

Millersburg Fire Station 15 Mandatory Pre Bid Meeting



FEBRUARY 23, 2021

10:00 AM

Overview of Meeting and Introduction of Project Team

This Meeting will be recorded.

Pre-Bid Conference attendance is mandatory. Only those bidders who are represented on the List of Attendees will be allowed to bid on this contract. If your name is not on the Attendance Sheet, you will not be allowed to bid.

Bidding Documents and written addenda are the official documents. Verbal statements shall not supersede any requirements of the Bidding Documents.

Any comments made during pre-bid meeting (including site visit) are considered informal. They are not authoritative for bidding or construction. Bidder questions and concerns will be considered and if appropriate, a formal addendum will be issued.

Introduction of project team – Owner (City of Millersburg), Architect (Soderstrom), Owner’s Rep (David Evans and Associates), Facility Operator (Albany Fire Department)

Overview of Meeting and Introduction of Project Team - Agenda



- A. Overview of Meeting and Introduction of Project Team
- B. Attendee Sign-In
- C. Important Dates
- D. Overview of the Project and Related Work
- E. Basis of Award – Best Value
- F. Virtual Bid Opening
- G. Optional Project Site Tour
2/24/21 10:00 AM
- H. Period for Questions
- I. Verification of List of Attendees



Attendee Sign-In

Pre-Bid Meeting Attendees List
Millersburg Fire Station 15
February 23, 2021

RESENTATIVE NAME	COMPANY NAME	PHONE NUMBER	EMAIL ADDRESS

Important Dates

Pre-Bid Conference Written Notes Distribution:	2/23/21
Optional Pre-Bid Site Visit:	2/24/21, 10:00 a.m.
Cut Off for Questions:	2/26/21
Last Day for Issuance of Addendum:	3/2/21
Submission of Bids:	3/9/21, 2:00 p.m.
Vote to Award at Special Council meeting:	3/15/21

Overview of the Project and Related Work

Project

Construction of new 10,200 sf fire station

Essential facility – higher seismic standards, seismic bracing for MEP system is contractor’s responsibility

Includes construction of new public street and public utilities

Project site and site work

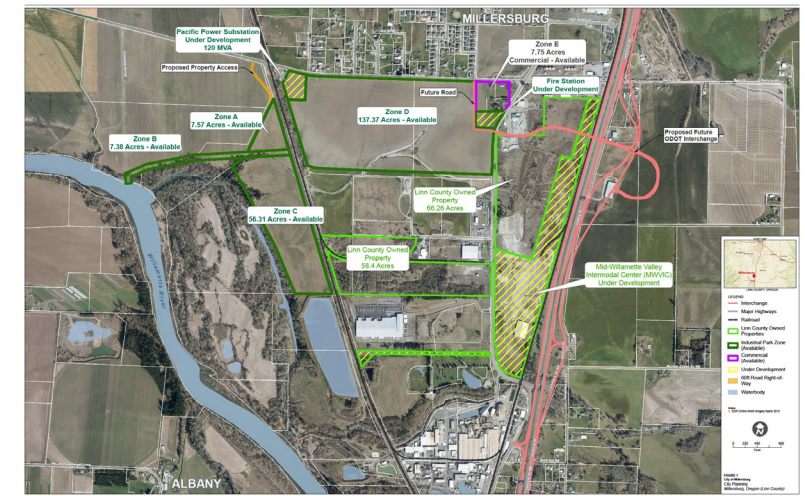
Millersburg, Oregon

Greenfield site, surrounded by industrially zoned property owned by the City and currently farmed

Access off of Old Salem Road – requires Linn County encroachment permit

No wetlands on main project site

Sewer and storm drain lines – work window for farming, wetlands



Overview of the Project and Related Work

Jobsite office

Existing City-owned house

Needs new water service connection

Can look at during site tour

Bid Alternates

B1: Bi-fold doors in place of overhead doors (3 doors) on the south side of the apparatus bay.

B2: 1x6 tongue and groove boards or gypsum board ceiling in place of Armstrong Woodworks Vector wood ceiling system at areas indicated to receive wood ceiling.

Overview of the Project and Related Work



Addendum 1 – Issue 2/23/21 – drawing modifications, approved substitutions, bid evaluation form

Addendum 2 – Issue 3/2/21 – lighting, responses to bidder questions, Old Salem Road ADA ramps

Schedule – Construction to be complete by May 31, 2022

Cost Savings Sharing – As an incentive to encourage the Contractor to propose substitutions of products that yield potential cost saving opportunities for the project, the City of Millersburg will equally share with the Contractor any negotiated savings for substitutions that are accepted and approved. (Specification Section 01 2500 Substitution Procedures, 1.03.A.2.b)

Submittals - Electronic

Basis of Award – Best Value

In accordance with ORS 279C.335, the City exempted this project from the competitive bidding requirements of ORS 279C and utilize a “best value” approach, which considers contractor qualifications in addition to bid price.

