



## **PRE-BID CONFERENCE MEMORANDUM**

### **PROJECT: County of Imperial - Correll Subdivision Retention Basin Improvement Project – FY 2014/2015 - THG #744.057**

**Date: March 31, 2015**

**ORIGINATOR:** James G. “Jack” Holt, P.E.

**DISTRIBUTION:** Laura Fischer, General Manager, HPUD  
Francisco Rodriguez, Chief Operator, HPUD  
Victor Garcia, Project Engineer, The Holt Group  
Fumi Galvan, P.E., Senior Engineer, The Holt Group  
Juny Marmolejo, P.E., Senior Engineer, The Holt Group  
Plan Holders

**ATTACHMENTS:** 1. Pre-Bid Conference Agenda  
2. Pre-Bid Conference Attendance Record  
3. Schedule of Events

---

A Pre-Bid Conference was conducted for the County of Imperial Correll Subdivision Retention Basin Improvement Project at the Heber Essential Service Building, 1078

Dogwood Road, Suite 103, Heber, California 92249 at 10:00 a.m. on Friday, March 27, 2015. A Pre-Bid Conference Agenda was circulated to those present at the Pre-Bid Conference. A Pre-Bid Conference Attendance Record was circulated and signed by those present at the Pre-Bid Conference. The Pre-Bid Conference Agenda and Attendance Record are attachments to this document. The following issues were discussed at the Pre-Bid Conference:

1. Those present at the Pre-Bid Conference were introduced. The Pre-Bid Conference Attendance Record was circulated and signed by those attending the Pre-Bid Conference Meeting.
2. The Project Description, General Note Number 1 on Plan Sheet Number 1, was reviewed. The Project Scope of Work to be completed by the Contractor was reviewed. Work Items to be performed by the HPUD Staff were reviewed.
3. The Schedule of Events dated March 12, 2015 was reviewed. The Bid Opening is scheduled for 2:00 p.m. at the Heber Essential Services Building, HPUD Suite 103, Heber California 92249 on Thursday, April 9, 2015. The HPUD Board will consider awarding the contract for the project construction at the April 16, 2015 Board Meeting. If the Award of Contract occurs at the April 16, 2015 Board Meeting the Pre-Construction Conference is scheduled for May 1, 2015 at 10:00 a.m. at the Heber Essential Services Building, HPUD Suite 103, Heber, California 92249. It is anticipated the Project Construction will occur between May 11<sup>th</sup> and July 9<sup>th</sup>, 2015. A copy of the March 12, 2015 Schedule of Events is an attachment to this Memorandum.
4. This is a Public Works project subject to the California Department of Industrial Relations (“DIR”) prevailing wage requirements and all applicable California Labor Codes (“CLC”) that pertain to a Public Works project. California State Apprenticeship requirements, the prevailing wage determinations for the California Department of Industrial Relations (“DIR”) and the travel time and/or subsistence requirements per the Department of Industrial Relations apply to this project.
5. The Proposal Forms were briefly reviewed. It was requested the contractors review the proposal forms at the initial stages of the project bidding phase and forward any questions to the Holt Group well in advance of the bid opening date.
6. It was noted that General Condition Number 37 on page 84 of the Specifications lists the Mobilization items.
7. The Special Conditions Section of the Specifications were reviewed. The Submittals required to be forwarded by the contractor are listed in Special Conditions Section

