



City of Santa Fe



PRE-BID MEETING MINUTES REMOVAL AND REPLACEMENT OF DECORATIVE STREET LIGHTS - BID NO '16/32/B

DATE: March 24, 2016, 2016 **TIME:** 2:00 P.M. **LOCATION:** City of Santa Fe Market Street Offices

This mandatory meeting was held to clarify any issues the Contractors may have prior to finalizing bids. .

Representative from the following companies attended

1. VIS-COM Inc.
2. Bixby Electric Co.
3. MWI Inc.
4. 3B Electric

Attached is the sign it sheet

Rick Devine, COSF Project Manager discussed what he believes are critical issues:

- The City will secure the services of an Archeologist that will be on site to monitor the trenching and boring operations. Refer to page 120 of the project book for details. It is unknown how this may affect the work but it is possible that a slowdown in the work of trenching and boring will occur. The Contractor should be aware of this possibility and plan accordingly
- The exposed surfaces of the PCC foundations shall be colored. See page 88 of the Project Book. See page 3 of the plans for modifications to the NMDOT Foundation Standard Drawings.
- The Contract time for this project is 90 Calendar days from the notice to proceed. Delays to the project due to material delivery shall be considered for time extensions.
- There are two street light and pole manufactures that have been approved by the City of Santa Historical Review Commission. Niland and Sun Valley. The NMDOT drawing – page 13 of the plans was inserted to reference the foundation only. The depicted pole, arm, and luminaire are not approved for this project.
- The luminaires shall be 250W High Pressure Sodium.
- Work involving lanes closures. Hours of work are from 9:00 am to 4:00 pm. Work involving no lane closures may start at 8:00 a.m.

- Parking of vehicles in the downtown area – The Contractor shall be responsible for contacting parking lot owners to secure parking. That includes City Parking lots.
- Contractors may park equipment in the City Operations Yard at 1142 Siler Road.
- There will be two required permits:
 - 1. Street Cut Excavation Permit – Can be obtained for the Roadways & Drainage Division
 - 2. Obstruction of Streets Permit – Can be obtained from the Traffic Engineering Division.The fees for both permits shall be waived but applications must be submitted and approved.
- It was understood by all attendees, that this meeting was mandatory.

If the attendees of this meeting believe that additional discussion items were overlooked in the writing of these minutes, please respond with additions.

