

CITY OF ST. LOUIS
DEPARTMENT OF THE PRESIDENT, BOARD OF PUBLIC SERVICE
ADDENDUM NO. 1
CONTRACT DOCUMENT
Letting 8682

ST. LOUIS LAMBERT INTERNATIONAL AIRPORT
FOR
Traffic Management Enhancement along Lambert International Boulevard
Federal Project CMAQ #9901(644)

DATE: January 22, 2019

The following changes and additions shall be made in the Contract Document. The cost thereof shall be included in the proposal submitted by the bidders.

Please acknowledge receipt of this addendum.

The following revisions, modifications, and/ or clarifications shall apply to the Construction Documents (drawings and specifications) for the project. This Addendum is issued before the execution of the contract to inform bidders of revisions to the Program Documents for the project referenced above. This Addendum is hereby made a part of the Bid Documents and shall be included in the contract.

The requirements contained in the Bid Documents shall apply to this Addendum. The work called for in this Addendum shall be the same as set forth in the applicable portions of the Bid Documents unless otherwise specified in this Addendum. All incidental work necessitated by this Addendum as required to properly complete the Work shall be included in the Bids even though not specifically stated in this Addendum.

A) Changes to Specifications:

1) SECTION 1 – JOB SPECIAL PROVISIONS

a) ADD: Job Special Provision 36 – Application for Payment to the contract documents.

B) Changes to Plan Drawings:

None

C) Questions asked during bidding period:

Q1: As the prime bidder, if the firm self-performs work in the primary area of work, are we required to solicit subcontractors for this area of work?

A1: The primary area of work should not be excluded from subcontracting opportunities. If a bidder does not meet the goals on the project with their proposed utilization plan, the fact that they self-perform in the primary area of work may not be considered as a sufficient reason for failing to meet the goal.

Q2: If our firm is not the apparent low-bidder, are we still required to submit the Subcontractor List, Notices of Intent and Good Faith Efforts documentation?

A2: All bidders who wish to have their bids considered, must submit all required documentation. This is important for the apparent second bidder, for in the event that the low bid is rejected, the second bidders bid would only be considered if the GFE documentation has been submitted.

Q3: If our utilization plan meets the contract goals, are we required to submit Good Faith Efforts documentation?

A3: Bidders whose utilization plan meets the goals are not required to submit Good Faith Efforts documentation within 48 hours of bid opening. They are still required, however, to have the documentation available for review and are strongly encouraged to submit it with the other required documentation.

Q4: Are our workers required to be badged for this project?

A4: Yes. The Electrical Room D-1432 that is referenced on the plans is accessible only from the secured area. Contractors requiring access must be badged and have ramp driving access. The work on Lambert International Blvd. not within the secure areas, so no badging is required for those workers.

Q5: Are there any permits that the Contractor must obtain for the work?

A5: No permits from St. Louis County are required for the work in this contract. A MoDOT permit will be required to access the MoDOT controller referenced on the plans.

Q6: The plans indicates that a Buckeye Pipeline exists in the vicinity of the new median work. Are additional precautions required?

A6: Plans sheets 6 and 7 indicates specific information and the level of care that needs to be taken when working over or near the existing fuel pipeline. In the past Buckeye has required the contractor to perform seismic or vibrational monitoring during the removal and placement process.

End of Addendum No. 1

Attachments:

- 1) JSP 36 – Applications for Payment
- 2) Pre Bid attendance sheet

Job Special Provision -36

Applications for Payment

PART 1 – GENERAL

1.1 WORK INCLUDED

1.1.1 Procedure Compliance

- Comply with procedures described in this Section when applying for progress payments and final payment under the Contract Documents. Strict compliance with these requirements by the Contractor will insure timely payments. Any failure by the Contractor to follow these procedures or submit documents in a timely fashion will delay reviews, approvals and payments.

1.1.2 Electronic Payment Application

- The City has established an electronic payment application system (WebPay) for this Project, and the Contractor shall be required to use the WebPay for its payment applications. Contractor shall include in its Contract Price any and all costs to train its employees to use the Web Pay System; shall assign competent employees for training and use of the Web Pay; and shall not make any change request and claim for its inability to properly use and/or administer the Web Pay System.

