

Pre-Bid Conference Minutes
Humboldt Community Services District
Walnut Drive Utility Earthquake Recovery and Resilience Project
January 13, 2025 at 2:00 PM

Humboldt Community Service District Employees present at the Pre-Bid Conference were:

*Kush Rawal
Ana Rodriguez
Darren Toland*

- 1) **Mandatory Pre-Bid Conference (PBC):** Roll for the meeting was taken by having interested bidding parties provide the name of their firm, the firm representative's name, and email address in the zoom chat. A roll sheet was created to be posted on the Humboldt Community Services District website.
- 2) **Bid Due:** February 10, 2025 @ 5:00 pm
- 3) **RFI's Due By:** January 20, 2025 @ 5:00 pm. Email to: zdj@whitchurchengineering.com and engineer@humboldtcsd.org
- 4) **Scope of Work consists of:**
 - a) Replacing approximately 1,200 feet of existing 6-inch water main line with 12-inch, 8-inch, and 6-inch HDPE
 - b) Replacing approximately 150 feet of existing water service lines with 1" PE lines bringing each property meter to grade to District Standards
 - c) Replacing approximately 850 feet of existing sewer main line with 10-inch and 8-inch HDPE
 - d) Replacing approximately 100 feet of existing sewer laterals from the mainline to edge of the public right of way with 4-inch HDPE laterals and bringing each property line cleanout to grade to District Standards
 - e) Constructing 6 new manholes per District Standards
- 5) **Estimated Bid Award:** February 21, 2025
 - a) **Project Duration:** Project shall be completed in a window beginning March 31, 2025 and terminating November 3, 2025 over 100 consecutive work days (excluding weekends and holidays).
- 6) **Liquidated Damages:** \$1000/day
- 7) **Encroachment Permit:** Contractor is responsible for obtaining Humboldt County Encroachment Permit and submitting the District approved Traffic Control Plan attached on sheet 10 of the plan sheets. Any traffic control plans required by the County beyond the attached traffic control plan will be the responsibility of the Contractor to produce and submit. Contractor must submit a copy of the encroachment permit to the District with a minimum of 4 weeks before construction begins.
- 8) **Workplan Submittal:** The Contractor is responsible for generating and submitting a "Maintaining Water and Sewer Service Work Plan" for District review that will outline the contractor's plan to complete new water and sewer construction while maintaining water and sewer service. The work plan must be submitted to the District at minimum 30 days before work begins to allow the District to review and approve the submittal. The workplan should provide a detailed description of the materials and labor necessary to keep each residence within the project extents in service during the entirety of the project duration. The workplan must be approved by the District before construction can begin.

- 9) **Prevailing Wage Project:** Contractor shall maintain certified payroll reports in accordance with the DIR requirements. The Contractor shall also have them available upon request by the District.
- 10) **Working hours for project:** 7:30 A.M. to 4:30 P.M. Monday through Friday. Requests to work outside of these hours shall be sent to District for approval.
- 11) **Notifications:** Local residents will be notified of project by the District.
- 12) **Sanitary Facilities:** Contractor will furnish a sanitary facility for employees for the duration of the project, as noted in the specifications.
- 13) **Maintaining Site Conditions:** Contractors will be responsible for noting the existing site conditions. Contractor will be responsible for returning the site to its original conditions at the conclusion of the project.
- 14) **Meeting Minutes:** Despite any notes or recordings of proceedings of the PBC by anyone present, these printed Minutes prevail. These minutes shall be posted to the District website at: <https://humboldtcsd.org/public-notice>.
- 15) **Non-Collusion:** Contractors are to adhere to District, County, and State laws regarding collusion. Any discussion of project with any competitive firm after completion of PBC, via personal meetings, telephone, or any other means, constitutes collusion and will result in appropriate legal action by the District. However, prime contractors may talk to potential subcontractors.

At the end of the meeting District staff solicited questions from meeting attendees. No questions or concerns were made by meeting attendees.

The meeting concluded.