

**Berkeley County Public Service Water District  
Phase A Utility Infrastructure Improvements Project  
Pre-Bid Meeting Minutes**

**MEETING DATE:** September 27, 2017

**TIME:** 10:00 a.m. to 11:00 a.m.

**LOCATION:** BERKELEY COUNTY PUBLIC SERVICE WATER DISTRICT, MARTINSBURG, WV

**ATTENDEES:** Prospective Bidders (first four firms) are listed in the order they completed the sign-in sheet.

<b>Name / Company</b>	<b>Address</b>	<b>E-mail and Phone</b>
Michael Leadman CORE & MAIN	P.O. Box 764 Martinsburg, WV 25402	304.263.6986 (PHONE) 304.263.7009 (FAX) <a href="mailto:Michael.leadman@coreandmain.com">Michael.leadman@coreandmain.com</a>
John Reese Underground Contractors, Inc.	692 Avon Bend Rd. Charles Town, WV 25414	304.725.1987 (PHONE) 304.722.4230 (FAX) <a href="mailto:johnreese@uqContractors.com">johnreese@uqContractors.com</a>
John Billmyer Snyder Environmental Services, Inc	270 Industrial Blvd. Kearneysville, WV 25430	304.725.9140 (PHONE) 304.728.7326 (FAX) <a href="mailto:jbillmyer@snyder.com">jbillmyer@snyder.com</a>
Eli Laflamme Alvarez Contractors	9022 Mountainberry Circle, Frederick, MD 21702	301.662.5283 (PHONE) 301.662.4955 (FAX) <a href="mailto:eliaci@frontier.com">eliaci@frontier.com</a>
Marty Kazmierczak Dewberry Consultants LLC	8401 Arlington Blvd. Fairfax, VA 22031	703.560.6366 <a href="mailto:mkazmierczak@dewberry.com">mkazmierczak@dewberry.com</a>
Alayna Bigalbal Dewberry Consultants LLC	8401 Arlington Blvd. Fairfax, VA 22031	703.208.1747 <a href="mailto:abigalbal@dewberry.com">abigalbal@dewberry.com</a>
Christine Thiel Berkeley County PSWD	251 Caperton Boulevard Martinsburg, WV 25403	304.267.4600 <a href="mailto:cthiel@berkeleywater.com">cthiel@berkeleywater.com</a>
Steve DeRidder Berkeley County PSWD	251 Caperton Boulevard Martinsburg, WV 25403	304.267.4600 <a href="mailto:sderidder@berkeleywater.com">sderidder@berkeleywater.com</a>
Brian Shade Berkeley County PSWD	251 Caperton Boulevard Martinsburg, WV 25403	304.267.4600 <a href="mailto:bshade@berkeleywater.com">bshade@berkeleywater.com</a>
Robin Shade Berkeley County PWSD	251 Caperton Boulevard Martinsburg, WV 25403	304.267.4600 <a href="mailto:rshade@berkeleywater.com">rshade@berkeleywater.com</a>

1) Introductions

- a) Marty distributed and reviewed the attached Agenda which contains important information.
- b) Marty began the Pre-bid meeting introducing himself and all attendees introduced themselves.
- c) Marty stressed that attendance at this pre-bid meeting is NOT required in order to Bid.
- d) The Bid Due Date of October 23, 2017 by no later than 5:00 p.m. was emphasized.

- 2) Overview of Bidding Requirements. Marty noted the following:
  - a) Engineered Fluid Inc. (EFI) was selected by Berkeley Water to fabricate the Pikeside and Gerrardstown Booster Pump Stations (BPSs) through a formal RFP and negotiation process. By submitting a bid, the Bidder agrees to accept the assigned Contact with EFI and will be responsible for paying the Contract balance for the Pikeside and Gerrardstown BPSs. The Contractor must use the \$597,794 amount on the Bid Form for Bid Item No. 3.
  
- 3) Overview of Specifications. Marty noted the following:
  - a) This is a critical project which will help support the Procter & Gamble production facility. Thus, time is of the essence. Liquidated damages are \$1000 per day. [See future Addenda for potential changes in the amount for liquidated damages].
  - b) EFI has a \$150 per day fee for liquidated damages in their Vendor Contract.
  - c) Appendix A includes the Assignment Agreement and Vendor Contract.
  - d) Owner and Engineer have reviewed the Vendor Submittals for the Gerrardstown and Pikeside BPSs which show the interface requirements for piping, electrical, controls, etc. The Bidder must download the Reviewed Submittal Documents.
  
- 4) Overview of Drawings. Marty noted the following:
  - a) There are 7 unique project sites.
  - b) Subsurface utility locating by a specialty firm is required to verify existing piping.
  - c) All of the sites (except for the Pikeside vault) require SCADA systems and SCADA antennae. The SCADA will be the responsibility of the Contractor. Berkeley Water uses Allied Control Systems (ACS) of West Point, PA currently for all of their SCADA. ACS's contact information is in Section 13400 of the Specifications.
  - d) EFI will furnish a generator for Pikeside and Gerrardstown BPSs for installation by the Contractor.
  - e) The Contractor has to provide the new generator at the existing Blairton BPS.
  
