



# MEETING MINUTES

<b>LOCATION</b>	MUNICIPALITY OF SKAGWAY CITY HALL 700 SPRING STREET	<b>DATE/TIME</b>	JUNE 18, 2024 AT 10:00AM
<b>ATTENDEES</b>	<b>TYSON AMES, MOS PUBLIC WORKS DIRECTOR</b> <b>EMILY DEACH, MOS DEPUTY BOROUGH MANAGER</b> <b>JAY NELSON, HAMILTON CONSTRUCTION</b> <b>DAKOTA MCBEE, HUNZ AND HUNZ CONSTRUCTION</b> <b>MARK PUSICH, RESPEC</b>	<b>CLIENT</b>	I1014
		<b>PROJECT NUMBER</b>	22004
		<b>PROJECT NAME</b>	AB MOUNTAIN COMMUNICATION FACILITY SITE IMPROVEMENTS
		<b>PREPARED BY</b>	JMP
<b>RE</b>	<b>PRE BID MEETING MINUTES</b>		

## MEETING SUMMARY

A mandatory in person pre-bid meeting was held on this date starting at 10:00 AM for the Municipality of Skagway (MOS) AB Mountain Communication Facility Improvements project. Participants in the pre-bid meeting are listed above. The meeting was held in person at the MOS Assembly Chambers and the proceeded to the project site.

All parties present knew each other and Mark followed the agenda that was previously prepared and handed out to everyone at the meeting.

### 1. BID DUE DATE/TIME

- Mark stated that solicitation for bids for this project are due on Tuesday July 9, 2024 at 2:00 PM to PO Box 415, Skagway, AK 99840 or delivered directly to the Municipal Offices on 700 Spring Street on or before 2:00PM Alaska Standard Time. No faxed or mailed bids will be accepted. It is the intent of MOS to award this project as soon as possible. Bids must acknowledge any addenda that are issued for the contract.
- Mark state that the bids must be sealed and clearly labeled with the following information:
  - "AB Mountain Communication Facility Site Improvements"
  - Date and Time of Bid Due Date (2:00PM Tuesday, July 9, 2024)
  - Bidders Name
- There was some discussion on whether or bid modifications would be accepted by email or fax as that is currently stated in the contract bid documents. Brad Ryan, MOS Borough Manager confirmed that no bid modifications will be accepted by email or fax. Bid modifications can be hand delivered to MOS Borough offices or mailed in. An addendum will be issued to clarify this
- Mark stated that the deadline for bidder questions to be submitted by email is June 28, 2024 at 2:00PM to the Borough Manager at [manager@skagway.org](mailto:manager@skagway.org) and [contracts@skagway.org](mailto:contracts@skagway.org)
- Mark stated that the bids must include the following documents filled out and submitted on time.
  - Completed Official Bid Form
  - Bid Modification Form (if applicable)

- Bid Schedule, Section 000310
  - Contracting Officer Documentation
  - Non-Collusion Declaration
  - Bonding Exempt Checklist (with additional bonding paperwork if required)
  - Bid Bond
- Mark reminded the contractors to:
  - Review Qualifications of Apparent Low Bidders section under General Conditions and Notices on page 00 0100-1.
  - Review Non-responsive bids section under General Conditions and Notices on page 00 0100-4.
  - Review Failure to Execute the Contract section under General Conditions and Notices on page 000100-5.
  - Review Section 000310 Bid Schedule and to accurately list each Division of Work Item amount.
  - Project Superintendent is required to be on the project full time in accordance with Specification Section 000700 General Conditions, Article 6, Section 6.1.
  - State of Alaska Prevailing Wage Rates apply to this project for all contractors and subcontractors working on the project.

## **2. UNIT PRICE CONTRACT**

- a. Mark stated that this is a unit price contract with current State of Alaska Prevailing Wage Rates apply for this project. Contractor is required to conform to State of Alaska Department of Labor (DOL) reporting requirements for certified pay rolls with current prevailing wage rates. All costs associated with the DOL reporting are the responsibility of the Contractor.

## **3. PROJECT SUMMARY**

- a. Mark shared a plan view of the project site and explained that the project work site is located on the north side of Dyea Road, approximately 1.8 miles from the intersection of Dyea Road and Klondike Highway on a parcel owned by the Municipality of Skagway. The east side of the project site is developed with single family residence.

Mark explained that the project includes a Base Bid and Additive Alternate. The base bid work includes mobilization and demobilization, installation of an 8-foot tall chain link fence with barbed wire, chain link maintenance gate relocation, rolling 12' wide opening chain link vehicle access gate, 39-inch CMP storm drain culvert, 3-inch minus, Class I Riprap slope protection, base course grading-1 and miscellaneous related work.

The additive alternate no. 1 work includes mobilization and demobilization, installation of a concrete leveling course anchored into the existing rock surface and installing chain link fence posts, fabric, sleeve, anchor plates and all required components for a complete fence installation in the areas

indicated in the Drawings. Mark explained that the additive alternate is to provide an alternative fence post installation method for the project as the terrain is uneven due to the exposed bedrock ledges and outcroppings.

