

ADDENDUM NO. 1
FOR
WATER MAIN EXTENSION ALONG CUTLER AVENUE AND WEST RIVER ROAD
FOR
THE TOWN OF MENTONE
CDBG PROJECT NO. SM-CM-PF-17-001

SEPTEMBER 26, 2018

TO: ALL PLAN HOLDERS AND INTERESTED PARTIES

SUBJECT: Plans, Specifications, and Contract Documents are hereby amended, modified, and changed as follows:

- I. Reference Part V – Special Conditions, Paragraph 43.H.6., Page V-17 and Plans
 - A. The bollards required around the fire hydrant on Cutler Avenue near Scenic Highway and as detailed on Detail D, Sheet 5, are a subsidiary obligation of Bid Item No. 10, fire hydrant with valve. There is not a separate pay item for bollards.

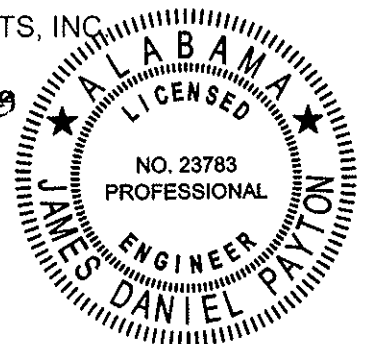
- II. The attached minutes from the pre-bid conference are hereby made a part of the Contract Documents.

THIS ADDENDUM ISSUED THIS 26TH DAY OF SEPTEMBER 2018.

LADD ENVIRONMENTAL CONSULTANTS, INC.

James Payton 9/26/18

James Payton, P.E.



PRE-BID CONFERENCE MINUTES

**WATER MAIN EXTENSION ALONG CUTLER AVENUE AND WEST RIVER ROAD
FOR
THE TOWN OF MENTONE
CDBG PROJECT NO. SM-CM-PF-17-001**

SEPTEMBER 26, 2018

A Pre-Bid Conference for the above referenced project was held on Wednesday, September 26, 2018 at the Mentone Town Hall.

The following were present:

Rob Hammond, Mayor, Town of Mentone
James Payton, P.E., Ladd Environmental Consultants, Inc.
Jeff Johnson, Lambert, Inc.

James Payton, the Consulting Engineer for the project, introduced everyone present and described the project. A new water line along Cutler Avenue and West River Road will replace an existing water line. The items on the Bid Schedule in the Contract Documents were presented.

The attached three page summary sheet (Pg. ADM1-3 – ADM1-5) provided by TARCOG was distributed. It details some of the requirements of the funding agency for the project.

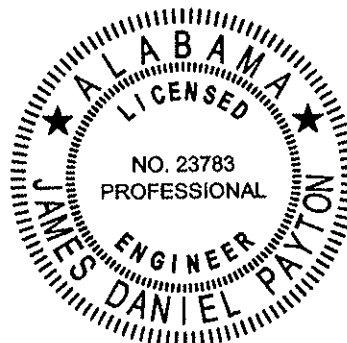
Following are items that were further discussed:

1. Is there a separate pay item for rock? No, rock removal is a part of the related bid item.
2. Are new meters and boxes required? Yes, refer to Plan Sheet 4.
3. Bollards are required around one fire hydrant. Refer to Sheet 2 and Sheet 5, Detail D.
4. For all open cut paved road crossings, a concrete patch is required. Refer to Sheet 5, Detail B.
5. At Grove Street, an existing 3/4" service line will be reconnected to the new main. Bid Item 12 is the pay item for this. Refer to Plan Sheet 3.

The Pre-Bid Conference was dismissed at 2:22 p.m.

James Payton
James Payton, P.E.

James Payton 9/26/18



PRE-BID MEETING: LABOR RELATIONS **PROJECT REQUIREMENTS/RESPONSIBILITIES OUTLINE**

Town of Mentone - CDBG Project No. SM-CM-PF-17-001 **09/26/18:**

HANDOUT/MINUTES

Subcontractor use? **YES ... NO:** if so Owner will need listing and on-site schedule ASAP after initial preconstruction conference. – As known, Project Administrator will need a list of their name/address/a contact phone and email, their FEIN, and their potential timetable to be on the job/site will need to be submitted.

Davis—Bacon Wages are Applicable to construction activity of project.

Review Project DB decision (*copy attached*)

- Q: is there going to be a need for any additional classifications? Look @ DB listing, and, If yes, look at the attached form and plan to submit it ASAP after the Preconstruction Conference.

POSTING OF WAGE DETERMINATION. *A copy of the applicable/attached wage decision and any additional classifications shall be posted by the contractor at the site of work in a prominent place readily accessible to the workers.* Publication WH-1321 Notice to Employees (Copy Attached to posters) will also be posted with the name and telephone number of the local or State agency compliance designee or HUD Field Office Labor Relations Staff, whichever is appropriate.

Who is subject to *Davis-Bacon* and Related Acts? **Mostly, everyone on the job.**
AND: I.e. :THERE IS NO SUCH THING AS A “HELPER”, or A JUNIOR/TRAINEE CARPENTER, etc.

