

PROJECT SCOPE

City of Medina Job No. 924: Spring Grove Cemetery Road Improvements Sections 19 & 20

General

This project consists of the installation of a new eleven (11) foot wide asphalt roadway within the City of Medina Spring Grove Cemetery along with the associated grading and drainage required for the new roadway. Below please find a general summary of items that are included as a part of this project:

1. Earthwork and grading necessary for the new roadway.
2. Installation of a new 2-2A catch basin.
3. Installation of under drain.
4. Installation of erosion control BMPs including a stone construction entrance, filter fabric fence, and inlet protection.
5. Subgrade proof rolling.
6. Furnishing and installing geotextile subgrade reinforcing matting.
7. Furnishing and installing granular embankment for pavement base material.
8. Installation of asphalt pavement.
9. Final grading, and seeding of all areas within the construction limits.
10. Any tree removal and stump grinding will be completed under a SEPARATE CONTRACT.

Materials and Equipment Storage / Construction Traffic:

This project takes place within one of the City of Medina cemeteries. Construction site access for the project shall only occur from the E. Washington Street (SR 18) entrance as indicated on the plans. All construction traffic use shall be limited to the entry drive only, construction vehicles will not be permitted on any other drives within the cemetery. The limits of disturbance for this project shall be limited to those areas as shown on the plans. The proposed plans indicate an area to be used for surplus topsoil wasting and re-spread. This area shall also be used for construction materials and equipment staging as well. Prior to the start construction the contractor and City Engineer shall meet on site to solidify the exact area to be used for staging. The contractor will be responsible for the restoration of all areas used for storage and staging. The contractor is also reminded that this project will be taking place within a heavily used pedestrian area. The contractor will be required to maintain a safe and secure work site. No exposed open excavations will be permit overnight without proper safety precautions provided.

Bid Information

- The bid includes the furnishing of all labor, materials and equipment necessary to construct the improvements as outlined within these bid specifications and project plans.
- State of Ohio prevailing wage rates will apply to this project (See Section 6).
- The final completion date for the project has been set by the City of Medina for November 15, 2024; however, the bidders will be given the opportunity to submit an earlier completion date, if they desire. Completion date will be one of the factors utilized by the City of Medina when evaluating bids. The bidder must submit a completion date with the bid submitted.
- The Contractor and each subcontractor will be required to maintain during the life of the contract Worker's Compensation Insurance, Public Liability Insurance with minimum coverage amounts of \$1,000,000 per occurrence, Property Damage with minimum coverage amounts of \$1,000,000 per occurrence, and Vehicle Liability Insurance.
- The Contractor and all Sub-Contractors must be registered with the City of Medina to work in the City. Please contact the City of Medina Building Department at (330) 722-9030 for details regarding registration requirements and fees. No additional construction permits will be required to complete this project; however, Contractors are reminded that Special Hauling Permits will still be required as necessary for any overweight or oversized loads. PLEASE NOTE, you do NOT have to be registered to submit a bid. Registration will be required once the contract has been awarded prior to the commencement of construction.

Bid Instructions

Please be advised that for a Bid to be accepted for consideration by the City of Medina, the following items MUST be completed and submitted:

1. Non-Collusion Agreement (included in Section 8: Bid Documents)
2. Bid Bond (to be supplied by the Bidder)
3. Bidder Information and Experience Record (included in Section 8: Bid Documents)
4. Bid Proposal Form (included in Section 8: Bid Documents; with proposed completion date)

Please note bidders are required to purchase the contract documents to be placed on the official plan holders list and to be eligible to submit a bid for consideration for contract award.

Addenda Process and Contract Time

The dates for contractor questions and the addenda process are outlined below:

Contractor Questions Due: No later than **Monday, July 15, 2024 at 5:00 PM**

All questions shall be submitted to: Fred Himmelreich via email at fredh@medinach.org or by phone at (330) 723-3846.

All questions will be addressed and any Addenda (if required) will be sent via email and certified mail to all plan holders on the official plan holders list. To be on the official plan holders list you must purchase the contract documents through the City of Medina Engineering Department.

Bid and Award Date

Bids will be accepted until 10:00 A.M. on Friday, July 19, 2024, at which time they will be opened and read publicly. The City anticipates awarding the bid no later than July 22, 2024. The City anticipates issuing a notice to proceed no later than August 2, 2024.

Voluntary Pre-Bid Meeting

A voluntary pre-bid meeting will be conducted by the City of Medina on Monday, July 15, 2024 at 10:00 AM in the Rotunda of Medina City Hall, 132 North Elmwood Avenue, Medina, Ohio. Attendance is not required in order to submit a bid.