- b. Mark said that there are no permits needed for this project.

#### **4. CONSTRUCTION TOPIC HIGHLIGHTS**

The following construction topics were discussed by Mark.

- a. The completion date for the project is October 15, 2024.
- b. Contractor to coordinate with the MOS Public Works Director 72 hours prior to beginning work. Alanna with MOS will give notice of the project to the existing tenants that lease space at the site (GCI, APT, AT&T, State of Alaska).
- c. Mark said it will also be important to notify the adjacent neighbor of the proposed construction project. The lower access driveway at Dyea Road for a short distance is shared with this resident.
- d. Existing site contains the communications towers for the community so important to protect and maintain the existing towers, cables, conduits, and buildings etc. during construction.
- e. Tyson confirmed that MOS can accept non-contaminated excavated materials as well as brush/limbs/trees from this project at the 15-acre site across from the Dyea Road intersection. Tyson said that there will be a commercial fee for disposal of brush, limbs, trees, stumps. He could not recall what the fee was. Contractor to coordinate disposal locations with the MOS Public Works Director. Contractor must separate waste material and place it in the designated MOS stockpiles. Contractor will be responsible for hauling and placing of all waste material and will be invoiced from MOS for any improper sorting or placement that MOS incurs from waste related to this project.
- f. Contractor working days/hours to be in conformance with MOS noise ordinance, 6:00 AM to 10:00 PM, Monday through Sunday.
- g. A pre-construction meeting will be held prior to the commencement of work on the project as specified in the contract documents under Section 001010.
- h. Mark did not foresee any major long lead items for this project as fence and gate materials are the main material item. Submittals will be turned around quickly for this project.
- i. Proposed substitutions or "Or Equal" item submittal & substitutions must be submitted on the Substitution Request Form found in Section 001300 Contractor Submittals page 001300-7.
- j. Mark informed the contractors that the existing CMP culvert is a 39" (1 meter) culvert and that the plans have been setup to allow the contractor the option to install a 39" culvert or install a 36" culvert with an approved banding system.
- k. Mark informed the contractors present that no rock blasting will be allowed for this project.
- l. Tyson confirmed that the contractor will be given a new lock for the gate at the bottom of the site access road as the existing lock is the police departments.

## 5. CONTRACT COMPLETION DATES

- a. Project completion date is October 15, 2024.
- b. Liquidated Damages will be assessed at \$1500 per day.

## 6. CLARIFICATIONS

- a. An addendum will be issued for the project after June 28<sup>th</sup>, 2024.

## 7. PREBID QUESTIONS

The following were questions that were asked at the prebid meeting with responses below:

- a. **Question:** Can a 4" diameter rock drill be used on the smaller diameter fence posts with concrete encasement for the smaller fence post footings? **Answer:** Yes a 4" diameter rock drill can be used for drilling in the smaller diameter fence posts with the fence post encased in concrete and/or grout.
- b. **Question:** Is there a location for the contractor staging area? **Answer:** The contractor can use the shoulder and widened areas of the AB Mountain tower access road for staging/laydown. The parking lot across Dyea Road does not belong to the MOS and is State of Alaska property.
- c. **Question:** What are the limits of the clearing and grubbing for the project. **Answer:** The clearing and grubbing limits for the project require the contractor to remove all vegetation/trees/limbs/stumps that would be within the new chain link fence line and the fence post footings as well as the rolling access gate. The existing vegetation in the area of embankment widening needs to be removed and disposed of.

Tyson Ames, Jay Nelson, Dakota McBee, and Mark Pusich then met at the project site to inspect the project site. Mark displayed a site plan so those present could understand the approximate fencing limits and gate location for the project. The approximate fence limits were walked by all present so that everyone had a clear understanding of the varying rock terrain within the fencing project limits. Mark noted that there was an existing utility line laying on the ground from the utility vault to the GCI building. Mark showed the contractors where the proposed new 12' wide rolling gate would be located. The contractor staging area near on the west side of the access driveway as shown to everyone.

Meeting ended at 11:12 AM. Meeting minutes prepared by RESPEC.

Attachments: Pre-bid meeting sign in sheet.



# MUNICIPALITY OF SKAGWAY

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## Municipality of Skagway – Mandatory Pre-Bid Meeting Eligibility List AB Mountain Communication Facility Site Improvements June 18, 2024 at 10:00 a.m.

Name	Signature	Company	Phone	E-mail
Tyson Ames	<i>Tyson Ames</i>	MOS	907-612-0051	tyson@skagway.org
Joy Nelson	<i>Joy Nelson</i>	Horn: 170-	907-715-2005	Nelsonjoy176@gmail.com
Dakota Mubec	<i>Dakota Mubec</i>	H+H	907-690-0834	dgm@hmc2enterprises.com
EMILY DEACH	<i>Emily Deach</i>	MOS	907-612-8247	edeach@skagway.or
MARK PUSICH	<i>Mark Pusich</i>	RESPEC	907-723-2973	mark.pusich@respec.com