

PRE-BID - MTG NOTES

PROJECT NUMBER: 2022090
PROJECT: Buncombe County Sports Park Restroom & Waterline Extension
DATE: 11/29/23 **TIME:** 11:00 AM
LOCATION: Buncombe County Sports Park – Project Site

ATTENDEES:	<u>Name</u>	<u>Company</u>
	Ronnie Lunsford, Facilities/PM	Buncombe Co General Services Department
	Joseph Guseman	Buncombe County Parks and Rec
	Courtney Mason	Domokur (DA)
	Michael Domokur, RA	Domokur (DA)
	Barry Jackson	Providence Construction Group
	Laron Huntley	HNH Construction
	Lauren Bartholomew	J. Bartholomew Construction
	Jennifer Burrows	B. Allen Construction
	Maxwell DeHoll	Modern Mountain Builders
	Joshua Smathers	Smathers Contracting

PROJECTED PROJECT COMPLETION DATE:	TBD
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DISCUSSION ITEMS:

1. Agenda Review

- a. Bid administration information:
 - i. Questions during bidding must be submitted in writing. They may be submitted to Michael Tabeling (mtabeling@domokur.com) prior to the deadline, December 12, 2023, at 3pm. An addendum will be issued by Thursday, December 14 at 3pm.
 - ii. Bid submission due date is Tuesday, December 19, 2023, at 3pm at 30 Valley Street, Asheville, NC 28801. **Bids must be hand delivered at the due date and time.** This is an open bid so contractors may stay to hear the bids as they are presented.
 - iii. Lunsford noted that the selected contractor will be notified with a Notice to Proceed, however, the Commissioners will have to approve the contracts which may not happen until their first meeting in January.
 - iv. Anticipated start date is February 2024.
 - v. The park will remain open during construction and work should be completed Monday-Friday 7am-5pm. Arrangements may be made to work outside of this schedule but work on the weekends is not ideal due to the amount of activity surrounding the site. Trash pickup is also required on a regular basis. No construction debris should be left around site.
 - vi. All materials, machinery, vehicles, trailers, etc., should always be kept secure. This area does have crime and contractors are responsible for securing materials.

2. Contractor Questions

- a. Will an MSD Permit allowance be provided?
 - i. Plans have already been submitted to the County for Plan Review/Approval so by the time the contract is signed it will be a matter of putting the project under the Contractor's name.
 1. **An Allowance of \$2,000.00 will be included on the Bid Form.**
 2. **The Permit fee – to be paid by the successful bidder - is \$5,700.**
- b. Will there be water access once it is shut off?
 - i. **Temporary water shut-off must be coordinated with the County. The existing waterline does services other buildings within the park.**
 - ii. **The contractor must supply a portable toilet for the construction site per code. The county will provide portable toilets for park guests while the water to the permanent restrooms is interrupted.**

- c. Will the main road be closed off for construction?
 - i. **The road may be temporarily blocked to deliver materials.**
 - ii. **The road must be always passable and open to the public.**
 - iii. **Temporary shutdowns of the road must be coordinated with the County. During work, GC shall provide a flagger/spotter to direct park traffic.**
- d. How do contractors reach the site for delivering materials?
 - i. **There is a road that goes behind the back light poles on the top parking lot, follow around the soccer fields to reach the site. The road will not be graveled, but can be used to bring materials in. Contractors will be responsible for repairs if the area is damaged due to use.**
- e. Who will be completing the inspections for this project?
 - i. **The park is within city limits, but Buncombe County has the authority so they will be responsible for the inspections (Bob Haynes and Jason Rogers)**
- f. Are dump trailers able to be left on the property?
 - i. **Yes, if those are within fenced-in areas.**

The meeting ended at 11:35 am.

INFORMATION OR ACTION REQUIRED:

DA

- Highlight proposed parking areas on Contractor Use of Site Plan
- Publish an Addendum to cover items above.

Lunsford

- Soil report will be provided. **A unit price for unsuitable soils to be included in the Bid Documents.**
- Dates for future soccer tournaments which may impact work schedule will be provided to the successful Bidder.

ATTACHMENTS: None

These meeting notes reflect the author's interpretation and record of the discussion. Please bring any errors or inconsistencies in these minutes to the attention of the office of the Architect, in writing, before the next meeting.

Prepared by: Domokur Architects, Courtney Mason

C: All attendees
Lynn Pegg, Rec Prog Mgr., Buncombe Co Rec Services
Gary Davis, DavisCivil Solutions
Ben Poss, Kloesel Engineering
Tilden White, Tilden White & Assoc
Mike Domokur, Owner, Domokur Architects

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