in operation.
 - **Connect to SAWS** – Mitigation Staff may elect to connect the well owner to a SAWS water main. A meter will be set by SAWS on the property, and the contractor will provide a licensed

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plumber to connect the meter to the house, meeting all requirements for backflow prevention, pressure reduction, etc.

7. Details of Project (Project Manager- Christopher Langston)

- Sealed bids are requested by the San Antonio Water System for the construction of one domestic well, the connection of two wells to private residences, the connection of one water meter to a private residence, and the plugging of one domestic well, with well casing for the plugging job ranging from four to six inches, and well casing diameter for the constructed well at six inches, all associated with the SAWS Water Well Mitigation Program Job No. 16-0108. The project area will include all or parts of the following counties: Bexar, Atascosa, Wilson.

8. Project Related Questions (Project Manager- Christopher Langston)

- Discussion occurred regarding how soon would the Contractor need to respond after being notified of an emergency job. Project Manager discussed how that type of scenario does not occur frequently, but if it were to occur we would expect the contractor to respond as quickly as possible or by the next day at the very least.
- Discussion occurred regarding the term of the Contract is less than last year which Project Manager stated it is. (All work must be complete by 11/16/16).
- Discussion occurred regarding the sizing of casing whether it was 6 inches. Project Manager stated that the casing for the replacement wells would be 6" Certa-Lok casing.