



## **Pre-bid Meeting Summary**

**Regional Carrizo Project: Schertz Parkway Pump Station**

**SAWS Job No. 10-8617**

**SAWS Solicitation No. B-11-061-RA**

### **1. INTRODUCTIONS**

Meeting called to order at 10:00 AM by Alissa Lockett, SAWS Project Manager; attendees are listed on the sign-in sheets posted to the Solicitation Website.

Informed all that given the Pre-bid Meeting is mandatory, the sign-in sheet will be used to verify if a bidder is allowed to submit a bid for the project.

Rosalee Arcos, SAWS Contracting Specialist, informed all that questions should be submitted in writing since those asked at the meeting and the verbal answers provided are for discussion purposes only. Only answers to written questions will be binding.

Fernando Román, Tetra Tech Project Manager, discussed the project specifics.

### **2. PROJECT OVERVIEW**

A brief description of the project was provided explaining the purchase of water background that drives a number of conditions in the bid documents such as liquidated damages. The work at the Schertz Parkway Pump Station and the Naco Pump Station was described as per Section 01010, Summary of Work.

### **3. PROJECT SCHEDULE**

- The performance period and interim milestones were discussed as outlined in the Bid Proposal and Section 01040.
- Time of Completion: A question regarding the adequacy of the 420 days for construction was raised in terms of the long lead items such as pumps and motors. Bidder was encouraged to submit a written question.
- Interim Project Milestones (Described in Section 01040)
  - i. November 1, 2012 – First day Naco P.S. site is available
  - ii. February 15, 2013 – Deadline to complete connection to 72-in line at Naco P.S.
  - iii. June 1, 2013 - Deadline to complete improvements related to flowing water on Water Delivery Pipeline between sites

### **4. SUPPLEMENTARY CONDITIONS**

Discussed liquidated damages (LDs) related to interim milestones and re-emphasized the take-or-pay nature of SAWS' contract with the Schertz-Seguin Local Government Corporation (SSLGC) that drives the LD sliding scale.

5. SPECIAL CONDITIONS

- Warranty for New Naco P.S. Pump (Relationship to Future Project): Discussion of the requirement to uphold the warranty for the new Naco pump regardless of the electrical panel feeding it (the one supplied by this project or the future one).

6. COORDINATION – Section 01040

- Discussed the sensitive nature of work at the Naco Pump Station, required shutdowns (connection to the 72” well collector line and the 36” line, tie-in to the chlorine feed system and fluoride feed system, etc.), time constraints, and the requirement for work plans to be submitted in advance and approved by SAWS.
- Interconnection with Other Projects - Sheet 23 (C-504): The connectivity with other pipelines was also discussed and contractors were informed of the need to include the pipe closure in their budget, remarking that if not used, the money flows back to SAWS.

7. CONTRACTOR’S SUBMITTALS – Section 01300

- Emphasized that time is of the essence and that all efforts should be made to shorten the submittal phase, including SAWS / Consultant review and response time.
- Discussed the bid proposal requirement that the manufacturer for long lead items be declared, expecting that negotiations with manufacturers be completed ahead of the bid.
- Discussed electronic submittals and use of Prolog.

8. TEMPORARY FACILITIES AND CONTROLS – Section 01500

- Staging Area: Discussed staging areas at both sites, with questions about availability of land in areas adjacent to the sites. Any planned staging area at the Naco Pump Station needs to be cleared by SAWS.
- SAWS Security Procedures: Emphasized need for strict adherence to security procedures given the presence of chlorine gas, and continuous functionality of access fence and gate at Naco.

9. BURIED UTILITIES

- Buried utilities are shown on the Drawings to the best of Owner’s knowledge.
- Contractor is required to precisely locate all utilities prior to excavation.

10. QUESTIONS – Encouraged attendees to submit in writing to Rosalee Arcos.

Q1. When will the contract be awarded?

A1. At the SAWS Board meeting in May

- Q2. The Regional Carrizo program specifications appear to have been used for the steel pipe, which limits the number of suppliers for the specials and fittings within the pump stations. Will other suppliers be considered?
- A2. SAWS encouraged attendee to submit the question in writing.
- Q3. Will a line item be added to the bid form to account for extended presence for pump testing, if required?
- A3. SAWS encouraged attendee to submit the question in writing and will address by addendum.
- Q4. Will pump testing for 30 days be required?
- A4. Addendum No. 2 will revise the testing period.
- Q5. Will professional editing of the pump disassembly / reassembly video recording be required?
- A5. No, professional editing is not required. SAWS requested that the video recording be stopped / restarted during breaks.
11. CLOSING COMMENTS: Ms. Arcos provided an overview of contracting-related issues, including a discussion of items that should be submitted with the Bid Proposal. Nothing discussed during this pre-bid conference changes anything in the Bidding/Contract documents. Bidder is to strictly bid the written documents. Any changes to these Contract documents will be issued by written addendum. The meeting minutes will be for information purposes only.
- Technical questions regarding this project will be accepted by Rosalee Arcos, in writing via email to [rarcos@saws.org](mailto:rarcos@saws.org) or by fax to: (210) 233-4493 until 2:00 PM (CST) on March 21, 2012. Answers to the questions will be included as supplementary information and / or included via addendum.
  - Bids are due prior to 10:00 AM, March 30, 2012 @ the Contract Administration Division, 2800 U.S. Hwy 281 North, Customer Center Building, Suite 171, San Antonio, Texas 78212.
  - Bids will be publicly opened and read aloud by the SAWS Contract Administration Division in Conference Room 169, SAWS Customer Center Building.
12. SITE VISIT: A non-mandatory visit to the Naco P.S. took place subsequent to the meeting. Remark on the need to provide X-ray inspection of the pump slab prior to demolition for subsequent determination of next steps by SAWS. Contractors should have money in the bid to pay for the full slab replacement.