



## **Pre-Bid Meeting Notes**

Project: Rotary Park Restrooms  
Date: April 18, 2016, 10:00a.m.  
Prepared by: Joe McGowan, Cochran  
Project No: 15-6060

### **Project Description**

The scope of work for the project includes restroom and lobby addition to Kolb Hall at Rotary Park, and all other incidental items and work described in the Drawings, Specifications, and Contract Documents.

### **Bidding/Contract Requirements**

The Contractors will seal their bid in an envelope and clearly mark the outside with the name of the project, and company name/letterhead.

Separate sealed bids for the Rotary Park Restrooms will be received by the City of Wentzville, 310 W. Pearce Blvd, Wentzville, MO 63385 until 2:00 p.m., CDT on **Wednesday, April 27, 2016**, and then publicly opened and read aloud at **2:00** p.m. at the City of Wentzville.

The City of Wentzville anticipates issuing the notice to proceed in August 15, 2016.

Each bid must be submitted on the prescribed form and also accompanied by the following:

- Bid Form Proposal
- 5% Bid Bond or Certified Bank Check

### **Instructions to Bidders**

- Communication and Contact
  - a. Mike Lueck, Director of Parks and Recreation  
City of Wentzville  
968 Meyer Road, Wentzville, MO 63385
  - b. Joe McGowan  
Cochran, Chief Architectural Officer  
8 East main Street, Wentzville, MO 63385  
636-332-4574 – Office
  - c. All correspondence shall be in writing and sent to Jill Schmitz  
(Jill.Schmitz@Wentzvillemo.org). Bidder's questions period will be concluded on April 20, 2016 at the close of business.
- Documents available at City of Wentzville website at [www.wentzville.mo.us](http://www.wentzville.mo.us), contractor can print at own expense.
- Project Completion: 180 Calendar days from the Notice to Proceed

- Bid proposal good for 90 days
- 100% Performance-Payment Bond
- 100% Material Bond
- Insurance
  - Worker's Compensation for all his/her employees
  - General Liability and Property Damage in the amounts listed on the Bid Documents
  - Certificate of Insurance; Required to be on file prior to commencing with any work
- Liquidated Damages: \$500 per day
- Sales Tax: The City of Wentzville will provide a State of Missouri Project Tax Exemption Certificate
- Prevailing Wage: Contractors have to pay the State wage rate, per job classification. Contractors will have to turn in weekly certified payroll reports.
- The successful bidder must submit a sworn affidavit and documentation affirming the business entity's enrollment and participation in the federal work authorization program and that all of its employees working for the contracted services are not illegal immigrants.
- Upon signing the contract, the Contractor and any subcontractor performing the work shall provide a 10-hour Occupational Safety and Health Administration (OSHA) construction safety program for their onsite employees, which includes a course in construction safety and health approved by OSHA or a similar program approved by the Missouri Department of Labor and Industrial Relations which is at least as stringent as an approved OSHA program. All employees are required to complete the program within 60 days of beginning work on such construction project.
- Missouri Law requires all bidders under a construction contract of any public works project to employ workers from Missouri or from other nonrestrictive states. Bidders may review this requirement by checking the website of the Missouri Department of Labor and Industrial Relations.
- Please note that this is a City of Wentzville Project. All construction will at least meet the minimum requirements set forth by the City of Wentzville. If there is a conflict between City of Wentzville standards and the technical specifications contained in this package, the more stringent will apply.

### **Construction Information**

- Contractor may utilize the existing electrical at the building, and any water that may be close by. All other electrical and water is the responsibility of the contractor.
- Contractor is responsible for obtaining and paying for all construction permits.
- Seeding and final grading are required as part of project.
- The lift station indicated is future and not part of this project. Contractor shall provide conduit to a point 5' outside the building for the future lift station. Extension of this conduit to the lift station, along with all wiring, will be provided by the Owner.

### **Questions**