



A2Z Engineering, PLLC • 138 East Center Street, Suite A • Kalispell, MT 59901
Phone: (406) 755-7888 • Fax: (406) 755-7880 • www.a2z-engineering.com

December 12, 2024

Attendees: Jesse Theis – MTC Jesse@mtc.construction
Marlin Kauffman – JD Thinning marlin@jdthinninginc.com
Tyler Crockett – TAM crockett128@gmail.com
Chris Pate – MTX GBC-Pate@hotmail.com
Austin Hagel – Lorax austinhagel52@gmail.com jackson@lorax.construction
Christian Porker – CCC christian@camascreekcontracting.com
Parker – MMI parker@muoniomechanical.com
Jim Ritter – Montana Fence jim@montanafence.com
Caleb Johnson – Pintler Earthworks pintlerearthworks@gmail.com
Matt Nerdig – A2Z Engineering mnerdig@a2z-engineering.com
Dave Landstrom, Tony Powell, Bardell Magnum, Jamie Mongoven – MT FWP

Subject of Meeting: Somers Phase 2 Pre-Bid Meeting

Date: 12/11/2024 at 10:30 AM

Meeting Agenda: Attached to these Minutes

Meeting Minutes:

1. The meeting started with introduction of the attendees and a general overview of the State Park and the project.
2. The meeting then moved on to a discussion of the agenda items related to state contracting requirements. Bardell explained these items and how they would affect the contractor through the construction process. Please reference the agenda for these items.
3. Matt at A2Z engineering then reviewed the project scope and referenced the plans and the bid tabulation. The details of each portion of the project was explained in context to the site. The following are some specific items that were discussed in relation to the project:
 - i. The fence detail on the plans shows the post at a 10 foot spacing but due to material lengths the posts will need to be installed at an 8 foot spacing.
 - ii. The gate through the fence located at the end of the park along Somers road shall be four feet in width to allow for ADA access.
 - iii. The contractor shall supply the handicapped parking signs and the other information signs noted on the plans shall be supplied by the FWP. The contractor shall be responsible for installing the signs and providing the sign base per the plans.

- iv. The sidewalk and handicapped parking area shall be underlain by Mirafi 140 N fabric. There is existing fabric under the parking area that can be reused if it is not disturbed.
 - v. A2Z Engineering will apply for the septic permit for the installation of the Vault Toilet with the county. The contractor shall be required to have a licensed installer for the vault toilet installation per Flathead County requirements and the contractor shall coordinate the county inspection once the toilet is installed.
 - vi. On page 7 and 5 of the plans the note in the bottom left corner that cites the existing contamination plume notes the map is on page 2 and should note the plume map is found on page 3.
 - vii. The pre-construction meeting for the project will include contacts for the BNSF representative who can provide guidance if the plume contaminant becomes an issue during the project.
4. The meeting concluded after questions were answered.





PRE-BID CONFERENCE AGENDA

Project Name: _____

Project Number: _____ Project Location: _____

1. **Bid Opening: Date:** _____ **Location:** _____
2. **Bid delivery by Contractor:**
 - a. Using USPS allow adequate time as FWP-Design and Construction is on State Central Mail
 - b. UPS/FedEx/Courier deliver to 1522 Ninth Avenue, Helena, MT 59601
3. **Montana Gov Delivery:** You can monitor the FWP website or sign up to receive e-mail notification of new projects, addenda, pre-bid sign-in sheets, etc., through our website at:
<https://fwp.mt.gov/doingBusiness/designAndConstruction/>
 - a. (Note: click the box **Design & Construction updates only**. If you sign up for *all* Fish Wildlife & Parks you will receive alerts for everything happening at FWP, which could involve a great number of emails.)
4. **Contractor Registration** (Projects >\$2,500)
 - a. Montana Department of Labor and Industry
 - b. Not required to bid. **Required to enter into contract.**
5. **Bid bond:** 10% of total bid (Projects ≥\$150,000)
 - a. May be cash or cashiers check. No personal checks.
6. **Performance Bond, Labor and Materials Bond:** 100% of bid. (Projects ≥\$150,000)
7. **Insurance:** Cover type of limits and coverage (All Projects)
 - a. \$1,000,000/ occurrence; \$2,000,000 aggregate
 - b. Must cover vehicles used by company
 - c. State of Montana must be identified as an additional insured
8. **Buy Safe Montana Provisions** – Instructions to Bidders & General Conditions
 - a. Successful bidder will be required to provide their incident rate, experience modification rate (EMR) and loss ratio with first pay request (Instructions to Bidders, Article 14).
 - b. To promote safe work environments the successful bidder must maintain an EMR of less than 1.0; or loss ratio of less than 100%. A loss ratio of more than 100% must obtain a safety consultation with the Montana Department of Labor & Industry; Employment Relations Division; Safety Bureau before the owner grants Substantial Completion of the work (D&C Form 14).
 - c. Contractors shall require subcontractors with an EMR or loss ratio greater than above to schedule and obtain a comprehensive safety consultation as described.
 - d. Successful bidder will need to obtain the EMR of Loss Ratio for all subcontractor's before work is started.
9. **Review proposal items**
 - a. Base Bid
 - b. Alternates
 - c. Method of award - Lowest Responsible Bidder
10. **Fish, Wildlife & Parks supplied materials**
 - a. Permits
 - b. Supplies and/or Materials
11. **Project Schedule**
 - a. Duration of Project: _____ Calendar Days
 - b. Proposed Start Date:
 - c. Extensions

12. Addenda

13. Change Orders

14. Payment

- a. Frequency (30 Days Typical)
- b. Withholding (5% until contract is finalized and closed out)
- c. Final (Upon completion of all Punch List Items and Contract Close Out Paperwork)

15. Drawings

- a. As-Builts (considered as part of Contract Close Out Documents)

16. Walk Site

- a. Staking (Responsibilities of Owner & Contractor)
- b. Construction limits
- c. Environment (Permit Constraints and Requirements, BMDs, equipment cleaning)
- d. ADA (Go over Slopes [Both cross and Running] and **Stress** Importance)

17. Supervision

- a. Contractor will qualify supervisor on-site during construction.

18. Federal Debarment Form

- a. If project is funded by any portion of federal funds, a "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion." Form must be submitted with the Proposal. (Debarment Form, if applicable, is located after the Proposal in the bid documents.)

Project Name: _____

Project Number: _____ Project Location: _____

DISCUSSION ITEMS OR ACTION REQUIRED:

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