1.1.3 Related Work

- Documents affecting the work include, but are not necessarily limited to, the Agreement General Conditions, and Special Conditions.
- The Contract Price and the schedule for payments are described in the Contract.
- Payments upon Substantial Completion and Completion of the Work are described in the General Conditions and other Job Special Provisions.
- The City's approval of applications for progress payments and final payment may be contingent upon the status of the Project Record Documents.
- Payments are closely coordinated with progress reviews of the Work and the approved schedule of values.
- Prevailing Wage Determination and certified payrolls.
- All other applicable Federal Requirements

1.2 PAYMENT CONTROL PROCEDURES

1.2.1 Schedule Approval

Prior to the NTP, secure the City's approval of the Schedule of Values required to be submitted.

1.2.2 Modification Schedule of Values

During the progress of the Work, Web Pay will modify the schedule of values as approved by the Airport to reflect adjustments in the Contract Price due to Change Orders, back-charges, credits or other modifications of the Contract Documents.

1.2.3 Base Requests for Payment

Base requests for payment on the approved schedule of values and the progress inspection.

1.2.4 Approved Inventory Control Program

Since the City may permit payments for suitably stored materials, equipment and supplies, the Contractor shall have an approved inventory control program and submit supporting documents to satisfy the City's need for information to properly evaluate any requests for inventory payments. Web Pay supports the request for Stored Materials.

1.2.5 Establish Values

Since values are established for the Contractor's administration of the Work in the schedule of values, monthly adjustments may have to be made and credits granted the City, if the Contractor fails to fulfill any of its administrative obligations, or the Owner has to expend funds or staff time obtaining information that the Contractor is obligated to supply. These adjustments shall be shown on the application for payment.

1.2.6 Withholdings

Not Applicable.

1.2.7 Partial Lien Waivers

Partial lien waivers from the Contractor and its Subcontractors and major Suppliers shall accompany any application for payment. These partial lien waivers forms will be provided by the City. If the Contractor is unable to secure any partial lien waiver, appropriate bonds and Special Conditions shall be submitted.

1.2.8 Record Of Payments to Subcontractors and Suppliers

At the commencement of the project, the Contractor shall establish a record in the BDD On-line Reporting Process. The Contractor shall ensure that all subcontractors and suppliers also establish a record in the BDD on-line reporting process.

At the conclusion of each estimate pay period, the Contractor shall update the status of the payments received and payments made to all subcontractors and suppliers, and that all subcontractors and suppliers have also updated their status.

The Contractor shall certify to the Airport that such records have been updated on a monthly basis with the submission of the monthly pay request.

The Airport shall provide mandatory training to all contractors for the purpose of implementation of this payment tracking process.

1.2.9 Change Orders

The Contractor may only include fully executed Change Order items in pay applications. If Contractor has provided any time and material services for which a Change Order has not been written, the item must be held until the Change Order is fully executed.

1.3 SUBMITTALS

1.3.1 Worksheet Submittal

Unless otherwise directed by the City:

- The Contractor shall prepare a request for payment, by filling in the pertinent sections of a Payment Application Worksheet in Web Pay, as programmed by the City Engineer.
- Worksheet shall be submitted to and reviewed by the Engineer. The worksheet may be submitted in hard copy, or reviewed on-line as determined by the engineer.
- Based on the accepted worksheet the Contractor shall prepare the final invoice.

1.3.2 Invoice Submittal

- The Contractor will mail one (1) signed original invoice as generated by WebPay, along with Lien Waiver, Subcontractor(s) Lien Waiver(s), signed M/W/DBE On-line Record of Payment Form, Subcontractor Payment Form, EEO Form (if required), and Certified Payrolls to:

St. Louis Lambert International Airport
Finance & Accounting
P.O. Box 10212
St. Louis, MO 63145
Attn: Ms. Marlene Cento

- The City will review the Invoice Web Pay Submittal for completeness, and when approved, will sign and process for payment.
- The City will, upon approval, disburse directly to the Contractor as required under the Contract Document.

2 – PROMPT PAY

2.1 Prompt Payment

- The prime contractor agrees to pay each subcontractor under this prime contract for satisfactory performance of its contract no later than fifteen (15) days from the receipt of each payment the prime contractor receives from the City of St. Louis. Any delay or postponement of payment from the above referenced time frame may occur only for good cause following written approval of the City of St. Louis. The contractor shall provide the subcontractors with a full accounting to include quantities paid and deductions made from the subcontractor's partial payment at the time

the check is delivered. Failure to do so without cause may result in an amount equal to the amount owed the subcontractor, vendor, or supplier, plus 10% of the amount being withheld from the contractor on the next partial payment. Said amount will continue to be withheld by the City until the subcontractor is paid the amount due plus interest equal to the prime rate plus 1.5%. Notification from the subcontractor that payment has been received will be required if this clause is invoked. The City may require the contractor to certify the amount paid to subcontractors. This clause applies to both DBE and non-DBE subcontractors.

