



# PROJECT MEETING NOTES

**MEETING DATE:** May 9, 2016

**TOPIC:** Pre-Bid Meeting

**MEETING LOCATION:** WWTP #2 – Break Room

**PROJECT TITLE:** Re-Use Water Pump Station to serve Spirit AeroSystems

**MKEC PROJECT NUMBER:** 150623

**CLIENT:** City of Wichita

**411 NORTH WEBB ROAD ° WICHITA, KANSAS ° 67206 ° 316.684.9600**

**MEETING ATTENDEES:**

Participant	Organization	Email	Phone No.
Mr. Stan Breitenbach	City of Wichita	<a href="mailto:sbreitenbach@wichita.gov">sbreitenbach@wichita.gov</a>	(316) 268-4235
Mr. Jamie Belden	City of Wichita	<a href="mailto:jbelden@wichita.gov">jbelden@wichita.gov</a>	(316) 640-7255
Ms. Debra Ary	City of Wichita	<a href="mailto:dary@wichita.gov">dary@wichita.gov</a>	(316) 268-4614
Ms. Becky Lewis	City of Wichita	<a href="mailto:rlewis@wichita.gov">rlewis@wichita.gov</a>	(316) 303-8702
Mr. Mark Buckingham	MKEC Engineering	<a href="mailto:mtbuckingham@mkec.com">mtbuckingham@mkec.com</a>	(316) 684-9600
Mr. Joel Wheeler	MKEC Engineering	<a href="mailto:jwheeler@mkec.com">jwheeler@mkec.com</a>	(316) 684-9600
Mr. Shaun Karlin	MKEC Engineering	<a href="mailto:skarlin@mkec.com">skarlin@mkec.com</a>	(316) 684-9600
Mr. Bryce Barkus	MKEC Engineering	<a href="mailto:bbarkus@mkec.com">bbarkus@mkec.com</a>	(316) 684-9600
Mr. Doug Allison	TEAM Architecture	<a href="mailto:doug@teamarchitecture-llc.com">doug@teamarchitecture-llc.com</a>	(316) 347-7755

A signup sheet is attached with all the contractors who were present.

**DISCUSSION ITEMS:**

**1. Welcome and Introductions**

Stan Breitenbach began the meeting at 10:02am by thanking everyone for coming and passed around a sign-in sheet. Stan then turned over the meeting to Mark Buckingham. Mark introduced the design team that was present to answer any contractor questions.

**2. Bid Schedule**

Mark reminded the contractors that the bids are due at City Hall by 10am on Friday, May 20. All questions from the contractors need to be submitted to Stan by 5pm on Monday, May 16 so that a final addendum can be issued, if necessary.

**3. Special Site Conditions**

Becky Lewis explained that the plant operates 24 hours a day, 7 days a week. The main gate is typically open from 6am to 6pm Monday thru Friday, half day on Saturdays, and closed on Sundays. The City will work with the contractor selected if they need access to the property outside of these times.

Bryce Barkus told the contractors that all excess soil from construction operations shall remain onsite and stockpiled at a location to be determined by the City. All rubble from construction activities shall be removed from the property. Also, there is plenty of room onsite for material laydown which can be coordinated prior to construction with the selected contractor.

**4. Contractor Questions**

Mark reviewed Addendum No. 1 that was released last Friday. Several contractors have asked if a geotechnical report was available. The City will release copies of the geotechnical reports referenced in the plans with the addendum going out this week. Mark then turned the meeting over to Shaun Karlin to answer structural questions received on Friday. A question was asked regarding fire extinguishers in the pump station which will be reviewed by Doug Allison. A question regarding electrical items was asked and will be reviewed by Joel Wheeler. All of these questions will be listed and responded to in an addendum to be issued this week. Stan asked MKEC to have responses to these questions to the City by noon on Tuesday, May 10. The contractors were instructed to send all further questions to Stan and he will disperse them to the rest of the team, as needed.

**5. Site Walkthrough**

The entire group proceeded to walk to the pump station site. Mark pointed out the location of the proposed pump station and the general location to tie in to the existing Aeration Basin. Joel explained the electrical routing between the existing UV building and the new pump station. Bryce discussed the existing effluent line in the pump station area that must be located by the contractors, capped, and abandoned. The group proceeded to the UV building to review the location where the power for the new pump station will come from. Several questions were asked by contractors and will be added to the list that will be issued in this week's addendum. The contractor's were told to contact either Becky Lewis or Jamie Belden if they need to visit the facility again prior to the bid date. The meeting ended at approximately 11am.

**PRIORITY ACTION ITEMS:**

	Description	Responsibility	Due
1.	Responses to current Contractor questions	MKEC	5/10/16 @ 12pm
2.	Issue Addendum No. 2	City	By end of week
3.	Deadline for all questions/clarifications from Contractors	Contractors	5/16/16 @ 5pm
4.	Bids Due	Contractors	5/20/16 @ 10am

## Pre-Bid Conference Attendance Sheet

Project: Re-use Water Pump Station

Location: WWTP 2

Date: May 9, 2016

Time: 10:00 AM

Name	Organization	Phone No.
STAN BREITENBACH	CITY	833-2334
Mark Buckingham	MKEC Engineering	684-9600
BRYCE BARKER	MKEC	684-9600
SHAUN KARLIN	MKEC	684-9600
Travis Snyder	Walters Morgan Const. Inc.	785-539-7513
David Lancaster	UCI	316-650-3685
Mark Dohrer	Dondlinger & Sons	316-945-0555
JEFF KEYS	ATLAS ELECTRIC	316-858-1560
CARL AMRINE	SOUTHWESTERN ELEC	316-263-1264
Jason Henderson	Winwater	316 258-1190
GREG ANDERSON	DONDLINGER	(316) 945-0555
FYLER Dehn	Wildcat	(316) 945-9408
Larry Farrer	Wildcat	316-945-9408
Pony Allison	TEAM Architecture	316 347 7755
Joel Wheeler	MKEC	316 684 9600
Delbra Ay	City of Wichita	316 268-4614
Bill Lewis	City of Wichita	316-303-0788
JAMIE REIDEN	CITY OF WICHITA	316-303-8721