

City of Morganton
PRE-BID MEETING
200 Block Caldwell Street Sidewalk Connector Project
Tuesday, March 7, 2023, 10:00 AM
City of Morganton, City Hall

In Attendance:

City Staff

Mario Sclarandis P.E., City Engineer, D&D Services	828-438-5263
Lisa Helton, WPCOG	828-438-5269
Mark Hall, Design Technician, D&D Services	828-432-2515
Richard Smith, Design Technician III, D&D Services	828-438-5265
Keith Garrison, City Surveyor, D&D Services	828-438-5263
Michael Berley, Landscape Architect, D&D services	828-438-5362
Michael Chapman, Director of Public Works	828-438-5247

Contractors

Norm Patterson, Little Mt. Builders	704-657-4676
Matt Morris, Little Mt. Builders	704-701-4402
Kyle McKee, V. Stewart McKee General Contractors	828-448-7124

Mark Hall introduced himself and others present for the meeting introduced themselves and their involvement with the project.

1. Mark Hall reviewed the various dates associated with the bid and project completion. Bids due on March 16, 2023. The total time allowed for this project shall be 45 calendar days from Notice to Proceed.
2. City Staff asked that contractors provide questions to City Engineer by email by Friday, March 10, 2023, as to allow time to answer all questions by end of day on Monday, March 13, 2023.
3. Mark Hall stated that the city would possibly take the project to City Council for approval at the April 3rd council meeting, but would not give notice to proceed until after approval by City Council.
4. Mark Hall reviewed items on the bid proposal and contract documents that need to be completed.
5. City Surveyor will conduct the survey/construction staking for the project, once the contractor is on site.
6. Lisa Helton discussed the requirements of the Federal funds used on this project that will be administrated by which are as follows:
 - a. Weekly Payroll sheet (complete & return),
 - b. Certificate Appointing Officer to Supervise Payment (complete & return),
 - c. Equal Employment Opportunity & Affirmative Action (complete & return),
 - d. Equal Employment Opportunity Policy (complete & return), Section 3
 - e. Affirmative Action Program (complete & return),
 - f. Contractor's Certification for Labor Standards (complete & return),
 - g. Statement of Compliance (complete & return),
 - h. Federal Labor Standards Provisions,
 - i. Supplementary Conditions of the Contract for Construction,
 - j. Wage Decision for Project (Post on the Job Site Board),
 - k. Federal Labor Standard Posters (English & Spanish) Must Place on Job Site, E-Verify Form

