

PRE-BID MEETING MINUTES

January 22, 2025
11:00 AM, Local Time

PROJECT: West Slope FAS, FWP Project Number: 7153711

OWNER: Montana Fish Wildlife and Parks

ENGINEER: Triple Tree Engineering, Inc.

BID OPENING DATE: February 5, 2025 @ 3:00 PM Local Time

1 ATTENDEES:

- Attendees signed in and provided contact information.
- Exhibit 1 includes the attendee sign-in sheet.

2 MEETING MINUTES

- A. Jamie Mongoven (FWP) reviewed the pre bid meeting agenda included in Exhibit 2.
- a. The following items were added/clarified during presentation of the agenda:
- i. Bid Opening Date/Time is February 5, 2025 at 3:00 PM Local Time. Bids to be delivered to FWP Design and Construction Office at 1522 9th Ave., Helena, MT 59601.
 1. Note that mail deliveries to this location can be unpredictable. Recommend hand delivery if possible.
 - ii. Engineer's Opinion of Probable Construction Cost = \$340,000
 - iii. The project duration is 90 calendar days from the date of the notice to proceed.
 1. The Notice to Proceed date can be requested by the selected contractor based on contractor's schedule with the following criteria:
 - a. The project shall be complete by October 31, 2025 at the latest. Therefore, the latest notice to proceed date shall be August 2, 2025.
 - b. For consideration, the site is typically less busy by July.
 - iv. This project only includes a base bid. There are no bid alternates.
 - v. Typically 1 pay request per month.

- vi. 50% of mobilization is eligible for payment with the first pay request.
- vii. These meeting minutes will be posted on the FWP website.
- viii. Addenda will be posted on the FWP website
 - 1. It is the Contractor's responsibility to visit the FWP website to identify addenda and acknowledge addenda with the bid submittal.
 - 2. Addendums will not be sent directly to each contractor.
- ix. FWP has obtained the following permits for the project:
 - 1. MDT Approach Permit
 - 2. County Septic Permit
 - 3. SPA 124 Permit
 - 4. Floodplain Permit
 - 5. Section 404 Permit
 - 6. 318 Authorization
 - 7. 401 Certification

The Contractor is responsible for obtaining a Stormwater Pollution Prevention Plan if deemed necessary by the Contractor.

- B. Brad Koon (Triple Tree Engineering) provided an overview of the project.
 - a. The area south of Rock Creek includes reclamation, re-vegetation, and barbed wire fencing.
 - b. The area north of Rock Creek includes an asphalt pavement approach up to the right-of-way.
 - c. New barbed wire fencing included along the MDT right of way with a cattle guard at the approach.
 - d. Smooth wire fencing and gates required for internal areas.
 - e. Gravel access roads in accordance with typical section.

- f. Gravel parking areas in accordance with typical section.
 - i. Concrete parking barriers.
- g. Culverts at approach and under boat ramp turnaround
- h. Latrine
 - i. Contractor is responsible for purchase and installation.
- i. Concrete boat ramp.
 - i. As noted in the plans, pre-cast push in concrete is required below the waterline with cast-in-place above the water line.
- j. Barrier rocks
 - i. There were questions regarding the large boulder in the parking area.
 - 1. The large boulder in the parking area has been removed and will no longer be installed as part of the project. Addendum 1 addresses removal of the boulder from the project.
- k. Stormwater Pond
 - i. Grade as shown on the plans.
- l. Signage
 - i. Contractor to purchase and install signage included in the bidding documents.

3 MEETING ADJOURNMENT

- A. The meeting adjourned after the presentations and after questions were answered.

EXHIBIT 1

PRE-BID MEETING SIGN IN SHEET

**PRE-BID MEETING
ATTENDANCE SHEET**

FWP Project # 7153711

January 22, 2025
11:00 AM

PROJECT: West Slope Fishing Access Site

OWNER: Montana Fish, Wildlife & Parks

ENGINEER: Triple Tree Engineering

(Everyone Please Sign Attendance Sheet)

NAME	ORGANIZATION	PHONE NUMBERS/EMAIL
Jamie Mongoven	Montana Fish, Wildlife and Parks	406-841-4011 jmongoven@mt.gov
Brad Koon	Triple Tree Engineering Inc	406-461-0692 bkoon@tripletreemt.com
Doug Benson	Patriot Excavation	406-398-8100 patriotexcavation@yahoo.com
Michael Cleveland	TCS Northwest	503-201-9803 Michael@TCSNW.com
Richard Russell	Precision Civil	406-451-6760 richard@precisioncivilmt.com
Rick Schwandt	RE Miller and Sons	406-925-1398 rschwandt@remillerandsons.com
Caleb Johnson	MTX Excavation	406-595-7047 Mt-xpartners@outlook.com
Jermey Mickey	P3M	406-360-6505 mickey@montana.com
George Rabel	George Rabel Excavation	406-581-2653 georgerabel@yahoo.com
K Robbins	Core Concrete	406-550-1584 Krobbins@corereteinc.com

EXHIBIT 2

PRE-BID MEETING AGENDA



PRE-BID CONFERENCE AGENDA

Project Name: West Slope FAS

Project Number: 7153711 Project Location: Near Philipsburg, Montana

1. **Bid Opening: Date:** February 5, 2025 3:00 PM Local Time **Location:** FWP Design and Construction, 1522 9th Ave., Helena, MT 59601
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: 90 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.)