



## Meeting Notes

Place: VHB - Charter Oak Room  
100 Great Meadow Road, Suite 200  
Wethersfield, CT

Date: February 20, 2020

Notes Taken by: Josh Eannotti, VHB

Project #: 42413.00

Re: 2020 Roadway Improvement Project  
"Cambridge Drive Neighborhood"  
Town of East Hartford  
Pre-Bid Meeting

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### ATTENDEES

Town of East Hartford

VHB

Contractors

(See attached sign-in sheet)

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VHB hosted the non-mandatory pre-bid meeting, on behalf of the Town of East Hartford (Town), for contractors interested in bidding on the 2020 Roadway Improvement Project. The attached agenda lists the issues that were brought to the attention of the contractors by VHB and the Town.

The meeting began at approximately 10:00 am. Mr. Anderson (VHB) notified the contractors that the bid opening is at 11:00 am on March 5<sup>th</sup>, 2020 at the Town of East Hartford Purchasing Department. Mr. Anderson informed the Contractors that all questions concerning the project must be sent to the Purchasing Agent's Office. He then continued with a detailed description of each item included in the attached agenda including an overall review of the type of work to be done in the 2020 Roadway Improvement Project. Mr. Anderson noted that all addenda, meeting minutes, etc. will be passed through the Purchasing Department and posted to the Town's website.

Mr. Arsenault, representing the Town of East Hartford, explained that the Town will be specifying a topsoil vendor that the awarded Contractor shall utilize.

Mr. Arsenault also explained that the DOT project for the removal of the Route 2 ramp at Cambridge Drive may result in changes to the construction plans at this location.

Mr. Arsenault notified the Contractors that the MDC will be performing sewer spot repairs within the project limits.

Mr. Arsenault explained that there may be buried drainage structures on Nassau Lane. The approximate location has been identified on the plans. Mr. Arsenault explained that these structures shall be reset to finish grade, and the drainage infrastructure, if found, will need to be cleaned as shown on the Drainage Cleaning Plans.

100 Great Meadow Road  
Suite 200  
Wethersfield, CT 06109-2377  
P 860.807.4300



The contact information for the Purchasing Agent is as follows:

Michelle Enman  
Purchasing Agent  
(860) 291-7271

[Menman@easthartfordct.gov](mailto:Menman@easthartfordct.gov)

At this point, the contractors were welcomed to ask VHB and the Town questions concerning the design and construction process. The following is a summary of the topics discussed during this period:

1. *A question was raised regarding item #26 Reset Utilities on the attached agenda. The Contractor asked if all structures will need to be reset twice.* VHB and the Town explained that utility structures within the roadway shall be temporarily reset to the milled or exposed base surface where they present hazard to motorists. The cost to temporarily reset these structures shall be included in the Maintenance and Protection of Traffic item. Resetting the structures to finish grade shall be paid for under the appropriate reset item (per each). It was noted that riser rings shall not be used to reset structures to finish grade, and custom structures that present a problem for temporary reset shall be brought to the attention of the Engineer.
2. *A question was raised regarding a specific start date.* The Town agreed to determine a start date and provide a response after the pre-bid meeting.
3. *A question was raised regarding installation of curbing, and whether curbing will be placed on the intermediate course on all roadways.* VHB responded that all bituminous concrete curbing proposed in this project shall be installed on the intermediate course, except for the bituminous concrete berm to be installed on Hollister Drive #2 and Hollister Drive #3, which is to be installed on the surface course. The bituminous concrete berm proposed on Milbrook Drive shall be installed on the intermediate course.
4. *A question was raised regarding the removal of existing curbing, and the method of payment for that effort.* VHB explained that there is language in the project manual and construction manual that identifies the method of payment, but VHB agreed to look back at the construction documents and provide clarity and issue an addendum if necessary.
5. *A question was raised regarding unsuitable existing base material on roadways where the proposed recommended treatment is removal of existing HMA and overlay. The three-part question involved (1) the method of payment for removal and replacement of base material, (2) who will be responsible for the proctor values of existing base material, and (3) how often the samples will be taken.* VHB responded and explained that removal and replacement of unsuitable base materials in spot repair locations shall be paid for using the Base Patch Repair item. VHB agreed to provide responses to the base material sampling and material testing questions after the pre-bid meeting.