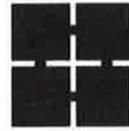
Number 2. Class 2 Base is to be placed beneath the new pcc stormwater headwall structure per Special Condition Section 3. A listing of the traffic control signs and devices along Heber Avenue and Correll Road as required by the County of Imperial Public Works Department is listed in Special Condition Section 4. Special Conditions Section 5 notes that the Heber Public Utility District is offering its property located at the southwest corner of Correll Road and Rockwood Avenue as a construction staging area. Special Condition Section 6 notes that excess native material from the project site or additional native material needed for this project shall be transported to and from a designated area within the Heber Public Utility District property at the southwest corner of Correll Road and Rockwood Avenue. Construction water can be obtained from the Heber Public Utility District per the provisions of Special Conditions Section 8. The Geotechnical Testing requirements are listed in Special Conditions Section 9. The protection of existing A.C. pavement, pcc sidewalk and curb and gutter along Correll Road from construction traffic is the subject of Special Conditions Section 10. Special Conditions section 11 notes that there is a relatively high water table beneath the retention basin bottom area. The use of light equipment is to be employed to prevent the “pumping” of the native retention basin bottom. If pumping occurs the contractor shall be required to use a track hoe excavator, backhoe, grade-all or similar equipment to complete the excavation work and establish the design finish grade in the areas where pumping occurs. Special Conditions section 12 reviews the excavation, placement and compaction requirements of the native earth material for the retention basin bottom and sideslopes. The allocated budget amount for the refurbishment of the retention basin stormwater pump station and the prioritization of refurbishment items is the subject of Special Conditions Section 13. Special Conditions Section 15 references General Conditions Section 9 which lists the minimum staking requirements for this project. Special Conditions Section 16 reviews the requirement that the contractor obtain a Grading Permit for this project from the County of Imperial Planning Department. Special Conditions Section 17 notes the contractor shall be required to comply with the County of Imperial Air Pollution Control District requirements. Special Conditions Section 19 notes the project signs required for this project.

8. The Technical Conditions Section of the specifications was briefly reviewed. The improvement plans were briefly reviewed.

The Pre-Bid Conference was concluded at 11:00 a.m.

# The Holt Group

Engineering Department



Municipal Design ■ Infrastructure Engineering ■ Construction Management ■ Land Surveying

**PROJECT: COUNTY OF IMPERIAL/HEBER PUBLIC UTILITY DISTRICT  
CORRELL SUBDIVISION RETENTION BASIN IMPROVEMENT PROJECT  
- FY 2014/2015**

**THG PROJECT NO. 744.057E**

**DATE: MARCH 27, 2015**

**PRE-BID CONFERENCE ATTENDANCE RECORD**

ITEM NO.	NAME	COMPANY, AGENCY OR UTILITY	CONTACT INFORMATION
1.	Jack Holt	The Holt Group	Phone: (760) 337-3883 Fax: (760) 337-5997 Email: jicket@theholtgroup.net
2.	Ryan Dickerson	Pyramid	Phone: 760 337-5835 Fax: Email: ryan@pyramidca.com
3.	AARON MART	Mand M Pump	Phone: 760-356-2442 Fax: 760-355-1250 Email: MandM Pump@yahoo
4.	Johnnie Coulos	A+R Construction	Phone: Fax: 760 3444146 Email: johnnie@dirtpipe.com
5.	AVERY & MOLER	GRANITE	Phone: 760.339.5646 Fax: 760.353.0437 Email: avery.moler@gcinc.com
6.	Chris Denton	A&R	Phone: 760-344-4653 Fax: 760-344-4146 Email: chris@dirtpipe.com
7.	Val Smith	Masters	Phone: 760-344-2400 Fax: 760-344-2668 Email: mastersconesbcglobal.net
8.	Justin Smith	Masters	Phone: Fax: Email:

ITEM NO.	NAME	COMPANY, AGENCY OR UTILITY	CONTACT INFORMATION
9.	Laura Fischer	HPUD	Phone: 760 482-2440 Fax: Email: l.fischer@hebur.ca.gov
10.			Phone: Fax: Email:
11.			Phone: Fax: Email:
12.			Phone: Fax: Email:
13.			Phone: Fax: Email:
14.			Phone: Fax: Email:
15.			Phone: Fax: Email:
16.			Phone: Fax: Email:
17.			Phone: Fax: Email:
18.			Phone: Fax: Email:
19.			Phone: Fax: Email:
20.			Phone: Fax: Email:



**PROJECT: COUNTY OF IMPERIAL/HEBER PUBLIC UTILITY DISTRICT  
CORRELL SUBDIVISION RETENTION BASIN IMPROVEMENT PROJECT  
– FY 2014/2015**