(Unless one is enrolled in a bona—fide USDOL Apprentice Program w/certificate on file! (And we will need a copy of that filed with their first payroll)

Any Employee’s payroll listed job classification/category MUST match a listed category on the Project’s DB wage decision, and meet the minimum wage/& fringes (if required)!

Payment of Fringe Benefits.

IF your decision requires fringes, and you pay some/partial fringes, we will need a statement of your fringe benefits paid, estimated on an hourly basis, for workers receiving them, and an explanation of how they were derived. This Statement should be signed by your Certified Payroll person, and a Corporate officer.

Use of Apprentices and Trainees. *As discussed above.*

Copeland “Anti—Kickback” Act. *Applies to the Project*

Contract Work Hours and Safety Standards Act (CWHSSA) (Overtime Compensation).
Basically, over 40 hrs per week activates “time-and-a-half” wage provision – this only applies to DB wages – fringes are continue at straight time w/no increase required

Liquidated Damages (Re: CWHSSA violations). ***Willful violations may trigger this !***

Supply and installation contracts. ***On flat rate, or piecework installation contracts, employee hours must be documented so that DB rate compliance can be verified.***

Contractor's (and subs) responsibilities.

Certified Payrolls.

- (a) Submission Certificate from Contractor Appointing Officer or Employee to Supervise Payment of Employees (Form for Contractor to designate someone else to sign the payrolls). *Not required if payroll is done by a corporate officer*
- (b) Payroll Form WH-347 and use of.
Another form may be used (ie. Computerized program, as long as it contains the information required by the WH-347 ... then see (c) below
- (c) Form WH-348 is used if Contractor is using a form other than WH-347 (it is the certification on the back of the WH-347).
- (d) *IRS Employer Identification Number (or Social Security Number (if self-employed) of the contractor and/or subcontractor must be on the initial payroll in the upper right—hand corner of the first page.*
- e) **EMPLOYEE ADDRESSES AND SOCIAL SECURITY NUMBERS.** Each worker's permanent/ mailing address, a contact phone number and social security number (last 4 digits) MUST be reported for each worker on the first payroll on which his/her name appears. It is permissible for the contractor to omit the worker's social security number, etc., on subsequent payrolls if the contractor reports the worker's name on all payrolls in the identical form in which it was reported on the first payroll, and the contractor has no other worker with the same name, and no new/changed information is reported to the employer.
- (f) **Submissions to the Owner's Davis-Bacon/Payroll Administration Agent.** *(Payrolls are to be made weekly, and certified copies of them are due to the Owner's DB Administrator on a weekly basis – delivered within one week after last day covered in the preceding pay period)* Submittal of the weekly payroll forms by E-mail is acceptable – **However, at least once a month, original signed hard copies of the payroll w/certification form should be sent to the Project Administrator, for the Owner's records file**

SUBS should submit their payrolls to the prime for verification/approval and forwarding to the Administrative agent.

- (g) Review of payrolls for the Owner will be done by the Project's Contract Labor Standards Officer. (TARCOG)
- (h) HUD 11, Report/Employee Interviews: will be conducted, on site, by the Project's designated Labor Standards Officer (TARCOG).
- (i) Maintaining payroll record files. *(three year records retention is required)*
- (j) Monitoring of payroll files and documents. *Project DB related documents are subject to monitoring (with notice) by both the State, and HUD)*
- (k) Split classifications.
person employed as a laborer or mechanic employed on a contract subject to DBRA and performing work in more than one classification may be paid not less than the predetermined rate for the actual hours spent in each classification, provided the work performed is capable of separation into more than one classification, and provided that the time records are kept in accordance with the actual hours spent in each classification. Work which is normally performed as part of the mechanic's craft is not separable.
- (l) Working foreman. *Nominally, a working foreman should be paid at a rate such that it is equal to the highest pay category he is expected to perform work in.*

- Reporting requirements for “working subcontractors.”

Check Criteria:

1. Does the subcontractor have a registered trade name and is there a telephone listing under that name?
2. Does the subcontractor have a license?
3. Does the subcontractor have liability insurance or a subcontractors bond?
4. Federal Tax Identification Number.

Any of these criteria in conjunction with a signed contract containing Federal Labor Standards Provisions from each such subcontractor is sufficient to establish that he or she is a bona-fide subcontractor. Such a subcontractor will submit payrolls indicating only that he/she is the owner, the hours worked and the classification. “Self—Employed Owner” shall be written under the name, address, and Social Security Number (See Column 1 on the Optional Form WH-347) **HOWEVER: NOTE THAT HOURS MUST BE RECORDED SO THAT DB WAGE COMPLIANCE CAN BE DETERMINED.**

- Other, or added issues:
NONE

Attached

Applicable DB Wage Decision is attached to the bid specs/offering,

Posters/Other Distribution:

(TO BE MADE AT PRECONSTRUCTION CONFERENCE W/Email-CD/Digital sources)

- * WH-1321 - Notice to Employees of DB Project Status
- * Equal Opportunity is the Law Poster (EEO)
- * Minimum wage Poster
- * Copy of DB Wage Decision (Attached to WH-1321 above)

CONTACT:

Davis-Bacon/Payrolls Administrator
(Questions/Contact & e-Mailing address for Payrolls)

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