



# MONTANA FISH, WILDLIFE & PARKS

## Pre-Bid Conference Minutes Miles City Hatchery Residential Houses & Garages Reroofing Rebid FWP #7193108

March 24, 2021

### Attendees:

Affiliation	Name	Phone #	email
Manning Roofing	Scott Gundlach	406-234-9596	<a href="mailto:garyoddyconstruction@yahoo.com">garyoddyconstruction@yahoo.com</a>
Tightline Design LLC	Kevin Ott	406-852-3565	<a href="mailto:tightlinellc@gmail.com">tightlinellc@gmail.com</a>
MT Fish, Wildlife & Parks	Phil Jagoda	406-841-4009	<a href="mailto:Phillip.Jagoda@mt.gov">Phillip.Jagoda@mt.gov</a>

**Introduction:** Phil Jagoda was introduced as the MT FWP Project Manager, Cory Hagemeister as the Hatchery Manager.

- **Bid Date:** Bids will be opened on April 6, 2021 at 3:00 pm at the MT FWP Design and Construction Office in Helena, 1522 9<sup>th</sup> Ave.
- **Submit bid to:** Address to submit sealed bids is 1522 9<sup>th</sup> Avenue, PO Box 200701, Helena, MT 59620-0701. Be aware of potential mail delays with USPS (Postal Service) and the FWP Central Mail Service. Contractors were reminded to review the mail delivery notice on page 4 of the project manual.
- **Montana Gov Delivery:** Bid documents are found online at:  
<https://fwp.mt.gov/aboutfwp/design-and-construction/upcoming-bid-openings>  
Sign up on the FWP **Upcoming Bid Opening Page** to receive all changes to and updates to the website. Receive e-mail notification of new projects, addendums, and pre-bid sign in sheets posted to the FWP web site. Sign up under **Design & Construction**
- **Contractor Registration:** Contractor Registration with the Department of Labor and Industry is not required to Bid the project. However, registration is required prior to contract initiation.
- **Bid Package Submittal:** bid shall include all items listed in Instruction to Bidders including:
  - a. Sealed envelope with address and project information
  - b. Bid Proposal
  - c. Bid Security
  - d. Acknowledgement of any Addendums
 Bids may be modified or withdrawn up to the bid opening. Contractors were asked to please review the Instruction to Bidders Section of the Contract Documents carefully prior to submitting a bid.
- **Bid bond - 10% of total bid:** bid security may be in the form of bid bonds, cashier's check, certified check or bank money order payable to the State of Montana. Personal checks are not accepted.
- **Performance Bond, Labor and Materials Bond:** Successful bidder will be required to provide a Performance Bond and a Labor & Materials Bond in the amount of 100% of bid.
- **Insurance:** The successful bidder will be required to provide insurance as listed in the Contract

Documents. Liability insurance shall be \$1 million per occurrence and \$2 million aggregate. Insurance must cover vehicles used by the company. Listing the State of Montana as additional insured is required.

- **Review proposal items:** The base bid for this project includes removal of existing shingles and installation of architectural asphalt shingles for the 2 houses and 2 detached garages, in addition to the egress window installation at house #89. Award will be made to the lowest responsible bidder.
- **Project Budget:** Estimated project cost is approx. \$36,000.
- **Fish, Wildlife and Parks supplied materials:** FWP will not be supplying any materials for this project.
- **Project Schedule:** Contract time is 30 consecutive calendar days. Project may start after contracts are signed and Notice to Proceed is issued.  
Liquidated Damages - \$50 per calendar day
- **Addenda:** One addenda will be issued at the same time these meeting minutes are posted to revise the bid form to move the egress window line item as an additive alternate. Be sure to use acknowledge any Addendums issued on bid form. No addenda will be posted after March 29. Notification of addenda will be automatically sent to those who have signed up to receive notifications from the FWP Design & Construction website.
- **Interpretations and Substitution Requests:** Interpretations and/or substitution requests are due in writing by March 27.
- **Montana Prevailing Wage Rates:** The project is subject to Montana prevailing wage rates.
- **Buy Safe Montana Provisions:** described in Article 14 in Instructions to Bidders & Section 3.1.7 in General Conditions
- **Two Year Warranty:** This project is subject to a two year warranty period.
- **Payment:** Pay requests will be processed on a 30 Day frequency. The standard 5% retainage will be withheld until project is accepted & final closeout paperwork is completed. All payments are subject to 1% DOR withholding.
- **Supervision:** Contractor is required to have a qualified supervisor on-site during construction.

**Site Responsibilities:** Public facility & residential access for FWP employees currently living in the houses: access needs to be maintained and daily clean-up will be required.

**Technical Specifications and Special Provisions:** Contractor responsible to obtain State building permit. Working hours 7 am-7 pm M-F, can be adjusted if approved by FWP on-site staff. Incidentals included as part of work Section 011000, Section 073113, & project drawings.

- **Project Walk-through:** Attendees toured the project site.

### **Contractor Questions and Answers**

1. *Question: Are new turtle vents, pipe jacks and flashing required as part of the work.*
  - *Answer: Yes; new turtle vents, pipe jacks and flashing are required and will be considered incidental as part of the work, please review project drawing & specifications for all incidentals and scope of work.*