



**Nathan L. Jacobson & Associates, Inc.**

Nathan L. Jacobson & Associates, P.C. (NY)

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Jacobson

*Consulting Civil and Environmental Engineers Since 1972*

## REPORT OF MEETING

To: File Date: November 7, 2024  
From: J. Howard Pfrommer, P.E.  
NLJA #: 07470045  
Project: Replacement of Bridge No. 105003, Beaver Dam Trail over Fishing Brook, Old Saybrook, CT  
Subject: Pre-Bid Meeting Minutes  
Copies: Addendum No. 1, Carl Fortuna, William Claffey, Michael W. Kalwara, Bid Express

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On this date, a pre-bid meeting was held at the Old Saybrook Town Hall basement conference/cafeteria room commencing approximately at 10:00 AM. See the attached Sign-In Sheet for a record of those present at the meeting.

The following items were discussed:

1. The pre-bid meeting is not mandatory.
2. Minutes of the pre-bid meeting will be issued in an addendum through Bid Express.
3. The project generally includes the complete replacement of an existing metal pipe culvert with a 15' span by 4'-4" rise precast concrete rigid frame, including approximately 262 LF of roadwork.
4. The project is partially CTDOT State Local Bridge Program (SLBP) funded.
5. The estimated construction cost (opinion of probable construction costs) is approximately \$1.3 million.
6. Technical portions of the project manual substantially follow Division II and III from the CTDOT Standard Specifications Form 819.
7. The bid period is 10-21-2024 to 11-20-2024 (31 days).
8. Bids are due electronically (or hardcopy) via the internet bidding service by Wednesday, 11-20-2024 by 10:00 AM. There is a \$35 one-time fee to submit an electronic bid. Digital ID is not required for this online bid.
9. Contract documents are available for free download from the bidding service.
10. A geotechnical report with boring logs is available from the internet bidding service.
11. A complete set of bid submission documents includes the following documents as described on p. 79 of the Project Manual:
  - A. Bid (filled-out on-line)
  - B. Bid Bond
  - C. Evidence of authority to do business in the State of CT.



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- D. Statement of Bidders' Qualifications
  - E. Non-Collusion Affidavit
  - F. CHRO Bidder Contract Compliance Monitoring Report
  - G. State of Connecticut, Certificate of Compliance with Connecticut General Statute Section 31-57b.
12. The bid/project is set-up as a lump sum with five (5) unit price items, as described on p. 80 of the Project Manual.
  13. The owner has 90 days to award the contract after bids are opened. It is not anticipated that all of this time will be used as it is the intent to award this project as soon as possible so that precast material can be ordered as soon as possible.
  14. Performance and payment bonds are required, each in the amount of 100% of the bid.
  15. Contract time is 120 days from notice to proceed to substantial completion, and; 150 days from notice to proceed to readiness for final payment (as described on p. 105 of the Project Manual). Liquidated damages are \$1,000 per day and \$100 per day, respectively, as described on p. 106 of the Project Manual.
  16. A July 1 to March 31 in-river unconfined construction activity window applies to the project. No unconfined work will be allowed in the brook during April, May or June, including the installation or removal of cofferdams.
  17. Contractor designed tightly-sealed cofferdams are anticipated to enable construction in the dry. It is anticipated that cofferdam material will be cut-off and left in-place.
  18. Live underground power and phone previously ran under the west edge of the road/shoulder and cable TV on the east. In the vicinity of the work, all three utilities have been moved underground west of the road embankment, beyond the limits of the proposed culvert.
  19. Because Beaver Dam Trail is a dead-end road with about two dozen homes beyond the bridge, the road cannot be closed during construction. The construction documents include a two-stage temporary bypass around the work on either side of the work.
  20. Contractor is responsible for quality control testing; owner is responsible for quality assurance testing as they deem appropriate.
  21. This is a Prevailing Wage Rate project. Refer to p. 279 of the Project Manual for wage rate information.
  22. The project includes CHRO requirements. Refer to the Invitation to Bid (p. 1 of the Project Manual)



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or Article 25 of the Instructions to Bidders (p. 14 of the Project Manual):

- A. Submit an Approved Affirmative Action Plan to the CHRO and be listed on their Contractor Affidavit List. Otherwise, there will be a separate 2% retainage of each payment requisition to be withheld until the contractor's AAP is approved by the CHRO.
  - B. 25% of the state-funded portion of the contract (\$970,249) to be awarded to DAS certified Small and Minority owned businesses, and 25% of that work to DAS certified Minority, Women and Disabled owned businesses. Must demonstrate good-faith effort to meet the goals.
23. The Town has obtained the following permits:
- A. U. S. Army Corps of Engineers, General Permit 19, Self-Verification.
  - B. CTDEEP 401 Water Quality Certification.
  - C. Town of Old Saybrook, Inland Wetlands & Watercourses Commission.
  - D. Town of Old Saybrook, PZC CGS 8-24 review and report, deemed unnecessary.
24. Temporary and permanent easements shown on the drawings are in-place.
25. Funds for the construction are in-place.
26. Certificates of insurance and copies of full insurance policies will be required for approval by the Town prior to execution of the Agreement.
27. Interpretation questions received after 11-15-2024 may not be answered.
28. Questions received and answered during the meeting:
- Q1. At the southeast project quadrant, is Enberg/Fowler aware that their driveway curb cut onto Beaver Dam Trail will not be available during construction?
    - A1. Yes, they are. They plan to use their curb cut on Kitteridge Hill Road.
  - Q2. 120 days to substantial completion is aggressive if cofferdams can not be installed or removed in April, May or June. When is the Town looking for the construction to occur?
    - A2. 2025 construction is anticipated. A confirmed delivery date for the precast frame may be the deciding factor as to what months in 2025 construction will occur. It may be that the work is ultimately scheduled around the first cofferdam installation occurring in the beginning of July.

The meeting concluded at approximately 10:30 AM.



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**Statement of Accuracy:**

We believe this Report of Meeting accurately reflects what transpired at this meeting. This Report of Meeting will be filed as part of the permanent records for this project. Any questions regarding discrepancies and/or exclusions must be received in writing (emailed comments to [hpfrommer@nlja.com](mailto:hpfrommer@nlja.com) will be acceptable) at the office of Nathan L. Jacobson & Associates, Inc. for possible amendment within ten (10) working days from receipt of this Report of Meeting. If no questions are received, this Report of Meeting will be considered approved as written.

Submitted By:

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J. Howard Pfrommer, P.E.

END OF REPORT OF MEETING

