

## **Pre-Bid Guardrail Maintenance Contract Meeting Minutes**

**9/18/2024**

Start time for meeting began at 10:05 AM. This is a mandatory pre-bid conference meeting, stated on page G-1 of contract proposal.

Everyone who attended the meeting signed roster.

John did introductions and started meeting and went over the contract requirements and stated that the bid opening for this contract will be Wednesday, October 2, 2024.

Peter asked about the attendance for the pre-bid meeting regarding you must be in attendance of the pre-bid meeting in order to make a bid on the contract. Chad Loftis made the comment that if contractor that was not in attendance of the pre-bid submitted a contract proposal, it would not be honored. Yes, you must attend the pre-bid meeting in order to bid on contract.

John went over the Notification of work, dispute resolution process for ID/IQ on page G-4 of the proposal.

Matt had a question regarding notification dates for two lane roads and the problem of locates for those. Antawan and Lucas both have no problem with the way Bullington is handling those sites for the two-lane roads with current contract. Matt Bullington made the comment that whenever they call on a site for a locate, if they call it in as an emergency, the locator responds much quicker.

Chad Loftis went over the Work Order assignment requirements from page G-2.

Matt said he understood.

John went back to the Notification of Work on page G-4 and went over the notification process and dispute resolution process for ID/IQ. Contract time will be November 6, 2024, through November 5, 2025. John went over items on page G-5, the response time for functional, non-functional, and urgent non-functional and the liquidated damages for those functions. On page G-7 John went over the material availability and the Prosecution of Work and what the penalties are regarding suspension.

On page G-25 John stated that this is a renewable three-year contract, and rates are subject to CPI renewable rates for each year renewed. Chad Loftis is working on adjusting renewal dates for CPI adjustments and Chad Young made a comment regarding when the CPI rates and the dates are viewed.

John went over the Functional Mobilization, Non-Functional mobilization, and the Urgent Non-Functional Mobilization from page R-1 Project Special Provisions.

John stated that four (4) added items were added to the contract item list and the items added to the current contract from a supplemental agreement was also added to the contract proposal.

Antawan mentioned a site situation where an area was hit with double faced guardrail where one side was damaged and the other side was not, just replace what was damaged and not everything to save money. Matt said they could do that. Chad Young stated to repair what is damaged and fix what needs to be fixed but do not replace things that are not damaged, this helps the state and the insurance company/car owner.

Matt asked about guardrail anchor unit and ends and again it was stated to replace just what needed to be replaced.

John stated that items are in the contract for a reason and that some items may not be used but are there just in case they are needed.

Matt mentioned specialized drawings in the Standard Provision book regarding post size and when to use certain post and Chad Young and John said that the state would work with them on whatever was needed for the repair. Chad Young said that if there are items needed for a repair that is not on the contract item list then a supplemental agreement can be done to add it on.

Peter stated that the items that were added to the proposal would make things easier.

Antawan asked do you send out an inspector to the sites before sending out the repair group to access what is needed for the repair?

Matt said not always.

Peter stated that they will only replace what needs to be replaced.

Antawan said that we (state) will mark what needs to be replaced.

Lucas made the statement that discrepancies are less in the past month, and I agreed.

I mentioned incorrect invoices that need to be corrected and Peter asked for copies of those invoices, and I made copies for him. He and Matt wanted a copy of the signed pre-bid roster, I also provided that.

Chad Young made comment to make sure that your bid has been signed and in on time. Make sure you look over your contract proposal before submitting.

Matt commented that they are glad to be back in this area.

The meeting adjourned at 10:43 AM.