



CONFERENCE MEMO

MEETING DATE/TIME: October 3, 2013, 10:00 a.m.

LOCATION: SAWS, Dos Rios Conference Room

ATTENDANTS: See sign-in/attendance sheet already posted to the website.

PURPOSE: **Non-mandatory** Pre-submittal meeting – Dos Rios Water Recycling Center (DRWRC) Digester Mixing & System Enhancements – Phase II

1. Introduction of SAWS personnel and consultant

- a. Consultant: HDR Engineering, Inc.
- b. Design Engineer: Greg Swoboda, P.E.
- c. SAWS Contracting: Maria Franco
- d. SAWS Project Manager: Marisa Martinez Palmer, P.E.
- e. SAWS Project Engineer: Ila Drzymala, PE.
- f. SAWS Engineering: Lucy Gonzales

2. Opening Statement

Nothing discussed during this pre-submittal 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.

3. General

See attached agenda for agenda items.

Submit questions in writing, due by 4:00 pm (CST) on October 8, 2013, to Maria Franco, email: mfranco@saws.org. Questions regarding the content or interpretation of the Contract Documents must be submitted in writing to be considered valid and to elicit a response.

Responses to the questions will be posted to the web site by 4:00PM (CST) on October 11, 2013. Bids are due prior to 2:00 PM (CST), October 23, 2013 at

The Contract Administration Division,
2800 U.S. Hwy 281 North,
North Customer Center Building, Suite 171,
San Antonio, Texas, 78212

Proposals will be opened publicly by The Contract Administration Division.

4. Project Description

The work consists of construction of the Dos Rios Digester Mixing and System Enhancements, Phase II Project. This Project includes installation of a new pump mixing system for Digesters



No. 1, 2 and 3; digester dome liner and crack repairs; digester cleaning; replacement of the gas system appurtenances; removal and replacement of valves around Digesters No. 1, 2, 3 and 4; rehabilitation of Sludge Holding Tank (SHT) No. 1; removal and replacement of the digester gas flare system; miscellaneous site grading; miscellaneous structural supports, footings, and foundations; and all associated electrical, instrumentation and control improvements for Digester Nos. 1, 2, 3, and 4.

5. **Safety**

A specific project safety plan will be required for approval.

6. **Project Schedule**

Project duration is 730 calendar days

7. **Price Proposal**

This is a TWDB funded project. Notice to Proceed cannot be issued until approval from the TWDB is granted.

8. **SMWBE Goals**

For assistance in meeting the goals, please contact Marisol Robles, SMWB Program Manager at (210) 233-3420.

9. **Other**

Building permits to be obtained by the Contractor.

Work schedule to be provided with the bid.

Questions during the pre-submittal were taken and addressed at the meeting. SAWS encouraged those that asked questions to submit in writing for formal responses given nothing in the pre-submittal changes the contract documents. Changes are only done via an addendum.

10. **Site Visit**

Site was visited after the meeting. Sampling was available to those who provided agreement signed forms.