

CULVERT REHABILITATION PROJECTS – PREPROPOSAL MEETING MINUTES

Date: 10/24/08

Project:	Culvert Rehabilitation Projects
Subject:	Pre-proposal Meeting Minutes
Location:	CO Auditorium

- **Attendees:**
See sign-in Sheet provided to all Meeting Attendees

Discussion Points:

This is a summary of the pre-proposal meeting discussion and questions and answers.

The meeting began with introductions by David Steele. This was immediately followed by an overview of the project:

- a. The project consists of two separate contracts due to the wide geographic area the project spans.
- b. The point of contact for the procurement portion of the contract is David Steele. Debbie Mangiaracina will be the point of contact for the construction administration portion of the contract.
- c. The presentation will cover several topics including a brief overview of the project, the project schedule, an overview of the procurement process and contents of the Request for Proposals (RFP).
- d. The design-build process is very different from the design-bid-build process. It is essential to understand the requirements of the RFP prior to submittal of proposals.

The project consists of two projects spanning two regions – Region I – Staunton and Lynchburg, and Region II – NOVA, Fredericksburg and Richmond:

- a. Project scopes include both rehabilitation and replacement. There are sixteen structures all together – seven in Region I and nine in Region II.
- b. Debbie will be the single point of contact during the construction administration portion of the contract; this will assist with alleviating idiosyncrasies associated with having multiple contact points for each district.
- c. Questions and Answers along with further information pertaining to the projects will be posted on the Design-Build RFP page.
- d. One key item that should be taken into consideration – there shall be no bare metal replacements or asphalt coating allowed on the projects.
- e. Project scopes of work will include repair, installation of pipe-liner systems. It is essential that design-build teams are cogniscent of specifications when preparing their proposal.
- f. Design-build teams need to include inspection services in their bid price.
- g. Culvert replacement services include – replacement of corrugated metal pipe with corrugated metal pipe, reinforced concrete pipe, concrete box culvert installation, pavement reconstruction, installation of guardrail and terminals and pavement markers.

Project schedule was the next item discussed:

- a. Questions are due in writing on 11/07/08.
- b. Responses will be provided for the Questions on 11/28/08. Note this date is a holiday – subsequently the response date will be revised to 12/1/08 through an upcoming addendum.
- c. Letters of Submittal and Price Proposals are due 01/21/09.

- d. The anticipated CTB award date is 03/19/09.
- e. Substantial and Final completion are anticipated 07/25/11.
- f. Both projects are on the same schedule.

The POC as identified in the RFP for the procurement is David Steele:

- a. Contact information is provided in the PowerPoint Presentation.
- b. Post award the project will be transitioned to the district and the project will then be lead by Debbie Mangiaracina.

VDOT will use a single phase selection process for this project:

- a. Offerors are required to submit a Letter of Submittal and Price Proposal in accordance with the requirements of the RFP.
- b. All required information must be provided in accordance with the RFP or the Proposal will be considered non-responsive.
- c. Requirements for the Letter of Submittal are provided in Section 4.1. Requirements for the Price Proposal are provided in Section 5.1.

Evaluation Process:

- a. The responsive and responsible Offeror submitting the lowest priced proposal for the project will be recommended for award.

Questions and Clarifications shall be in writing:

- a. If you anticipate asking a substantial number of questions (20+) please provide in Microsoft Office Word Format.
- b. We will respond to questions in accordance with the timeframe provided in the RFP (11/28/08).

Part 2 – Technical Information and Requirements was next discussed:

- a. Debbie led discussion for this portion of the presentation focusing on project locations, the RFP Information Package and individual project scopes.
- b. The project strictly involves culvert rehabilitation and replacement. No plans have been developed for the project and there are no existing geotechnical reports or data.
- c. The RFP Information Packages include individual project scopes, inspection reports, project location maps and environmental documents for all of the structures.
- d. Individual project scopes consist of the following:
 - Existing culvert type
 - Lines (cells)
 - Barrel length
 - Number of lanes
 - Construction Year
 - Approach Type
 - ADT
 - TMP Category
 - Utilities Company Contact Points (relocations required)
 - Permits required
 - Additional ROW requirements (if any)
 - Staging
 - Proposed Work Type

- Proposed Culvert Type
- Proposed Guardrail Type
- Description of Work (will include fill above culvert, approach work, undermining/scour removal)

Environmental requirements was the next point of discussion:

- a. PCEs and environmental certification forms have been provided in the RFP Information Packages.
- b. It is prudent that the Offeror is in compliance with environmental commitments.
- c. Changes in project scope/footprint may necessitate additional studies that are at the Offeror's expense.

Hydraulics work will consist of the following:

- a. Work is expected to have no impact on elevations and no reduction in hydraulic capacity.
- b. If the Design-Builder reduces hydraulic capacity, then they shall complete hydraulic analysis in accordance with VDOT standards.

Geotechnical work will consist of the following:

- a. There is no existing geotechnical data available. No additional geotechnical investigation is anticipated.

No additional ROW is anticipated in conjunction with the project(s). In terms of Utility coordination –

- a. Offeror is responsible for utility coordination.
- b. Power, communication and water will all be involved.

Guardrail requirements for the projects will include bringing guardrail up to standard for all of the replacement projects:

- a. Transition to existing guardrail beyond the project limits will be required.
- b. The project limits are defined as 50 feet beyond the limits of excavation along the roadway.

Quality Control and Quality Assurance are critical components of the project:

- a. The design-builder shall have QA/QC plans for design and construction.
- b. QA/QC shall be performed in accordance with the provisions of the Minimum Quality Assurance and Quality Control for Design-Build and PPTA Projects (August 2007).
- c. The Offeror's QAM shall report directly to the design-build project manager.
- d. Project record keeping shall be in accordance with Section 2.10.2 of Part 2.

The meeting concluded with a series of Questions and Answers:

- Under staging what does the term "no" mean?

This item will be clarified through a forthcoming addendum. This addendum will be posted in the next 4-6 weeks. Project scope statements include restrictions regarding whether the road can be closed or one lane needs to remain open.

- Regarding staging recommendations given within the RFP information package, is there any possibility that these staging requirements could change in the future?

No, the Offeror should develop their proposal in accordance with the provisions of the RFP documents. It is not anticipated that these requirements will be changed in the future.

- Will there be any provisions for a scope validation period for this contract?

Yes, scope validation is included on this contract. Further documentation may be found in the RFP Parts 3, 4 and 5.

- You stated that no geotechnical investigation is required nor will any be provided. For replacement projects can we obtain information ourselves or should we assume that the existing bedding is adequate.

VDOT will review this question further and provide a response with the Q&A to be released 11/28/08.

- It seems from the presentation that VDOT's intention is to rehab or replace the culverts at the existing locations and inverts and size. Are as-built surveys available with survey control or should we plan on providing as-built surveys?

No surveys have been provided – surveys are required in accordance with the RFP.

- During the Project Overview David Noted should means shall regarding responding to provisions. Please explain this.

Shall is a must, it is a requirement. Should is not a requirement. The wording in the RFP supersedes any comments set forth during the pre-proposal meeting.

- Is it VDOT's intent to award two separate contracts or one combined contract?

VDOT will award two separate contracts. The same Offeror may be awarded both contracts if they are the lowest responsive Offeror for both.

- Is attendance at the pre-bid meeting today a requirement to submit a proposal for these projects?

No, attending the pre-proposal meeting is not a requirement for bidding on this project.

A series of seven additional questions was provided to VDOT. These questions are technical in nature and will require further investigation prior to response. VDOT will provide responses for these questions with the Q&A to be posted 11/28/08.