  - f) Pikeside BPS:
    - i) The Pikeside site is tight.
    - ii) Will require a lot of yard piping and valves to support two-way pumping.
    - iii) The site will need a building and generator foundation.
    - iv) The site has an old foundation on the property.
    - v) The station and generator are elevated above grade since they are in the 100 year floodplain.
    - vi) There are sequencing constraints between the new BPS and the upstream vault rehabilitation.
  
  - g) Pikeside Vault:
    - i) The site is tight.
    - ii) The new Pikeside BPS needs to be complete prior to the vault rehab work.
  
  - h) Gerrardstown BPS:
    - i) Gerrardstown also has a lot of yard piping and valves.
    - ii) Currently working on obtaining an easement.
    - iii) Berkeley Water owns the property behind the existing fenced in area.
    - iv) Existing pump station at this site is not in service.
    - v) There are several water lines that connect to the site that must be taken into account during planned shutdowns.
    - vi) C-300: Berkeley Water noted that there will need to be an anchor restraint on the connection to the existing 6" AC line near the pavement. This requirement will be clarified during Addenda.

- i) Blairton BPS:
    - i) Extensive electrical work for variable frequency drives and other improvements.
    - ii) New Contractor-provided generator.
    - iii) New discharge piping and flow-meter vault.
  - j) PRV Vault A and B
    - i) Take notice of the piping and valves that Owner (BCPSWD) will be installing as indicated on the drawings.
    - ii) The Owner noted that there is rock at these locations.
    - iii) Electrical and SCADA including antennae are required.
  - k) Pressure Transducer Manhole:
    - i) The Pressure Transducer Manhole is located on the Civil Drawings but detailed on the Electrical Drawings.
    - ii) A SCADA antenna and electrical service is required.
- 5) Water District Comments:
- a) There needs to be coordination between the Contractor and the Owner for construction sequencing. This will help to reduce the amount of shut downs and help the Owner notify the customers.
  - b) Berkeley Water will inform customers when water will be offline.
  - c) The customers that will be affected are primarily residential.
  - d) Consultant can generally work on multiple sites at the same time.
  - e) There will be no work on the 12 holidays listed in the specifications.
  - f) The District is tax exempt.
- 6) Questions. The following questions (Q) were asked and preliminary answers (A) provided.
- Q1: Does the Bidder have to purchase the paper copy of the drawings and specifications?  
 A1: It is recommended that the Bidders purchase the hard-copy Contract Documents, even though there will be a downloadable version on the Berkeley Water website. This allows Dewberry to keep documentation of the bidding companies, distribute Bidders lists to interested parties, and will help ensure that the Bidders get the necessary materials (i.e., written questions and answers and Addenda). The Bids must be based off of the hard copy Contract Documents.
- Q2: Is the Contractor responsible for the rest of the payment due to EFI for the prefabricated pump station?  
 A2: Contractors are responsible for the rest of the payment. The Contractor is taking over the Vendor Contract from the Owner via the Assignment Agreement. There is a specific payment schedule noted in Appendix A, but take note of the \$597,794 amount. That is the price the selected Contractor will be paying EFI.
- Q3: Will the Contractor have retainage for the EFI pump station?  
 A3: Yes, there is a 10% retainage.
- Q4: Are the pump stations skid mounted? Will the necessary connections be clear?  
 A4: The pump station is housed in a building and the entire building skid will be delivered to the job-site for off-loading by Contractor. The connections and interface requirements should be clear from the Vendor Submittal Documents that must be downloaded by Bidders.
- Q5: Is there a Warranty on the Vendor pump stations? Will the Contractor be responsible if the station is not working properly?

- A5: Yes, there is a one-year warranty on the Vendor pump stations. The Contractor will be responsible as well as EFI since EFI and the Contractor have a Contractual Relationship as defined via the Assignment Agreement.
- Q6: What does all other work include on the Bid Form?  
A6: It includes all other necessary work that does not readily fit into one of the other categories. An example might include administrative items that are not site-specific.
- Q7: Is there an order of priority of the work in order for the Contractor to create a work schedule?  
A7: Essentially, no. The Contractor can work on multiple sites at one time. However, the new Pikeside BPS will need to be ready before the Pikeside vault is rehabbed.
- Q6: Who starts-up the pump stations?  
A6: Both EFI and the Contractor have start-up requirements.
- Q7: At Blairton, will the existing 10" line stay in service after the 12" line is built?  
A7: Yes. They will be parallel lines.
- Q8: At Gerrardstown, are the dashed lines on the drawings indicating new or existing piping?  
A8: The dashed lines indicate proposed piping and straight run of pipe.
- Q9: Are all of the right-of-way or easements obtained for the sites?  
A9: Out of the 7 site locations, all but one easement has been obtained. We are waiting for an easement for Gerrardstown. Contractor will need to coordinate with WVDOH for work in WVDOH rights-of-way.
- Q10: Berkeley Water (BCPSWD) has their own material specifications. Do the specifications provided by Dewberry reference the Berkeley Water specifications?  
A10: The Drawings and Specifications make reference to the BCPSWD's *Developer Policy, Procedures, and Standards for Water Systems* for various items such as miscellaneous fittings. These Standards are available on the Berkeley Water website.
- Q11: Will a building permit be required?  
A11: Yes. The specifications have a Regulatory Section (Section 01410) that states what permits and approvals the Contractor will need to obtain.
- Q12: Is this job based on wage rate?  
A12: No. West Virginia requires a certain percent of local workers (WV Jobs Act), but if that is unable to be met, a waiver can be submitted by the Contractor.
- Q13: Who applies for electric service/who completes the application at the different site locations for electric service? The Owner or the Contractor?  
A13: This question will be answered via Addenda after consulting our electrical engineer.
- Q14: Does the easement on the Pikeside vault extend back closer to the house on the property?  
A14: No.
- Q15: Will a special permit be needed to work near the RR bridge located near the Pikeside vault site?  
A15: The Contractor will be responsible for getting everything needed from the Department of Highways or Railroad.
- Q16: It will be a hassle to try and save the circular vault at the existing Pikeside location for the City of Martinsburg. Could we suggest that the circular vault be demolished?  
A16: We will consider options and clarify requirements via Addenda.

