

**NEW AIR TRAFFIC CONTROL TOWER
LYNCHBURG REGIONAL AIRPORT—LYNCHBURG, VIRGINIA
PRE-BID MEETING
September 10, 2015 – 11:00 am – City of Lynchburg, City Hall**

AGENDA

1. Introduction and Sign-In

Lynchburg Regional Airport
RS&H
Attendees

- 2. Purpose:** To review project scope, clarify and explain the construction scope, procedures, safety measures associated with the bidding documents.

- 3. Project Scope:** The project scope is generally described as:

Provide all labor, materials and other means of construction necessary for a new air traffic control tower and related work. Construction includes grading, drainage improvements, utility installation, and construction of a new air traffic control tower building.

- 4. Bid Plans and Specifications:** To obtain Contract Documents, contact:

Ms. Lisa Moss
Buyer
City of Lynchburg
900 Church Street
Lynchburg, VA 24504
Lisa.Moss@lynchburgva.gov
Direct: (434) 455-4228
Fax: (434) 845-0711

- 5. Bid Date, Time and Location:**

At 3 p.m. (local time) on October 1, 2015, the bids will be opened and read aloud at Bidder's Room, Third Floor, City Hall.

- 6. Bidding Documents to be submitted:**

Submit bids using forms furnished in the Project Manual and fill in all blank spaces on the form. Repeat notation "Contractor's Current Virginia License No. _____" on outside of inner envelope containing bid and bid security, and place this envelope within another envelope addressed to:

City of Lynchburg
Procurement Division
900 Church Street
Third Floor, City Hall
Lynchburg, VA 24504

Bidders shall include the following with their bid submission:

- Bid Form
- Statement of Experience

- Statement of Available Resources
- Equal Opportunity Report Statement
- Corporate Status Form
- Questions to Bidders/Offerors
- Bid Bond or Cashiers Check Equivalent

Both the inner and outer envelopes shall have noted thereon:

- “Sealed Bid #2016-00018 Lynchburg Regional Airport New Air Traffic Control Tower
- The bidder’s name and address; and
- Repeat notation “Current Registered Virginia Contractor No. _____ “ on the outside envelope.

7. Schedule:

Contract Award, within 120 calendar days

Anticipated Notice-To-Proceed: October/November 2015

Contract Time (All Work): 220 Calendar Days

Limitations on Working Hours: See General Provisions Section 10 and the Contract Plans.

8. Form of Bid: Bid Schedule summed to total project cost. (Base Bid: Schedules A-E)

Schedule A - ATC Tower

Schedule B - ATCT Equipment

Schedule C - Sitework and Utilities

Schedule D - Airfield Lighting & Vault Modifications

Schedule E - Communication and Technology Package (CTP) Allowance

Schedule F - Alternate #1: Split Face Thin Block Finish

9. DBE Goal: City of Lynchburg’s DBE participation goal for this project is 4%.

10. Bonds & Insurance: 5% Bid Bond required, 100% Performance and Payment Bond will be required of the successful bidder. Bid price shall be held for **120** calendar days.

11. Contract wage rates: Certified Payrolls are required.

12. Liquidated damages: Per Construction Agreement, Page 15.

13. Airport Operations and Security: See C004 - C006. Lighted “X”s provided by Contractor.

14. Protection of Underground Utilities & Cables:

- Contractor will locate and protect from damage all existing overhead and underground utilities.
- Coordination with Appalachian Power, Verizon, and City of Lynchburg will be required

15. Permits:

- RS&H has submitted documents to Campbell County for E&S, Site, and Building Permits
- Contractor shall be responsible for obtaining all temporary construction permits from City of Lynchburg and Campbell County.

16. Survey and Stakeout: Contractor responsible for all survey and stakeout.

17. Material Testing:

- Contractor will employ and pay for material testing.
- The Owner will employ the special inspections testing.

18. Questions:

- Questions regarding the Bid Documents shall be submitted in writing to Ms. Lisa Moss at City of Lynchburg at Lisa.Moss@lynchburgva.gov
- The deadline for questions is **Wednesday, September 23 at 9:00 A.M.** Inquiries submitted after this deadline will not receive responses. No telephone inquiries will be accepted.
- Inquiries affecting price or clarifications will be responded to by addendum.

19. Site Visit: Following the Meeting.