The meeting ended at 11am with no further questions or concerns.

Attached is a copy of the sign in sheet and agenda.

100 Great Meadow Road  
Suite 200  
Wethersfield, CT 06109-2377  
P 860.807.4300

**Town of East Hartford, CT  
Purchasing Department  
Pre-Bid Sign-In Sheet**

Bid #20-15 – 2020 Roadway Improvement Project

**DATE: THURSDAY, FEBRUARY 20, 2020 @ 10 AM AT VHB, 100 GREAT  
MEADOW ROAD, SUITE 200, WETHERSFIELD, CT 06109**

**PRINT CLEARLY**

NAME: Darryle Koch  
COMPANY: American Ind  
ADDRESS: 630 Plainfield Rd, Jewett City, CT 06351  
PHONE # 860 376 2337 FAX: 860 376 3909  
PRIMARY EMAIL: DKOCH@americanind.net  
SECONDARY EMAIL: EYonts@americanind.net

NAME: Rick Buge  
COMPANY: Tilcon  
ADDRESS: Black Rock Ave New Britain  
PHONE # 860.224.6027 FAX: 860.223.3224  
PRIMARY EMAIL: Rbuge@Tilcon-Inc.Com  
SECONDARY EMAIL: \_\_\_\_\_

NAME: Greg Southwick  
COMPANY: Tilcon CT  
ADDRESS: 672 Black Rock Ave  
PHONE # 860.224.6066 FAX: \_\_\_\_\_  
PRIMARY EMAIL: gsouthwick@tilcon-inc.com  
SECONDARY EMAIL: \_\_\_\_\_

NAME: Joseph Caron  
COMPANY: Palmer Paving  
ADDRESS: 25 Blanchard St Palmer, Mass  
PHONE # 413-564-4263 FAX: \_\_\_\_\_  
PRIMARY EMAIL: Jpecoy@Palmerpaving.com  
SECONDARY EMAIL: \_\_\_\_\_

**Town of East Hartford, CT  
Purchasing Department  
Pre-Bid Sign-In Sheet**

Bid #20-15 – 2020 Roadway Improvement Project

**DATE: THURSDAY, FEBRUARY 20, 2020 @ 10 AM AT VHB, 100 GREAT  
MEADOW ROAD, SUITE 200, WETHERSFIELD, CT 06109**

**PRINT CLEARLY**

NAME: Jim Assengault  
COMPANY: Town East Hartford  
ADDRESS: \_\_\_\_\_  
PHONE # \_\_\_\_\_ FAX: \_\_\_\_\_  
PRIMARY EMAIL: \_\_\_\_\_  
SECONDARY EMAIL: \_\_\_\_\_

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## **PRE-BID MEETING AGENDA**

### **2020 ROADWAY IMPROVEMENT PROJECT**

**Bid No. 20-15**

#### **TOWN OF EAST HARTFORD**

10:00 AM – February 20, 2020  
100 Great Meadow Road, Suite 200  
Wethersfield, Connecticut

1. Sign-in and Introduction
  - VHB
  - Town
  - Contractors
2. Complete sign in sheet by providing a primary and secondary email address
3. Contract Documents available on Town's website: <http://www.easthartfordct.gov/bids>
4. General Contractor responsible for disseminating information to subcontractor, if required
5. Town will not modify bid opening date if Contractor delays in accessing information off website
6. All addenda, meeting minutes, etc., will be posted on website
7. Prospective bidders responsible for notifying Town of receipt of information
8. Requests for information (RFIs) will be accepted via email to the Town Engineer on or before Monday March 2, 2020. VHB and the Town cannot guarantee responses will be provided to questions received later than this date
9. Bid Opening: **11:00 AM, Thursday, March 5, 2020 at the Purchasing Department, Town Hall, 740 Main Street, East Hartford, CT 06108**
10. Construction Duration and Penalties:
  - Substantial Completion November 1, 2020. Five hundred dollars per day (\$500.00/day) liquidated damages
  - Final Completion November 12, 2020. Five hundred dollars per day (\$500.00/day) liquidated damages
11. Tracking Claims
  - Document and submit to Town with each monthly pay request