**THG PROJECT NO. 744.057E**

**AGENDA FOR PRE-BID CONFERENCE**

**DATE: MARCH 27, 2015 AT 10:00 A.M.**

1. Introduction of those present at the Pre-Bid Conference and circulation of Attendance List for the Project.
2. Review Project Description and Scope of Work related to the project.
3. Review the Schedule of Events. Review the time duration of the project.
4. Review Labor Compliance Requirements
5. Review Proposal Forms
6. General Conditions – 37 Mobilization Section
7. Special Conditions
  - a. As-Built Drawings
  - b. Submittals
  - c. Revised Detail B on Plan Sheet 5 – P.C.C. Headwall Structure to include Class 2 Base Material as base material
  - d. Notification and Traffic Control
  - e. Staging Area
  - f. Native Material Import/Export
  - g. Restroom Facilities
  - h. Construction Water
  - i. Geotechnical Testing Requirements (To be provided by the Contractor)
  - j. Protection of Existing Concrete Infrastructure and Pavement Surface
  - k. Excavation Work in Retention Basin Bottom
  - l. Retention Basin Excavation and Grading
  - m. Stormwater Pump Station Rehabilitation
  - n. Sweeping of Street Pavement and P.C.C. Infrastructure
  - o. Construction Staking (To be provided by the Contractor)

- p. County of Imperial Grading Permit
- q. Air Pollution Control District Requirements
- r. Heber Public Utility District Standard Details and Specifications
- s. Project Signs

8. Technical Conditions:

- a. Subbase Preparation
- b. Subgrade Preparation
- c. Class 2 Base
- d. P.C.C. Concrete
- e. Crushed Rock and Filter Fabric
- f. Stormwater Technical Specifications

# The Holt Group



Engineering Department

Municipal Design ■ Infrastructure Engineering ■ Construction Management ■ Land Surveying

**County of Imperial  
Correll Subdivision Retention Basin Improvement Project – FY 2014/2015  
THG Project No. 744.057E**

**Schedule of Events**

**Date: March 12, 2015**

**County of Imperial Project No. 6051A**

<b><u>ITEM NO.</u></b>	<b><u>ITEM</u></b>	<b><u>SCHEDULE</u></b>
1.	Prepare Cover Letter transmitting Legal Advertisement to the Imperial Valley Press. The Imperial Valley Press requires the Legal Advertisement 72 hours or 3 business days prior to the Advertising of the Project.	Monday, March 9, 2015
2.	Advertise Project for Bidding in the Imperial Valley Press.	Thursday, March 12, 2015 and Thursday, March 19, 2015
3.	Complete printing of bid set plans, specifications and contract documents.	Wednesday, March 11, 2015
4.	Contact local contractors, subcontractors and material suppliers regarding the project.	Thursday, March 12, 2015
5.	Conduct Pre-Bid Conference at 10:00 a.m. at Heber Public Utility District (HPUD), 1078 Dogwood Rd., Ste 103, Heber, CA 92249	Friday, March 27, 2015
6.	Conduct Bid Opening at 2:00 p.m. at Heber Public Utility District, 1078 Dogwood Rd., Ste 103, Heber, CA 92249	Thursday, April 9, 2015

7. Award Contract for Construction for County of Imperial Correll Subdivision Retention Basin Improvement Project – FY 2014/2015 at the Regularly Scheduled HPUD Board Meeting. Thursday, April 16, 2015
8. Process Contract Documents. Receive Insurance Certificates, Performance Bond and Payment Bond from Contractor. Review of Insurance and Bond Documents by HPUD District Attorney. Execution of Agreement and Notice to Proceed after approval of Insurance and Bond Documents by HPUD District Attorney. Friday, April 17, 2015 through Tuesday, April 28, 2015
9. Review Project Submittal Documents. Monday, April 20, 2015 through Thursday, April 30, 2015
10. Conduct Pre-Construction Conference at HPUD Conference Room at 10:00 a.m. Friday, May 1, 2015
11. Issue Notice to Proceed to Contractor. Start project construction within 10 days after issuance of Notice to Proceed. Friday, May 1, 2015
12. Project Construction (60 Calendar Days). Monday, May 11, 2015 through Thursday, July 9, 2015
13. Conduct Final Project Inspection with County of Imperial, Contractor and HPUD Staff. Thursday, July 2, 2015
14. Contractor to complete "Punch List" items and finish project construction. Thursday, July 9, 2015
15. File Notice of Completion at County of Imperial Recorder's Office. Friday, July 10, 2015