

Emergency Diesel Generator Project (Phase 2) Construction

Mandatory Pre-Bid Meeting

Date of Meeting: 2/12/18

Date Minutes Prepared: 2/12/18

Minutes Prepared by: Shelley Petersen

Location of meeting: Elko City Hall

Time of Meeting: 10:00 am

Attendees: (See sign in sheet)

- Introductions: Eric Lattin and Ryan Limberg gave introductions of staff and engineers.
 - Eric discussed briefly that the project will be mostly Electrical, with some Civil work required.
 - Bid Forms must be filled out in their entirety.
 - There was a prior bid package prepared for the actual generator, the City Council is expected to award this item at the Council meeting scheduled for Tuesday February 13th. It is possible that the concrete pad specifications could change slightly once the generator is delivered.

- Bid Opening: 2/21/18 – at 3:00 pm at City of Elko Council Chambers

- Bid Award will be scheduled at the City Council Meeting on 3/14/18.

- Estimated Project Cost: Under \$200,000.00

- Contract Completion number of days: Expected at 40 days after the delivery of the generator, however, some coordination will be necessary depending upon that delivery date. We will work on aligning schedules as we go, project will need to be completed prior to July 1st 2018.

- Questions due by: 2/14/18

- Addendum items: Will be prepared by the Clerk's office, and posted on the website, with instructions to bidders.

- PWP Requirements – EL-2018-071 -This will be a Prevailing Wage Project. The combination of the generator and the installation requirement qualify this project as a Prevailing Wage Project.

- Follow the Bid Evaluation Check list closely.

Shanell reports:

- Pay close attention to pages 7&8 –Items 8&9 regarding Nevada Contractors license, as well as the Secretary of State requirements.
- Contractor must perform at least 50% of the work.
- Be certain to self-list on both the 1% and the 5% form.
- Be sure to use the Bid Submittal Check list.

Site Visit Notes:

- Remove concrete pads that generator and fuel tank are on, repair floor, don't paint floor.
- Remove exhaust vent and patch roof.
- Remove all fuel piping
- No concrete testing required
- Remove generator and put it in WRF Lay-Down yard. Reassemble for storage.
- Mike Haddenham to provide weight of generator.
 - Weight = 5000 lbs.
 - Length = 79"
 - Width = 47"
 - Height = 59"

Additional Note:

- The wall access port dimensions are:
 - Height = 84"
 - Width = 60"
- Dispose of concrete on site.
- Old tank is to be removed.