Minutes from pre-bid meeting are noted in *italics*.

1. **INTRODUCTIONS / SIGN-IN** – See attached sign-in sheet.

2. **BIDS DUE** – August 6, 2019 at 10:30 a.m., addressed to Purchasing Division, City of Decatur, 1 Gary K. Anderson Plaza, Decatur, IL 62523.

3. **BID SECURITY** – 10% of Bid Price. Bid Bond or Cashier’s Check is acceptable.

4. **MINORITY PARTICIPATION GOALS REVIEW OF CITY CODE CHAPTER 28, ARTICLE 10 (Handout and Discussion)** (Chapter 28, Article 10 document attached to these minutes)
   a. **Policy**
   The City requires that general contractors show good faith efforts to meet the City’s goals of 10% of the project amount be used to hire MBE subcontractors when subcontracting opportunities exist, and 18% total hours are to be worked by minority employees
   b. **Definitions**
   The Prospective bidders are directed to the attached handout that provides an excerpt of the State’s definition of a minority.
   c. **Project Goals and Good Faith Efforts**
      i. **Subcontracting is not required but if a subcontractor is used a Good Faith Effort must be made to fill the stated goal.**
         1. *If there are subcontracting opportunities, the goal is 10% minority.*
         2. *The total hours by minority should be 18%, which is checked at the end of the project.*
      ii. **The Contractor shall put forward good faith efforts to “actively and aggressively” seek the participation of MBE or minority workers. Discuss options to assist in “actively and aggressively” seeking this participation.**
      
      It is expected that a demonstration of “active” and “aggressive” will include actual direct contact with or working with a minority subcontractor in a manner that leads them to provide actual quotes for the work to be subcontracted. This is benefited by the development of an ongoing relationship with minority subcontractors.
      iii. **The City’s expectation of what will be required to demonstrate a Good Faith Effort.**
      The City regards a good faith effort, at a minimum, to include direct contacts with 2-3 MBE subcontractors for each subcontracting opportunity until the goal is met. The contacts must be with subcontractors that provide the type of work
that is being subcontracted. Documented follow up requests are required if no response is received. The bidder is to provide all work, all contacts, the method of contact (email, phone, personal, etc.), and the results of each contact. Email requests with no reply or other evidence of direct contact are not considered to be acceptable direct contacts.

City staff can have no contact with bidders regarding their bid submittal after bids have been opened, so their only opportunity to demonstrate a good faith effort, is to provide all supportive evidence with the bid document. For the benefit of the review that must be conducted by City staff, it is helpful for the bidders to group their direct contacts according to the subcontracting opportunity.

d. Eprism Software – prevailing wage reporting software:
   i. The general contractor and subcontractors submit their information to Eprism.

5. DISADVANTAGED BUSINESS REQUIREMENTS (PROJECT MANUAL – PP. 119-126)
   a. Each Bidder must advertise for DBE’s at least 16 days prior to the bid opening or the bid will be rejected.
   b. DBE requirements are set forth in Exhibit A of the Project Manual, pages 119 to 126. Exhibit A includes forms and instructions necessary to meet these requirements.
   c. A sample advertisement for DBE firms is given on page 122 of the Project Manual.
   d. Compliance with the DBE requirements given in Exhibit A only assures compliance with the DBE requirements of the State Revolving Fund. Bidders must also comply with the City’s Minority Participation Goals as set forth on pages 14-17 of the Project Manual.
   e. Bidders should comply with BOTH the City’s requirements for MBE’s and the SRF’s requirements for DBE’s and should submit with the bid packet ALL of the documentation required for the City’s minority participation goals, and ALL of the documentation required for the SRF’s disadvantaged business participation goals.

6. IEPA LOAN PROJECT FUNDING REQUIREMENTS –
   a. Use of American Iron and Steel Products (Project Manual, pp. 49-54)
   b. Davis Bacon wage rates (Project Manual, pp. 22-27)
   d. All subcontracts must be submitted, after award of contract, to the Owner for review (Project Manual p.100 -SC 5.01). This is a condition of funding and cannot be waived.
   e. Employee interview to verify Davis-Bacon compliance will be periodically performed (Project Manual p.24 (section 3 iii))
f. Special Condition 16 – Audits; Access to Records (Project Manual pp. 106-108). Records to be maintained and made available for three years after the date of the final loan audit.