- 2.2 Prompt Payment Monitoring

The Airport has adopted the Business Diversity Development (BDD) On-Line reporting process as the method used for tracking payments to subcontractors and suppliers. The Prime Contractor agrees to utilize this on-line reporting process, and include all costs associated with the administration of the process in his bid. In addition, the Prime Contractor shall direct all subcontractors and suppliers to utilize this process as well. Refer to Part 1 of this JSP for further information.

END OF Job Special Provision - 36

PRE BID MEETING

Federal Project: CMAQ 9901(644)
Letting 8682

For

Traffic Management Enhancement along Lambert International Blvd.

at

ST. LOUIS LAMBERT INTERNATIONAL AIRPORT
Thursday, January 10, 2019 at 1:00 PM
Ozark Conference Room

NAME: (Please Print Legibly)

Company & Phone No.

Address

Email Address

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PRE-BID MEETING FOR
Traffic Management Enhancement along Lambert International Blvd.
at
ST. LOUIS LAMBERT INTERNATIONAL AIRPORT
Federal Project: CMAQ 9901(644)
Letting 8682

DATE: Thursday 1/10/2019
TIME: 1:00 PM
PLACE: Ozark Conference Room (4th Floor, Rm 4066)

AGENDA:

1. Introductions
 - a) Emergency Evacuation Protocol
 - b) Engineering Project Team, Project Consultants
 - c) STLAA Departmental Representatives
2. Project Scope
3. Construction Scheduling and Phasing
 - a) Project Schedule / Shutdowns
 - b) 72 Hour Minimum Notice (lane drops, etc...)
 - c) Phasing/Conflicts / Major Shutdowns / Holiday Conflicts/ Work hour restrictions on MoDOT ROW
 - d) Building/MoDOT permits/ FAA 7460 (n/a)
4. Bidding Requirements (Federal Project)
 - a) Bid Deposit - 5% of total base bid amount
 - b) Bid Forms issued by BPS
 - c) Federally Funded Project
 - d) Occupational Safety and Health Administration Training Certification
 - e) Buy America Requirements
 - f) Bidders Checklist
 - g) Federal Aid provisions
 - h) Project Duration: 180 calendar days
 - i) Insurance
 - j) Prevailing Wage - Federal and State (higher of the two)
 - k) Sales Tax Exemption
5. Construction Execution, Coordination, Storage and Parking Areas
 - a) All through Engineering
 - b) Substitutions allowed as stated per specifications
 - c) Payments (Certified Payroll, Lien Waivers, Web Pay System (also Section 8)
 - d) Stored Equipment: payment for stored equipment is allowed as part of WebPay
 - e) Location Employee Parking
 - f) Construction Equipment/Trailer
 - g) Cleanliness and Restoration of Site
 - h) Delivery of Equipment

6. Safety and Security
 - a) Badging- not required. Majority of project in non-secure area. Work in Hub room D-1432, Police Dept. and Ops will required badged personnel or escort.
 - b) Special Security issues
 - b) Personnel & Passenger Protection-Barricades, etc...
 - d) Existing Equipment and Building Protection
 - e) Traffic Rerouting
 - f) Temporary Signage for Passengers and Vehicles
7. Environmental
8. DBE Goals and Prompt Pay; web site: (www.flystl.com/bdd)
 - a) Project Goals
 - b) Documentation of Compliance
 - c) Prompt pay on line reporting (forthcoming JSP)
9. A short presentation on Good Faith Effort. (BDD)
10. Addendum (one to be issued) plus issuance of bid package.
 - 1/16/19: Last day to submit questions
 - 1/22/2019: Last Addendum and Bid form issued from BPS
11. Bids due to BPS: 1/29/2019 at 1:45 p.m. in **Rm. 208 City Hall** as stated on the bid envelope.
12. Site Visit
 - a) Site visit to Rm D-1432 will be held immediately after this meeting.
 - b) No walk through at the site is scheduled. Project Site on non-secure site can be visited at any time.