- Q17: Relocating the existing fire hydrant and putting in the new fire hydrant at the Pikeside vault location will temporarily take a fire hydrant out of service. Will that be a problem?  
A17: There is another existing fire hydrant immediately to the South in close proximity that could be used in an emergency.
- Q18: Can we hook the relocated hydrant to the new 12" line immediately downstream at the existing Pikeside location?  
A18: We will consider this option and clarify requirements via Addenda.
- Q19: Is it possible for Berkeley Water to get WVDOH permits.  
A19: The Contractor is responsible for coordinating with WVDOH for work in WVDOH rights-of-way.
- Q20: Is there a specific method to disinfect the pipes?  
A20: There is a specific specification on disinfection. Please refer to Section 02515.
- Q21: Will Dewberry be coming out to inspect the work during the job?  
Q21: The desired level of inspection by Dewberry is still being coordinated with Berkeley Water. Dewberry will come out periodically to inspect and will provide home-office services such as submittal review. Berkeley Water will also periodically have its personnel onsite for inspection.
- Q22: Will the NTP be on the same date as signed Contract Agreement? Is there any way to get float time before the NTP due to the need of ordering the necessary parts and pre-engineered pump stations?  
A22: We anticipate Notice to Proceed (NTP) being towards the end of November, probably right after Thanksgiving around November 27, 2017. There is limited float time available in the project. The EFI delivery schedule is provided in Appendix A (Delivery of Booster Pumping Stations within 5 months from execution of both the Assignment Agreement and the Construction Contract). The Assignment Agreement and Construction Contract could be executed on the same day. [See future Addenda for potential Contract Time changes].
- Q23: At the Pikeside vault, does the new meter have to be in the vault the entire time during construction?  
A23: No. Water can be bypassed around the new meter. The new meter will be furnished by the City and installed by the Contractor. There is an existing City meter in the circular vault.
- Q24: Are there bore logs?  
A24: Yes, in the Geotechnical Report provided in Appendix B.

7) Site Visit. A site visit of the Project Sites followed the Pre-Bid Meeting.

END OF MEETING MINUTES.

Attachments:  
Agenda (1 page)

**BERKELEY COUNTY PUBLIC SERVICE WATER DISTRICT  
PHASE A UTILITY INFRASTRUCTURE IMPROVEMENTS PROJECT  
PRE-BID MEETING AGENDA  
SEPTEMBER 27, 2016; 10:00 A.M.**

- Pre-bid meeting attendance is NOT required in order to Bid. Please sign-in.
- Introductions
- Overview of Bidding Requirements including Assignment Agreement for Pre-Engineered Booster Pump Stations (BPS)
- Overview of Specifications
- Overview of Drawings
- Water District Comments
- Questions
- Site Visits: Blairton BPS, Pressure Transducer Manhole, Pikeside Booster Pump Station, Pikeside Vault Rehabilitation, PRV Vault A, PRV Vault B, Gerrardstown BPS

**NOTES:**

1. Statements made at the Pre-Bid Conference shall not amend or modify the Contract Documents. All amendments to the Contract Documents shall be by written Addenda only.
2. Plans, Specifications and Reviewed Vendor Submittals may be downloaded at:  
<http://berkeleywater.org/?q=site-page/current-projects> Vendor Submittals are not being published in hard-copy format, you MUST download them.
3. Questions should be mailed or e-mailed to:  
  
Martin Kazmierczak, P.E., PMP  
Dewberry Consultants LLC  
8401 Arlington Boulevard  
Fairfax, VA 22031  
[mkazmierczak@dewberry.com](mailto:mkazmierczak@dewberry.com)
4. A record of questions and answers and Addenda (if any) will be distributed to all prospective bidders of record (those who have purchased Documents from Dewberry). We may not respond to questions received after October 13, 2017. Note that if you reviewed or received Contract Documents via a Plan Room or entity other than Dewberry, we have no record of it and cannot send you Addenda. Please register with Dewberry to ensure you are on the Bidder's List.