

Borough of Greencastle 2024 Alley Paving

Pre-Bid Meeting Minutes
April 9, 2024 @ 9:30 AM

PROJECT DESCRIPTION & SCOPE OF WORK

1. The project is generally comprises of a 3” mill and 3” overlay with 19mm asphalt of approximately 795 LF of alleyway in the following locations:
 - E. Warren Lane from N. Washington Street to N. Allison Street
 - N. Church Lane from E. Warren Lane to E. Madison Street
2. The Borough will provide the paving material. Restoration to areas disturbed by construction operations

COMPLETION TIME & PROJECT SCHEDULE

1. The Work shall be substantially complete on or before September 1, 2024 and ready for final payment on or before October 1, 2024.
2. Liquidated Damages (LD's) will be assessed in the amount of one thousand dollar (\$1000) per calendar day the work is not substantially completed.

SPECIAL CONDITIONS, STAGING, ACCESS, PARKING, USE OF FACILITIES

1. The Borough shall notify the residents in advance of construction happening in their area.
2. The Contractor shall keep the existing driveways and entrances serving the properties adjacent to the Project clear and available to the Owner and the public at all times.
3. If the construction work requires temporary disruption, relocation, or modification of utility services to businesses, public facilities, or residences adjacent to the Project, the Contractor shall provide temporary services by methods approved by the utility company and the Engineer.

EXTENT OF CONSTRUCTION

1. Contractors shall confine construction activities to the limits designated by the Borough.

WORKING HOURS

1. A normal working day shall be defined a Monday through Friday from 7:00 am 4:00 pm. Any change to this schedule shall be requested in writing at least one week prior.

ATTENDEES

Emilee Little – Greencastle Borough
Bob Manahan – Greencastle Borough
Mark Appleby – Kinsley Construction

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Contractor Questions

Due: April 16, 2024 @ 1:00 PM

- Start Date – anytime between May and September
- Contract Term/Time – 120 calendar days
- Bid Bond – 5%
- Warranty Period – 1 year from completion
- Liquidated Damages – \$1,000/calendar day after date for completion
- Contractors can submit pricing for the material.
- Contractors can submit a bid including supplying the material.
- The bid form has been uploaded to the Borough website post.
- Prevailing wage rates apply for any Borough work over \$25,000; wage information has been uploaded to the Borough website post.
- The project is bid as a lump sum for the LF provided as approximately 795 LF, if additional scope is added by the Borough it will be on a unit price basis derived from the lump sum bid amount.