



Town of Warsaw Sidewalk Enhancement
State Project No. EN 14-321-005, P101, R201, C501
Federal Project No. TAP-5321(0003)
Pre-Bid Meeting Minutes
January 3, 2024

Location: Warsaw Town Hall

The meeting was called to order at 2:00 pm by ARM Group, LLC, the Engineer of Record, and represented by Michael E. Fiore. There were 10 participants in the meeting and the list of attendees is attached to these minutes.

The agenda for the meeting was handed to all attendees and is attached to these minutes.

Introductions were made to include representatives from the Town, EOR, Construction Manager and VDOT.

The Construction Manager for this project will be RK&K. They will handle all the Construction Management inspections and testing in accordance with the QAP.

The EOR reviewed the basic elements of the project and specific conditions or provisions for the project work that is covered in the meeting agenda.

It was noted that all questions should be submitted in writing in accordance with the IFB. No oral questions will be accepted. The deadline for the receipt of questions was reviewed.

RK&K confirmed that this is a federally funded project subject to Government contract requirements including affirmative action, buy American, Davis Bacon and the other requirements that are included in the IFB, and to make sure that all the forms are completed that are included in the IFB.

An Excel Bid Form has been prepared and will be uploaded to the eVA website.

Upon completion of the presentation the meeting was opened for questions.

1. **Question:** Will the Contractor be responsible for Testing?
Answer: The Construction Manager will be performing testing as part of the QAP
2. **Question:** A question was raised concerning the TMP, Pedestrian Access and construction sequence.
Answer: The contractor was urged to submit his detailed question in writing to assure that it is considered properly

The meeting was adjourned at 2:18 pm

SIDEWALK ENHANCEMENT PROJECT
 STATE PROJECT NO. EN14-321-005.P101.R201,C501
 FEDERAL PROJECT NO. TAP-5321(0003)

Pre-Bid Meeting Attendees
 3-Jan-24

No.	Bidder Name	e-mail	Phone	Comment
1	JSI Paving and Construction Jeff Stack	Jstack@JSIPAC.com	703-906-4070	Contractor
2	Webb Development TJ Lewis	TJ@WEBBDEVELOPMENTLLC.com	804-525-8325	Contractor
3	A&M Concrete Carlos Batista	Cbatista@AMCONCRETE.NET	703-544-8050	Contractor
4	RK&K Grant Howerton	ghowerton@rkk.com	804-874-5500	QC Responsible Charge Engineer
5	RK&K Mohammed Aziz	mohammedaziz@rkk.com	804-441-1623	CM
6	VDOT Wes Foor	wesley.foor@vdot.virginia.gov	540-604-1370	VDOT Const. Mgr
7	VDOT Jessica Graves	Jessica.graves@vdot.virginia.gov	540-899-4267	VDOT Proj. Coord.
8	Town of Warsaw Joseph Quesenberry	jquesnberry@town.warsaw.va.us	804-333-3737	Town Manager
9	Town of Warsaw Meilissa Coates	mcoates@town.warsaw.va.us	804-333-3737	Deputy Town Manager LAP Project Manager
10	ARM Group, LLC Michael Fiore	mfiore@armgroup.net	804-550-9201	EOR



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Pre-Bid Meeting
January 3, 2024

Introduction

Joseph Quesenberry, Town Manager
Melissa Coates, Deputy Town Manager, and Local Project Manager for this project
Engineer of Record, ARM Group, LLC, Michael Fiore, PE
Construction Management Inspection Consultant – RK&K
Grant Howerton, Responsible Charge Engineer
Mohammed Aziz, RK&K. Construction Manager
Wes Foor, VDOT Project Manager during construction
Jessica Graves, VDOT Project Coordinator during design

General Comments

This is a Sidewalk Enhancement Project that will involve demolition and improvements along Route 360 from its intersection with Jones Lane proceeding to a point east for a length of about 2000 feet. As described in the IFB and construction plans the project will involve the necessary demolition of driveways, sidewalk, and other features to install a grass strip between the curb and the relocated sidewalk on both sides of Route 360.

Bid and Contracting Schedule

Pre-bid Meeting – January 3, 2024, 2:00 P.M.
Deadline for written questions - January 16, 2024
No written questions after 10:00 A.M. January 19, 2024
Bid Due Date: 2:00 P.M. February 5, 2024

No Oral Questions.
Responses and addendums will be posted on eVA no later than 10 days before bid opening due date.

Work Schedule and Sequence

- Project duration – 7 months
- Work activity in roadway will be from 9:00 am to 3:30 pm Monday through Friday,
- Initiate work on southside where there is no existing sidewalk to provide alternative Pedestrian Pathway when northside construction is started.
- Water meter and Fire hydrant relocation will require service interruption and should be communicated to and scheduled with the Town, who will manage notifications and cut off procedures.

Special situations:

- Removal and disposal of an existing decorative ornamental fence and the relocation of the existing granite pillars to the designated location and the installation of a new decorative ornamental fence with required gates.
- Removal and disposal of a steel column and concrete base
- The removal of existing brick pillars and concrete stairs within ROW and relocation and rebuild out of ROW and tied into existing private sidewalk.
- Demolition and removal of an existing sign and brick flower bed
- Removal of three (3) Large trees **Before April 1st!**
- Removal of three (3) metal Town of Warsaw standard street signs, post and foundations and relocation or replacement at new location.
- Water meter relocation – Because of the age of the water system service connection materials are not known, concrete meter boxes will be demolished and replaced with new plastic meter boxes.
- Fire Hydrant Relocation – Contractor to coordinate with the Town regarding hydrant shutoff valving.

Bid Form – An Excel Bid Form has been prepared and will be uploaded to eVA for the bidder's use

Other comments by

Town of Warsaw

Construction Manager Comments

VDOT Comments

Questions: