



**IFB NO. 14301-FY22-05  
MORVEN PARK ROAD WATERLINE IMPROVEMENTS PROJECT**

**ADDENDUM NO. 1**

**August 13, 2021**

**ITEM NO. 1 PRE-BID MEETING MINUTES AND SIGN-IN SHEET**

Please refer to the pre-bid meeting minutes (Attachment A) and sign-in sheet (Attachment B) included with this addendum.

***Bidders must take due notice and be governed accordingly. This addendum must be acknowledged as indicated in the Invitation for Bid or your bid may not be considered.***

***For the Town of Leesburg,  
Renée M. LaFollette, P.E.  
Public Works & Capital Projects Director  
Town of Leesburg, Virginia  
Email: [OpsBids@leesburgva.gov](mailto:OpsBids@leesburgva.gov)  
Bid Board: <http://www.leesburgva.gov/bidboard>***

**END OF ADDENDUM NO. 1**

PRE-BID MEETING  
MORVEN PARK RD WATERLINE CONSTRUCTION  
AUGUST 12, 2021  
10 AM

1. Welcome
2. Key Dates:
  - a. Bids Due: August 26<sup>th</sup> at 3:00 pm
  - b. Questions Due: August 17 at 5:00 pm
3. Bid Submission:
  - a. eVa – all bids are to be submitted electronically via eVa, please read the information at the end of the bid related to how to register and submit your bid
  - b. There is a bid check list that goes through all documents required for your bid submission to be complete.
4. Contract Time:
  - a. Total time for the project is 240 calendar days
  - b. NTP's – we will issue an Administrative NTP after the contract is fully executed to allow for submittals to be reviewed and approved and orders to be placed. The construction NTP will be issued when a delivery date is confirmed or materials are on-site, that will be worked out with the successful bidder. The project time starts with the construction NTP.
5. Contract Items of Work: Pay attention to this section, it discusses work hours, notification requirements, survey, your utility trenches, the use of steel plates, etc.
  - a. Test pitting will be required over all other dry or wet utilities that the waterline is to cross – this must be done 10 days prior to starting waterline construction – the Town will NOT allow the contractor to move forward with waterline construction until these test pits are completed – it will not be cause for a time extension
  - b. MOT – the plans and contract are clear on the allowable MOT. The Town will allow block by block daily closure. Coordination with residents and the schools will be required and the Town will handle that communication in concert with the contractor.

6. Miss U:

- a. There are utility relocations required for the second phase of this project. Those relocations will be done during the time frame of this waterline contract. The successful contractor will be required to cooperate and coordinate work with the utility companies and no additional time will be granted for this coordination.
- b. At the north end of the project, there are two utility poles that will require coordination with the utility owner for bracing or holding of the pole for the waterline construction. There is a note on the plans identifying these poles on sheets 11(8).

7. Waterline Construction:

- a. Work extends from W Market Street to Old Waterford Road
- b. Sequence of Construction is detailed on sheets 11(1) and 11(11). We will walk through it briefly.

8. Utility Department Requirements:

- a. Cut sheets will be required for the waterline installation

9. Questions

- a. Question 1: What are the Town of Leesburg trench requirements?  
Answer 1: See detail on sheet 11(1) for utility pipe bedding and backfill. Base course can be used from the subgrade to the surface, but may need to change depending on timing with the second phase of the project.
- b. Question 2: Is the contractor responsible for compaction reports?  
Answer 2: Yes.
- c. Any further questions can be sent to [CapitalBidQuestions@LeesburgVA.gov](mailto:CapitalBidQuestions@LeesburgVA.gov)

**Project: Morven Park Road Waterline Improvements Project**



**Office of  
CAPITAL PROJECTS**

*We build it right!*

**Date & Time: Thursday, August 12, 2021, 10:00 a.m.**

	Name	Organization	Phone	Email
1	Michael S. Alves	V Fernandes Construction	703 400-6453	michael@vconstco.com
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