7. **BRIEF DESCRIPTION OF PROJECT** – The work includes, but is not limited to, furnishing of materials, labor and equipment to perform sewer cleaning, sewer televising, bypassing of sewer flow, installing cured-in-place-pipe in existing combined sewers, reinstating sewer laterals, manhole reconstruction, installing fiber reinforced calcium aluminate mortar in manholes, traffic control and site restoration associated with the sewer rehabilitation.

8. **UNIT PRICE BID** – Bids will be by Unit Price Bid on the form provided. Bids shall remain open for 90 days.

9. **PROPOSALS** – Documents to be included with the proposal are identified with **RETURN WITH BID** at top of the page.

10. **AWARD OF CONTRACT** – Award of Contract shall be to the qualified bidder submitting the lowest responsive, responsible bid.

11. **CONTRACT TIME** – work shall be substantially complete in 180 working days. Working day defined as any calendar day except Saturdays, Sundays or legal holidays observed by the contactor’s entire work force in Illinois. Is there concern about the number of working days?
   a. Paul Caswell asked for feedback on whether 180 days is reasonable. There were no comments.

12. **BIDDER QUALIFICATIONS** – See Special Conditions 23. Low Bidder to submit requested information within 48 hours of bid opening.

13. **CERTIFICATE OF INSURANCE (GC-1)** – See General Condition 1. Multiple entities to be listed on the insurance certificate.

14. **CONTRACT WARRANTY (GC-4)** – Guarantee all materials and equipment furnished and work performed for one year from date of substantial completion.

15. **DOCUMENTATION OF EXISTING CONDITIONS (GC-19)** – Provide digital video and/or photographs of existing facilities along the route / construction area prior to start of construction.

16. **USE OF FIRE HYDRANTS (GC-27)** – Obtain a permit from Water Services Division to utilize City water.
   a. There is a deposit required for the water meter.
17. **SHOP DRAWINGS (SC-7)** – Submit five copies of shop drawings for all items of work to Engineer.

18. **PROGRESS PAYMENTS (SC-12)** –
   a. Submit quantities to CMT to prepare pay request
   b. Submit updated schedule monthly
   c. Submit certified payrolls at same time as pay request processing
   d. Submit unconditional waivers for previous progress payments


20. **IDOT PERMITS (SC-30)** – Two permits issued by IDOT, granting permission to construct improvements in state-maintained highways. Complete permit forms and send to IDOT.

21. **CN RAILWAY PERMITS (SC-31)** –
   a. Required safety certifications
   b. Request flagging services
   c. Provide general liability policy naming Railway as insured
   d. Railway Division Engineer notifications

22. **DECATUR MEMORIAL HOSPITAL (SC-32)** –
   a. Prior to start of work, contractor and subcontractors to meet with DMH facilities personnel.
   b. McKinley Street Sewer inversion limitation.
   c. Union Street Sewer inversion limitation.

23. **INVERSION LENGTHS** – Plan sheets 16-20 has notes listing restrictions on inversion lengths. Are the resulting inversion lengths of concern?
   a. *Paul Caswell asked if there were any concerns about inversion lengths and there were no comments.*
   b. *Tim Sumner noted there is documentation required from the bidders that includes similar length, product diameter and inversion lengths outlined in Special Condition 23.*

24. **TECHNICAL SPECIFICATION 1 – TEMPORARY BYPASS FACILITIES:**
   a. Prepare and submit bypass plan.
   b. Prepare and submit a spill response plan.

25. **TECHNICAL SPECIFICATION 2 – CLEANING:**
   a. Submit sewer, manhole and structure cleaning methods and procedures.
   b. Submit work plan for accessing manholes and structures, debris management.
c. Submit traffic control plan.
d. Solids and semi-solid resulting from cleaning operations:
   i. Dewater at Sanitary District of Decatur
   ii. Dispose at licensed landfill

26. TECHNICAL SPECIFICATION 3 – TELEVISITED INSPECTIONS:
   a. Submit sample video recordings to demonstrate picture quality from similar sized sewers.
   b. Inspection reports shall be PACP compliant.
   c. Provide PACP crew certifications.

27. TECHNICAL SPECIFICATION 4 – CURED-IN-PLACE-LINER:
   a. Multiple Contractor submittals:
      i. Design of CIPP liner
      ii. Customer notification sample
      iii. Pre-installation CCTV inspection videos
      iv. Bypass pumping plan
      v. Inversion and curing work plan
      vi. Documentation of CIPP materials
      vii. Traffic control plan
      viii. Record drawings
      ix. Post-installation CCTV inspection videos
   b. Contractor to have on-site two remote control cutting devices for lateral reinstatements.

