



MEETING

MINUTES



CITY OF HOGANSVILLE, GA

ISAIAH LOFTON PARK

PRE-BID CONFERENCE

April 21, 2021 – 11:00 AM

- All persons/bidders attending the PreBid Conference are asked to execute the Sign-In Sheet as verification of attending this meeting and to facilitate the distribution of documents that pertain to the PreBid Conference and the Plan Holders list.
- All persons/bidders are notified that attendance of the Prebid Conference is mandatory.
- All persons/bidders are notified that only Bidders that attend this mandatory Prebid Conference will be placed on the Plan Holders List for this project.
- All persons/bidders are notified that only Bidders that attend this mandatory Prebid Conference and have been placed on the Plan Holders List will be allowed to submit a bid for this this project.
- All persons/bidders are notified that Contract Documents including any project changes and/or Addendums are available free of charge and are to be obtained from the City's website <https://www.cityofhogansville.org/BidsAndNotices.aspx> and at the Georgia Procurement Registry website located at: <https://ssl.doas.state.ga.us/PRSapp/PRindex.jsp>.
- All persons/bidders are notified that they are solely responsible for verifying that they have a complete set of the bid documents (contract drawings, contract documents, addendums, etc.) from the City's website to utilize for bidding.
- All persons/bidders are notified that any alternates to the items in the specifications must be submitted by the time allowed for written questions. No alternates will be accepted after the bid process. Rejection or approval of the requested alternates will be issued in the form of an Addendum prior to the bid date and submitted to all persons/bidders on the Plan Holders List.

- All persons/bidders are notified that only Bidders that attend this mandatory Prebid Conference and have been placed on the Plan Holders List will be allowed to submit requests for alternates to the items in the specifications.
- All persons/bidders are notified that questions for the referenced project pertaining to the Contract Documents shall be in writing and are to be submitted to Falcon Design Consultants; Attention: Adam Price via email only at aprice@fdc-llc.com by 12:00 PM noon on Wednesday, April 28, 2021.
- All persons/bidders are notified that all written questions received by the deadline above would be compiled and answered only after the deadline.
- All persons/bidders are notified that any questions answered or opinions given that were not in writing are not valid which includes any discussions at this PreBid Conference.
- All persons/bidders are notified that all written questions received via email, at the address shown previously, will be compiled and a written response will be provided in an Addendum. This Addendum will be submitted to all persons/bidders on the Plan Holders List.
- All persons/bidders are notified that the project components include but are not limited to providing labor, equipment, and labor for the construction of a 400 S.F. concrete slab and pavilion structure, approximately 2,075 S.F. of pedestrian walkways and plaza, 2,825 S.F. asphalt drive and parking stalls with concrete curb and gutter, approximately 54 L.F. of segmental block retaining wall, storm drainage structures and piping, site grading, landscaping, and erosion and sediment control in accordance with the Contract Documents.
- All persons/bidders are notified that no preliminary geotechnical testing/exploration has been conducted on the project site.
- All persons/bidders are notified that the Contractor is responsible for obtaining and paying for the services of an independent geotechnical testing firm approved by the Owner to provide all testing required by the Contract Documents and as directed by the Engineer.
- All persons/bidders are notified that the contract time for this project is (165) consecutive calendar days for substantial completion and (180) consecutive calendar days for final completion.
- All persons/bidders are notified that the liquidated damages for this project is (\$250) per calendar day for failure to meet substantial completion and (\$500) per calendar day for failure to meet final completion.
- All persons were notified that weather-related time extensions for this project would only be approved for weather in excess of the historical normal for the contract period.
- All persons/bidders are notified that there is a (\$15,000) Contingency Allowance listed in the Bid Items that is solely for the use of the City of Hogansville to address unforeseen issues

and any monies not utilized by the City of Hogansville will be removed from the final contract by use of a Change Order.

