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## PRE-PROPOSAL MEETING MINUTES

**Project:** PUBLIC WORKS COMPLEX RFP

**Date:** March 28, 2024 @ 2:00pm

**Location:** Clearfield City Public Works

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1. Attendance Roll
  - Only those companies who were in attendance may submit a proposal, as the pre-proposal meeting required mandatory attendance.
  - The Attendance Roll will be posted on the project webpage.
2. Introductions
  - Project Consultants – Jones & Associates (Brandon and Adrian), THINK Architecture (Jim)
  - City Personnel – Adam, Braden, Eric, Brad, Dayton, Jake
  - Contractors – B-Logic, VDC, Cinnamon Creek, SIRQ, Big-D, Hogan, Jardine Malaska, Stout, Wadman, Eckman, Patriot, Hughes, National, Sage, Gramoll
3. Project Overview:
  - a. Section 1 – Operations Building (THINK Architecture)
    - The Operations Building needs to be built first, before the Mechanics Building (NW corner of site) can be demolished.
    - Building Permit has been issued (plan review completed and approved)
  - b. Section 2 – Vehicle Storage Building (THINK Architecture)
    - Demolition of the old vehicle storage building can be done at any time
    - Building Permit has been issued (plan review completed and approved)
  - c. Section 3 – Site Civil (Jones & Associates)
    - Concrete structures – Decant and Bulk Material Storage
      - Demolition of the northeast area where these structures will be going can be done at any time
    - Retaining wall between the fuel island and Operations Building
  - d. Attachment C – Insurance Requirements and Bond Examples
  - e. Attachment D – Project Drawings and Specifications for each Section
  - f. Attachment E – Example Contract
4. Scope of Work:
  - a. Construction Only (no design services required)
  - b. One General Contractor for the entire project
5. Proposal Contents: Contractor information, Qualifications, Experience (3 similar projects within the past 10 years), Schedule, Risks, and Attachments A & B
  - a. Attachment A – Claim of Business Confidentiality Form (*optional*)



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- b. Attachment B – Bid Form (include Schedule of Values for each Section)
6. Evaluation of Proposals:
    - a. Project Team & Key Personnel – 25%
    - b. Project Experience & References – 25%
    - c. Proposed Schedule – 5%
      - The schedule will be revised and formalized in Addendum #1
      - The new Proposal Due Date will be April 18<sup>th</sup> @ 3:00pm (See Addendum #1)
      - The 14-month maximum in the RFP will be eliminated (See Addendum #1) and contractors are expected to create and propose their own schedule.
      - The contractor's proposed schedule should be based on the anticipated Notice to Proceed date given in Addendum #1. If this date gets changed by the city, the schedule will be shifted the same number of days, but the amount of time proposed to complete the project will remain the same.
    - d. Project Approach & Innovative Ideas – 5%
      - Contractors should include any VE ideas in this section. Estimated costs may be included to provide more detail but are not required.
      - Any innovative ideas that do not necessarily affect cost but could improve function or use of the facility should be included in this section.
    - e. Risk Mitigation – 10%
    - f. Project Bid – 30%
      - Although the Bid Form includes a lump sum total for each section, the sections are not independent. All sections must be bid and included.
      - Bids must be based on a strict adherence to what is included in the plans and any adjustment made through addendum. Any Value Engineering (VE) or cost-saving ideas must not be reflected in the bid.
      - Any adjustments to the bid cost will be made via Change Order after the project has been awarded.
  7. Anticipated Schedule: Updated via Addendum #1
    - a. Questions Deadline: 4/8 @ 5:00pm (email all questions to [brandonj@jonescivil.com](mailto:brandonj@jonescivil.com))
    - b. Q&A Summary and/or Addendum Provided: 4/9 @ 5:00pm
    - c. **PROPOSALS DUE: 4/11 @ 3:00pm (email to [brandonj@jonescivil.com](mailto:brandonj@jonescivil.com) & [nancy.dean@clearfieldcity.org](mailto:nancy.dean@clearfieldcity.org))**
    - d. Interviews (if needed): 4/25
    - e. Award & Notice to Proceed: 4/30
  8. Questions?
    - Regular Hours of Operation are M-F 6:00am to 5:30pm. However, the city will be flexible if work is desired on weekends, holidays, or outside of these hours.



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- The geotechnical reports indicate relatively shallow groundwater depths. De-watering will likely be required and should be included in the bid. If there are specific questions about what would be allowed that would affect the bid, these questions should be submitted, and a response will be provided.
  - If a change in the scope of the project is required due to inadequate funding, the city will determine the process for proceeding forward based on the magnitude of the change in scope required. This process will be further defined in a subsequent addendum.