



## PRE-BID MEETING MINUTES

Project: Concord-Padgett Airport Parking Deck Repairs  
Location: 7425 Zephyr Place NW, Concord, NC 28027  
Project #: WGI 8417.01 ; City of Concord 20024-002, bid # 2616  
Date of Pre-Bid Meeting: February 20<sup>th</sup>, 2024, at 10:30am  
Prepared By: Juan D. Sanchez, PE

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### A. INTRODUCTION

A copy of the meeting's sign in sheet with all meeting attendees has been attached at the end of this document.

### B. DRAWING & SPECIFICATIONS

1. WGI briefly went over the bid form and key project requirements:
  - a. Contractors wishing to bid on this project **do not** need to register with the city of Concord (this is a correction from the meeting discussion) All communication regarding this bid will be done through email.
  - b. Bid forms - includes all quantities no guesswork required.
  - c. Final day for questions – 02/26/2024 by 1pm in writing.
  - d. Bids due – 03/05/2024 by 1pm. Sealed Bids will be received by the City of Concord (Owner) at the address provided in the project manual.
  - e. Agreement forms – A copy of the city of Concord agreement is located on page 43 of the project manual.
  - f. MBE forms and requirements can be found on page 29 of the project manual.
  - g. Liquidated damages - \$200 per calendar day, per page 23 of the project manual.
  - h. Performance & payments bond – Yes, per page 27 of the project manual.
  - i. Bid bond (Bid security) – Yes 5%, per page 9 of the project manual.
  - j. Construction schedule: (160 calendar days)
2. Review repair drawings.
  - General Information: contractors should pay close attention to the construction requirements provided in sheet G002 of the repair documents. Information regarding construction barricades and signage is provided there.
2. WGI briefly went over the phasing plan, the repair plans, and completed a walkthrough of representative repair areas.

### C. ADDITIONAL INFORMATION & REQUIREMENTS

1. **No. of parking spaces** – The scope of work will be performed in 6 phases in accordance with the project drawings.
2. **Progress meetings during construction** - periodic calls and site visits will be conducted by WGI.
3. **Special Inspections** - not anticipated but to be determined during the permit process.
4. **Project management** - the contractor shall have a designated, experienced project manager managing the project.
5. **Construction staging** - will likely be located at the lowest level of the deck. Dumpster location is TBD.
6. **Porta John** - location TBD.
7. **Electrical** - contractor to provide their own generator and vent appropriately.
8. **Water** - the parking deck has water spigots.
9. **Work hours** - normal work hours anticipated, except for special events and phase 6 work items.
10. **Uniform** - contractor team shall wear clothing that designates the name of their firm.
11. **Safety** - the contractor shall designate a safety officer for the project.
12. **OSHA** – all work must comply with OSHA requirements.
13. **Barricades and signage** - see sheet G002.
14. **Dust and fumes control** - contractor to provide adequate barricades and protection to control dust and fumes.
15. **Cleaning** - the accumulation of debris above the required construction load will not be accepted. The construction work area must be adequately cleaned and maintained.





## SIGN-IN SHEET

**Project:** Concord-Padgett Airport Parking Deck Repairs

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**Meeting Date:** February 20, 2024 @ 10:30 am

**Prepared By:** Juan D Sanchez, PE (WGI)

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