12. Equipment Staging and Storing

- Staging areas will be responsibility of Contractor at no cost to Town
- Submit for review and approval 7 calendar days after award of contract. See Notice to Contractor

13. Local Permits

- Inland Wetlands Permit (Work within Upland Review Area)
- Minor Flood Hazard (Work within 100-yr flood plain)
- Erosion and Sedimentation Control (Soil disturbance)

14. Sidewalk Reconstruction at Driveways

- Do not saw cut, remove existing sidewalk or bituminous driveway at back of sidewalk until intermediate course is installed or as directed by Engineer.

15. Cleaning of Existing Drainage System

- Clean system within project limits and to outfall at the locations shown on the plans prior to construction to review conditions. Town will consider point repairs of damaged pipes
- Expose buried manholes to provide access for cleaning. Leave in safe condition. The contractor will only be paid once for adjusting manholes
- Leave in clean condition at the completion of construction
- Contractor will only be paid once to clean the drainage system

16. Topsoil

- Adjustment to nutrient and pH requirements will not be measured for payment
- Liming is not included as a pay item
- Final acceptance will require the establishment of a suitable strand of turf grasses as specified under the Turf Establishment specifications

17. Signing

- Street Identification sign measurement will be limited to one side of the aluminum sign blank
- Remove all Town signs from utility poles

18. Type "C" Catch Basin Top

- Town will supply the plaques to be installed by the Contractor
- Catch basin tops should be cast with depression to fit plaques
- Plaques will be fastened with adhesive and raised surface flush with CB top
- 70% payment without plaque installed. Additional 30% paid after plaque is installed

19. Drainage Outfall (Hollister Drive)

- Install check valve for flood control in outfall pipe (see specifications for requirements).

20. Paving specifications:

- Standard CTDOT specifications (Section 4.06 and M.04) utilized without any modifications.
- Warm Mix
  - Submit certified test report showing mixing and compaction temperature ranges
  - Town will not accept mix outside of these ranges.

21. Pavement Rehabilitation:

- Full Depth Reconstruction
- Removal of existing hot mix asphalt
- Mill and Overlay
- Roadways are required to be milled to proposed profile and cross slope
- 10 calendar limit for applying intermediate course on milled roadways
- 20 calendar day limit to perform as-built survey and apply intermediate course on roadways where base is exposed
- Pavement test pit and core data available

22. As-built survey

- Survey base course. 72 hours to complete and submit to Town for approval as-built survey of the base course
- Survey intermediate HMA course
- Survey surface course at selected locations (Contractor's expense)

23. Route 2 Ramp at Cambridge Drive

- Ramp will be removed as part of a future DOT project

24. Temporary Detours

- Will be allowed while working on local streets only
- Submit to Engineer and Public Safety Agencies for approval
- Notify Public Safety agencies, Public Works Sanitation and Board of Education Transportation
- Arrangements to accommodate trash pickup and busing

25. Tree Trimming / Removal

- 3' min. back from edge of pavement
- Min. vertical clearances: 8' over sidewalk and 16' over roadway
- 10 day posting of trees to be trimmed or removed is required. Do not place notice on trees to be trimmed. See Town Tree Warden Requirements.

26. Reset Utilities

- Reset to milled or exposed base surface where present hazard to motorist. Access must always be provided
- Reset to final grades after placement of intermediate course
- Resetting of utilities will only be paid for once
- Access to all utility and storm drainage structures is to be maintained throughout construction.

27. Field Office

- Field Office and equipment to be provided. See Item #969062A
- Submit for review and approval of the proposed location and layout.

28. General Items:

- Bituminous concrete curb to be placed on intermediate course
- Driveway Reconstruction Tables included in bid documents

29. Questions