

Meeting Minutes – RFP 26-15 Repave Existing Asphalt Driving Course

Date of Meeting: 6/23/15

Minutes Prepared By: Janice Wilder, Buyer

Minutes Approved By: Al Cordova, Project Manager
David Gray, Site Superintendent

1. Purpose of Meeting

- Escort potential bidders on site visit.

2. Attendance at Meeting

*See attached sign in sheet
Attendance was not mandatory*

3. Meeting Notes, Decisions, Issues

- A. All in attendance were requested to sign in and leave business cards. Other than the Buyer, HCSO personnel present included project manager Al Cordova and site superintendent David Gray. JBM & R Engineer Brett Hedstrom was also present.
- Deadline for submission is June 26, 2015, 3:00 PM. If hand delivering at last minute leave time for checking in thru Access Control Center. Submissions will be date & time stamped. Any received after 3:00 PM will be returned unopened.
 - Packages must be marked on the outside of the envelope as a bid document.
 - Bid opening is open to the public
 - All official information pertaining to the RFP will be posted on the website. The Buyer, as a convenience, will email the eligible bidders as well. Amendments must be signed in acknowledgement and included with proposal response.
 - All questions must be presented to the Buyer in writing (email or fax). Questions and Answers (Q & A) will be posted and shared with eligible bidders.
- B. During the actual walking of the site at this meeting some very impactful changes to the specifications were discussed. The Engineer is addressing these by revisions to the specification and drawings. They include:
- Elimination of the milling process entirely except for the area around the two (2) catch basins which are to be milled so they will not have to be raised.
 - Same two lifts will be laid on existing surface preceded by tack coat.
 - Add the patching of the most deteriorated joint areas which lead to the catch basins. A linear foot quantity and prescribed width will be specified. Existing asphalt to be saw cut and removed. Base layer removed, replaced and compacted. Compaction testing required. Then resurfaced up to existing grade.
 - A separate lump sum amount should also be included in the price response to cover up to 100 square yards of patching as needed in other areas. Superintendent to approve patch areas before work is done.
 - Swales will not be addressed.

3. Meeting Notes, Decisions, Issues

- Engineer will reconsider joint density specs.
- Any perimeter grading or filling needed after surface is raised will be done by the HCSO.

4. Action Items

Spec and drawing revision by Engineer.