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**PRE-BID  
MEETING MINUTES**

**Location:** Office of Board of Public Works, City-County Building, 13<sup>th</sup> Floor,  
227 West Jefferson Blvd, South Bend, Indiana 46601  
**Date:** January 19, 2016  
**Project Name:** South Bend One-Way to Two-Way Street Conversion  
**Project No.:** 116-001  
**Owner:** City of South Bend  
**Attendees:** (See attached attendee list)  
**Minutes By:** Ryan Huebschman & Patrick Wooden, American Structurepoint

The following notes reflect our understanding of the discussions and decisions made at this meeting.  
If you have any questions, additions, or comments, please contact the issuer of these minutes.

**ITEMS DISCUSSED:**

The meeting began at 11:00am local time. The following is a summary of items discussed.

1. This project was designed by the following consultant firms:
  - a. American Structurepoint, Inc.
  - b. Lawson Fisher & Associates
  - c. Jones Petrie Rafinski
2. The City called the bidder's attention to the DBE requirements for this project as indicated in the contract documents.
3. Plans are available for purchase at ARC Document Solutions (1303 Northside Blvd). Concern was raised by attendees over the delay by ARC in providing prints.
4. American Structurepoint is the lead design consultant. All questions shall be directed to American Structurepoint ([southbend@structurepoint.com](mailto:southbend@structurepoint.com)). These questions will be shared with the City and other consultants as appropriate with responses provided in a timely manner.
5. PDFs of the plan sets will be made available to all potential bidders.
6. A project overview was provided & described to attendees, including a map depicting the limits of Divisions A & B as well as the limits of each of the plan sets within in each division. The project map is attached to these meeting minutes.
7. Addendum 1 to the contract documents will be issued in the next few days. This addendum includes the following items:
  - a. The addition of milling and resurfacing from Park Avenue to Angela Street
  - b. The addition of milling and resurfacing from Chippewa Avenue to Ewing Avenue

- c. Additional spot elevations and various miscellaneous detail revisions
  - d. Modifications to the special provisions.
8. A future Addendum to the contract documents will be issued prior to the bid, including revisions to the pay item list and additional plan details.
9. The contractor's attention was directed to the following items:
  - a. A major utility pole located near Chippewa Avenue is being relocated to accommodate this project. Relocation is expected to occur in February and March of 2016.
  - b. I&M is installing new circuits along Main Street within the limits of Division B. This work is focused on the west side of Main Street and is expected to be finished prior to the completion of Phase 1 of the Maintenance of Traffic plan.
  - c. I&M will be performing major work on its circuits in the vicinity of the proposed Marion Street roundabout. This work will begin as soon as weather allows.
  - d. Road closures are to be utilized for construction of the roundabouts in Divisions A and B. These closures have start and end dates that are defined in the special provisions.
  - e. Operations of the Xavier School (located between Main and Michigan Streets in Division A) restrict maintenance of traffic in this area as detailed in the special provisions.
  - f. This project includes new drainage pipes and structures between the proposed Bartlett Street roundabout and the river.
  - g. Landscaping is included in the Bartlett Street and Marion Street roundabouts
  - h. Significant coordination efforts will be needed due to utility impact and various private development projects that will be under construction in 2016.
  - i. Utility coordination is on-going.
10. Public questions and comments from attendees included the following. Responses are included as noted:
  - a. Concern was raised regarding the bid opening date being approximately three weeks from the pre-bid meeting, and especially with the delay in receiving contract bid plans and documents.

*In response to this concern, the City has moved the bid opening date to 2/18/2016. A re-advertisement of the project will be issued on 1/22/2016 and again on 1/29/2016.*
  - b. A request was made for pay item list revisions as quickly as possible, in order to produce accurate bid documents for submission.

*Addendum No. 1 will be modified to include revised quantities. Future addendums will also include modified quantities as necessary.*
  - c. Requests were made for electronic versions of the pay item file.

*Bidders should coordinate directly with American Structurepoint for an electronic version (Excel) of the pay item list. Lists will be provided only for Bidders benefit; use of electronic files will be at sole risk of bidder and at no risk to either City or design consultants*
  - d. Multiple requests were made for electronic (PDF) copies of the bid documents. ARC Document Solutions has stated to the Bidders that City release / approval is needed to supply this.

*The City will coordinate with ARC for the release of electronic copies.*
  - e. How much coordination with INDOT is required on this project?

*This project is to be constructed under INDOT permit. The City will handle all coordination with INDOT.*

- f. Who will provide construction inspection services?

*The City will provide construction inspection services.*

- g. The specifications call for a \$5,000 sprinkler allowance with any additional costs being covered by the contractor. This work is not clearly defined in the plans or specs.

*The City to review and address in a forthcoming addendum.*

- h. 2,100 square yards of irrigation repair is included in the pay item list. The location of this work is not clear and the unit of measurement is not the typical unit expected for this type of work

*This work is to occur in the vicinity of Memorial Hospital. The unit of measurement will be addressed in a forthcoming addendum.*

- i. Clarification is needed regarding the type and location of the four (4) webcams listed in the special provisions.

*Clarification will be provided in a forthcoming addendum.*

- j. Railroad coordination is included in this project. Will the \$20,000 force account required by the railroad be paid by the City?

*The City will pay the \$20,000 force account listed in the contract documents. The City will provide flagmen as needed to satisfy the requirements of the railroad. The Contractor must provide insurance as specified in the contract documents.*

- k. Per the compacted aggregate specification, no local slag or aggregates are allowed. Is this accurate?

*The City to review and if necessary address in a forthcoming addendum.*

- l. Are additional geotechnical reports available?

*All available geotechnical reports and coring logs will be provided to Bidders via addendum.*

11. The meeting concluded at 11:40am local time.

cc: Attendees

Enclosures: Attendee List  
Project Overview Map

Very truly yours,  
American Structurepoint, Inc.



Patrick Wooden  
Project Manager

CRH:pkw

## Pre Bid Meeting Attendees

### Contractors

Name	Company	Email
Al McAuliffe	D2 Land & Water	<a href="mailto:amcauliffe@d2lwr.com">amcauliffe@d2lwr.com</a>
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Murray Miller	LIUNA Local 645	<a href="mailto:millsbi@aol.com">millsbi@aol.com</a>

### Smart Streets Team

Name	Company	Email
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Bill Curtis	United Consulting	<a href="mailto:bill.curtis@ucindy.com">bill.curtis@ucindy.com</a>



**AMERICAN STRUCTUREPOINT INC.**

**SOUTH BEND ONE-WAY TO TWO-WAY STREET CONVERSION PROJECT 116-001**

**PROJECT OVERVIEW**

1" = 800'

SHEET NO.: 1 OF 1

DES. NO.:	PREPARED BY: JRG	DATE: 1/19/2016	SCALE:
CHECKED BY:	DATE:	JOB NO.: 116-001	

**Legend**

- 116-001 Div A - Part 1 of 2 - 114-045 Chippeva Roundabout
- 116-001 Div A - Part 2 of 2 - 115-019A Chippeva to Ewing
- 116-001 Div B - Part 1 of 3 - 115-019B Ewing to LaSalle
- 116-001 Div B - Part 2 of 3 - 114-035 Marlon Roundabout
- 116-001 Div B - Part 3 of 3 - 114-032B Bartlett Roundabout