B1900122 CR 64 and CR 41 Intersection/Bridge Project
Mandatory Pre-Bid Meeting Minutes
August 14, 2019

1. Sign-in Sheet
   a. Make sure to sign the attendance sheet. If you are not on the attendance sheet, your proposal will not be accepted.

2. Project Description/Location
   a. The project in general consists of construction of a new bridge, demolition of an existing bridge, improving an existing intersection.
   b. Project is located at the intersection of CR 64 and CR 41.
   c. Bridge is located on CR 64 over Eaton Draw.
   d. Extents of project are shown on the drawing that has been uploaded to BidNet.
      i. The extents of the project vary 70 to 80 feet from existing centerline on all legs of the project.
      ii. Final extents of the project will be provided to the selected Consultant.
   e. This project does not involve any utility relocation efforts by the selected Consultant. The project is for the creation of a utility map that can be incorporated into the design and shown on the plan sheets. As stated in the RFP, the horizontal location, vertical location and size/type of material shall be included on the map.

3. Project Engineering
   a. Road design is being done by Weld County Engineering Department.
   b. Bridge design is currently being bid out to 3rd party consultants.
   c. Consultant will have to obtain a Weld County ROW permit and have traffic control for any work performed in the ROW. There will be no fee for the ROW permit.

4. Project Requirements
   a. Weld County needs to know where all subsurface utilities, oil and gas pipelines, and agricultural irrigation are at.
      i. Known underground utilities include North Weld Water, CenturyLink, Atmos Gas, DCP, and at least two underground irrigation lines.
      ii. Other underground utilities may exist.
   b. Consultant will be expected to prepare a Subsurface Utility Engineering (SUE) report and 2019 Civil 3D AutoCAD drawings/plans that can be incorporated into the Weld County roadway and bridge designs.
   c. 2019 Civil3D AutoCAD drawings/plans showing both horizontal and vertical alignments as well as size and material type.
   d. SUE will be done to at least a minimum Quality Level B.
   e. Potholes will likely be needed.
      i. Assume a minimum of 20 potholes for the purpose of the proposal. List a unit price for each pothole.
   f. Coordination with landowners is a must. It is likely that the Consultant will have to meet with landowners in the field.

5. Proposal Requirements
   a. All proposal must be hand delivered to the Purchasing Department at 1150 O St, Greeley, CO. No email or fax bids are allowed for this project.
   b. See the RFP document for items to be included in the proposal.
   c. Proposal limited to 15 pages
      i. The sample report and plan sheets are counted in the 15-page limit. A full report does not have to be provided. A 1-page excerpt showing format of a typical report is acceptable. An example plan and profile sheet is also acceptable.
d. Must state willingness to sign the Weld County Professional Services Agreement (sample provided on pages 5-13 of the RFP)
e. Note the insurance requirements for the job (page 8 of RFP)

6. Selection Process
   a. Using the County’s Best Value process.
   b. The scoring criteria has been outlined on page 4 of the RFP document
   c. Low bidder does not necessarily get awarded the contract. Cost is a factor in the scoring, but other factors will be reviewed by Weld County Review Committee.

7. Anticipated Project Milestones Date
   a. August 29, 2019 – RFP Proposals due
   b. September 18, 2019 – BOCC awards the contract
   c. September 30, 2019 – Notice to Proceed
   d. December 23, 2019 - Final version of the SUE Report
   e. Monthly progress meetings will be held at Public Works – Consultant to provide agenda and meeting minutes.

8. Questions?
   a. All questions after the Pre-Bid meeting must be submitted in writing to Clay Kimmi at ckimmi@weld.gov
   b. Deadline for asking questions is 7 a.m., Monday, August 26, 2019
   c. Final Addendum will be posted by 5 p.m., Tuesday, August 27, 2019