28. TECHNICAL SPECIFICATION 5 – FIBER REINFORCED SHOTCRETE:
   a. Existing steps to be removed from manholes and structures.
   b. Test panels required for shotcrete concrete. See paragraph 5.09.

29. PROJECT QUESTIONS – All questions on the plans and specifications should be directed to CMT in writing by emailing them to Tim Sumner (tsumner@cmtengr.com) and Demmon Guimard (dguimard@cmtengr.com). Questions received after July 29, 2019 will not be answered as to give sufficient time to address items by addendum.

30. ENGINEER’S ROLE DURING CONSTRUCTION – CMT will be providing on-site construction observation and contract administration for the City.

31. QUESTIONS –
   a. From Greg Patton: on Kellar Lane, it will be a long set up with several services to deal with. Residents will be without sewer service quite a while. Are there cleanouts at those residences to bypass? Response from Paul Caswell: there are likely not cleanouts available. Contractor is responsible for managing all of the flow.
   b. From Greg Patton: are there inspection videos available? Response from Paul Caswell: yes, videos are available. The City will gather the videos and provide them to Decatur Blue for distribution.
c. From Greg Patton: is any flow data available? Response from Paul Caswell: no flow data is available.
d. From Alex Rossebo: is the Engineer’s Opinion of Cost available? Response from Paul Caswell: no, the Engineer’s Opinion of Cost is not available.
f. From Greg Patton: are flow diversions possible? Response from Paul Caswell: flow diversions are not possible; pumping is required since the sewer main being lined is a trunk sewer.
g. From Greg Patton: is an expanded sewer system map available, especially around the railroads? Response from Paul Caswell: yes, an expanded sewer system map will be made available separate from these meeting minutes. Map format will be paper.
h. Bidders should check Decatur Blueprint’s website before submitting a bid to make sure there are no addendas missing. Only contractors on Decatur Blueprint’s plan holder list will get updates on addendas. You have to purchase the plans to get on their list. Simply downloading a set of plans from the website does not put you on the bidders list.

32. ADJOURNMENT –

a. Meeting was adjourned at 2:45 PM.

Respectfully Submitted,

Timothy F. Sumner, PE
# City of Decatur, IL – McKinley Avenue Sewer Rehabilitation

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<tr>
<th>No.</th>
<th>Name</th>
<th>Company</th>
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<tr>
<td>1</td>
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*Participant joined by telephone.*
CITY CODE
CHAPTER 28, ARTICLE 10
MINORITY PARTICIPATION GOALS FOR PUBLIC WORKS CONTRACTS

The “minority person” definition contained in the Illinois Business Enterprise for Minorities, Females and Persons with Disabilities Act, 30 ILCS 575/2 is contained at the back of this handout.

SECTION 10-1. POLICY:

The City of Decatur encourages a diverse workforce for all public projects. Toward that end, the City establishes goals for participation by Minority Business Enterprises (MBE) and minority workers for public works contracts. The objectives of the minority participation goals include:
A. Ensuring non-discrimination in the award and administration of City public works contracts;
B. Encouraging a level playing field on which MBE and minority workers can compete fairly for City public works contracts;
C. Helping to remove barriers to the participation of MBE and minority workers in City public works contracts;
D. Promoting the use of MBE and minority workers in City public works projects;
E. Ensuring the minority participation goals are narrowly tailored in accordance with applicable law;
F. Providing appropriate flexibility to contractors in establishing and providing opportunities for MBE and minority workers;

SECTION 10-2. DEFINITIONS:

A. MINORITY: For purposes of this Article, the City hereby adopts and incorporates by reference “minority person” as defined in the Illinois Business Enterprise for Minorities, Females and Persons with Disabilities Act, 30 ILCS 575/2.
B. MINORITY BUSINESS ENTERPRISE (MBE): A business that is owned and controlled by minorities. There must be not less than 51 percent minority ownership of the business, and the minority ownership must control the management and daily operations of the business.

SECTION 10-3. MINORITY PARTICIPATION GOALS IN PUBLIC PROJECTS.

A. Contractors for City projects shall make a good faith effort to comply with the following minimum goals:
   (1) Ten (10) percent of the total dollar amount of the contract should be performed by Minority Business Enterprises if subcontracting opportunities are available; and,
   (2) Eighteen (18) percent of the total hours worked should be performed by minority workers.
B. Subcontracting is not required for a City project. If a subcontractor is used, the contractor shall make a good faith effort to meet the City’s minority participation goals.

C. A contractor shall provide evidence of meeting the City’s minority participation goals as directed and required by the Public Works Director or provide evidence that it made a good-faith effort to meet the goals.