- All persons/bidders are notified that permits will be required by the City of Hogansville related to the construction of the improvements related to this project, however, all fees for the required permits will be waived by the City of Hogansville.
- All persons/bidders are notified that no temporary easements for the construction of this project have been acquired by the City of Hogansville for this project.
- All persons/bidders are notified that the City of Hogansville will not provide any temporary services, facilities, parking, or storage areas for this project.
- All persons/bidders are notified that it is the responsibility of the Contractor to provide any additional temporary facilities, services, parking, storage, or any other construction requirement of the Contractor to provide a complete and finished at no expense to the City of Hogansville.
- All persons/bidders are notified that the Contractor will be solely responsible for project site safety.
- All persons/bidders are notified that the Contractor will be solely responsible for project site security.
- All persons/bidders are notified to comply with the Instruction to Bidders in the submission of their Bid Package.
- All persons/bidders are notified that bid submission requires one (1) original copy of the bid documents with seals and signatures labeled “Original” and one (1) additional copy of the bid documents labeled “Copy” for the City of Hogansville’s – “ISAIAH LOFTON PARK” bid package.
- All persons/bidders are notified that a complete bid submission requires the following documents:
 - “Section III – Bid Form” of the Contract Documents executed by the Bidder;
 - “Section IV – Bid Bond” of the Contract Documents executed by the Bidder and Bond Company or other approved bond form or cashier’s check in the minimum amount of 5% of the total Base Bid;
 - “Section V – Contractor Affidavit and Agreement” of the Contract Documents executed by the Bidder;
 - “Section XV – Reference Verification and Release Form” of the Contract Documents executed by the Bidder;
 - Required Bidder Qualification Statement with Supporting Data (Business License, Corporate Resolution to Bid, Financial Statement, Current Workload)
 - Contractor’s State License No;
 - Company Resolution giving signatory authorization to the responsible person signing on behalf of the Bidder;

- A Certificate of Insurance meeting or exceeding the requirements established in the Supplementary General Conditions and listing the City of Hogansville as the Certificate Holder;
- All persons/bidders are notified that Sealed Bids for the City of Hogansville's – Isaiah Lofton Park project will be received by the City until 11:00 AM EST on Tuesday, May 4, 2021.
- All persons/bidders are notified that Sealed Bids shall be enclosed in a separate package plainly marked on the outside with the Contractor's Name, Address, and Contractor's License Number and with the notation "BID ENCLOSED – ISIAIAH LOFTON PARK." A mailed Bid shall be addressed to City of Hogansville; Attention: Lisa Kelly - City Clerk; 400 East Main Street; Hogansville, GA 30230, and then publicly opened and read aloud.
- All persons/bidders are notified that Sealed Bids received by the City will be submitted to the City Clerk's office and be stamped with the date and time the bid was submitted.
- All persons/bidders are notified that the project would be awarded to the responsible low bidder meeting all the project qualifications and being approved by the City Council for the City of Hogansville, GA.
- All persons/bidders are notified that the City has the right to waive any bidding informalities and/or to reject all bids submitted for the project.
- All persons/bidders are notified that after the Notice of Award is made for this project the Contractor has ten (10) consecutive calendar days to execute the Contract Documents, provide Payment and Performance Bonds, the project Certificate of Insurance, a formal list of all Subcontractors and related Subcontractor Affidavits.
- All persons/bidders are notified that the Contractor must submit all Subcontractors to the City of Hogansville for review and they have the right to reject any Subcontractor for cause and it will be the Contractors responsibility to replace any rejected Subcontractor with an approved alternate at no additional cost to the City of Hogansville.
- All persons/bidders are notified that the PreBid Conference Agenda would be adjusted and considered the Meeting Minutes for the conference and both the Sign-In Sheet and the Meeting Minutes would be submitted to all persons/bidders on the Prebid Conference Sign-In Sheet and on the Plan Holders List.
- ADDITIONAL ITEMS:
 - Project is estimated to begin construction 30-45 days after the Hogansville City Council approves contract award to lowest responsive Bidder.
 - Bidders can review the pavilions at Hogansville's Lake Jimmy Jackson park at 1430 Blue Creek Road to determine the standards for the pavilion construction related to this project.

END OF MEETING MINUTES