A public hearing for the purpose of taking comments on the draft findings for an exemption from the competitive bidding requirement took place on February 16, 2021.

No comments were submitted and no public testimony was given at the hearing.

City Council approved the exemption with a 5-0 vote.

The findings are posted on the City’s website.

Basis of Award – Best Value

Bid and Qualifications Evaluation

- Mandatory Requirements (pass/fail)
- Qualifications – AIA forms (60%)
- Bid Price (40%)

Evaluation Form included in Addendum 1

Review Committee

- City Staff
- Owners' Rep
- AFD Chief
- Soderstrom Reps

Follow up questions may be asked of any bidder to clarify a response

City may contact references for any previous project, even if reference is not provided by contractor

Staff will recommend contract award to highest-scored contractor

BID AND QUALIFICATIONS SUBMITTAL EVALUATION Millersburg Fire Station

Contractor Name: _____

Contractor submittals shall be evaluated in accordance with the criteria outlined in the Invitation to Bid and Contract Documents.

Review and Evaluation. Submittals will be reviewed by a committee. The committee shall evaluate submittals to determine that they comply with the administrative, contractual, and technical requirements of the Invitation to Bid. The committee shall also score the submittals in accordance with the criteria below, in accordance with the criteria outlined in the Invitation to Bid and Contract Documents. **The City may ask follow-up questions of any bidder to clarify responses or contact references for any previous projects, even if reference is not provided by contractor.**

Criteria for Award. Evaluate submittals based on the following criteria:

A.	Mandatory Requirements (Pass/Fail) These requirements will not be scored. Failure to meet any of these qualifications will render the submittal non-responsive. <ul style="list-style-type: none"> <input type="checkbox"/> Signed Proposal (two pages) – with all blanks completed <input type="checkbox"/> Completed Schedule of Contract Prices – signed by an authorized representative of the company who can "execute bids" <input type="checkbox"/> Completed AIA Document A305 – 2020 – Contractor's Qualification Statement – including Exhibits A through E <input type="checkbox"/> Bid Bond – using City-provided Bid Bond form with no alterations <input type="checkbox"/> Employee Drug Testing Certification Form <input type="checkbox"/> Signed Addenda (if Addenda have been issued) <input type="checkbox"/> First-Tier Subcontractor Disclosure form – signed and if "none" indicate as such 	PASS / FAIL
B.	Contractor Qualifications – 60 points possible 1) Experience (AIA C.1, C.2, and Exhibit D) <ul style="list-style-type: none"> (a) Firm's and firm's key personnel experience with essential services facilities, which operate 24-hours, 7- days a week, within the last five years. Comments: (b) Firm's and firm's key personnel experience with new construction of fire stations designed for career staff, within the last five years. Comments: (c) Firm's subs experience with essential services facilities, which operate 24-hours, 7- days a week, within the last five years. Comments: 	___ / 20

Virtual Bid Opening

Bids must be submitted to clerk@cityofmillersburg.org not later than 2:00 p.m. (Pacific Time), Tuesday, March 9, 2021.

Bids will be considered time-stamped and received by the City when received in the email inbox.

If necessary due to file size, submittals may be sent via multiple emails. All required pieces must be received and time-stamped prior to the filing deadline.

It is preferred that bids be submitted electronically, however hard copies will also be accepted via the walk-up window at Millersburg City Hall. The timestamp utilized for hard copy submittals will be the same as the email time-stamp, per City computer system.

Virtual Bid Opening

Bidder's name and bid price will be recorded in a bid tabulation displayed during the virtual meeting

Bids received electronically may be tabulated prior to beginning of the meeting

Bids received via hard copy will be opened and recorded in the bid tabulation during the meeting

Following the bid opening, bids will be reviewed and scored in accordance with criteria and score sheet in the bidding documents

Anticipate recommending award to City Council at special Council Meeting at 6:30 on March 15, 2021.

Council's award decision shall be final.

Optional Project Site Visit

Tuesday, 2/24/21 10:00 AM

Park at City Hall parking lot

- 4222 NE Old Salem Road, Albany, OR

Introductions

Walk to project site

Face coverings required

Period for Questions

Verification of List of Attendees

Final check of Pre-Bid Conference mandatory attendance