D. A good faith effort means the contractor took reasonable and necessary steps to achieve the minority participation goals. Good faith means the contractor actively and aggressively sought participation by MBE or minority workers. The City shall consider the quality, quantity and intensity of efforts made by a contractor.

E. Evidence of a good-faith effort includes, but is not limited to, as appropriate:
   (i) Soliciting through all reasonable and available means the interest of MBE and minority workers;
   (ii) Outreach and recruitment efforts of MBE and minority workers;
   (iii) Packaging requirements, when feasible, into tasks or quantities that permit maximum participation from MBE and minority workers;
   (iv) Providing interested MBE and firms that employ minority workers with adequate information about the bidding process, adequate time to respond and assistance in responding to a solicitation;
   (v) Negotiating in good faith with MBE and firms that employ minority workers;
   (vi) Assisting interested MBE and firms that employ minority workers in obtaining bonding, lines of credit or insurance;
   (vii) Assisting interested MBE and firms that employ minority workers in obtaining necessary equipment, supplies or materials;
   (viii) Seeking services from available minority community organizations; minority contractors’ groups, minority business assistance offices and other organizations, as appropriate, to provide assistance in recruiting MBE and minority workers;
   (ix) If an MBE or a firm that employs minority workers is rejected, providing sound reasons for rejection based on a thorough investigation of the firm;
   (x) Providing payroll records or other evidence showing the percentage of minority workers employed on the project or the percentage of project hours completed by minority workers; [This is provide through Prevailing Wage documentation]
   (xi) All other good faith efforts or evidence of due diligence to meet the City’s minority participation goals.

F. The minority participation goals shall be reviewed annually by the City Manager or his designee. Any changes of the goals shall require a majority vote by Decatur City Council.

SECTION 10-4. PROGRAM ADMINISTRATION:

A. The Public Works Director, or his designee, shall:
   (i) Administer and enforce the provisions of this Article;
   (ii) Monitor, track and report on contractors over the contract duration to ensure compliance with this Article.
SECTION 10-5. PENALTIES:

A. If a contractor fails to meet the City’s minority participation goals and fails to provide evidence of a good faith effort to meet the goals, the Public Works Director or his designee may, as appropriate:

(i) Order immediate corrective action, as appropriate and practicable, to meet the minority participation goals or to show a good faith effort toward meeting the goals;

(ii) Assess a fine or penalty not to exceed $2,000 for each offense, and each day on which a violation occurs or continues shall be considered a separate offense;

(iii) Withhold the fine or penalty assessed from the unpaid portion of the contract;

(iv) Order that the contractor will not be considered a responsive responsible bidder for future City projects until the contractor provides evidence of making a good faith effort toward meeting the City’s minority participation goals.

SECTION 10-6. APPEALS:

The penalty assessed by the Public Works Director or his designee shall be appealable to the City’s Human Relations Commission.

SECTION 10-7. WAIVER:

A. If a contractor does not or cannot meet the City’s minority participation goals for contracts, it may seek in writing a waiver. The waiver request shall include, as appropriate:

(i) Evidence of the contractor’s good faith efforts to secure participation by MBE and minority workers;

(ii) Evidence the contractor received no proposals or inquiries from qualified MBE or firms that employ minority workers in response to a good faith effort to secure participation.

B. The Public Works Director or his designee may, at his or her discretion, waive the minority participation goals upon finding:

(i) The project is essential for city operations;

(ii) Emergency circumstances require a waiver;

(iii) Evidence of a good faith effort by the contractor;

(iv) Evidence the contractor received no proposals or inquiries from qualified MBE or firms that employ minority workers in response to a good faith effort to secure participation.
Illinois Business Enterprise for Minorities, Females and Persons with Disabilities Act,

30 ILCS 575/2

(30 ILCS 575/2)
(Section scheduled to be repealed on June 30, 2016)
Sec. 2. Definitions.
(A) For the purpose of this Act, the following terms shall have the following definitions:
   (1) "Minority person" shall mean a person who is a citizen or lawful permanent resident of the United States and who is any of the following:
      (a) American Indian or Alaska Native (a person having origins in any of the original peoples of North and South America, including Central America, and who maintains tribal affiliation or community attachment).
      (b) Asian (a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, but not limited to, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam).
      (c) Black or African American (a person having origins in any of the black racial groups of Africa). Terms such as "Haitian" or "Negro" can be used in addition to "Black or African American".
      (d) Hispanic or Latino (a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race).
      (e) Native Hawaiian or Other Pacific Islander (a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands).