

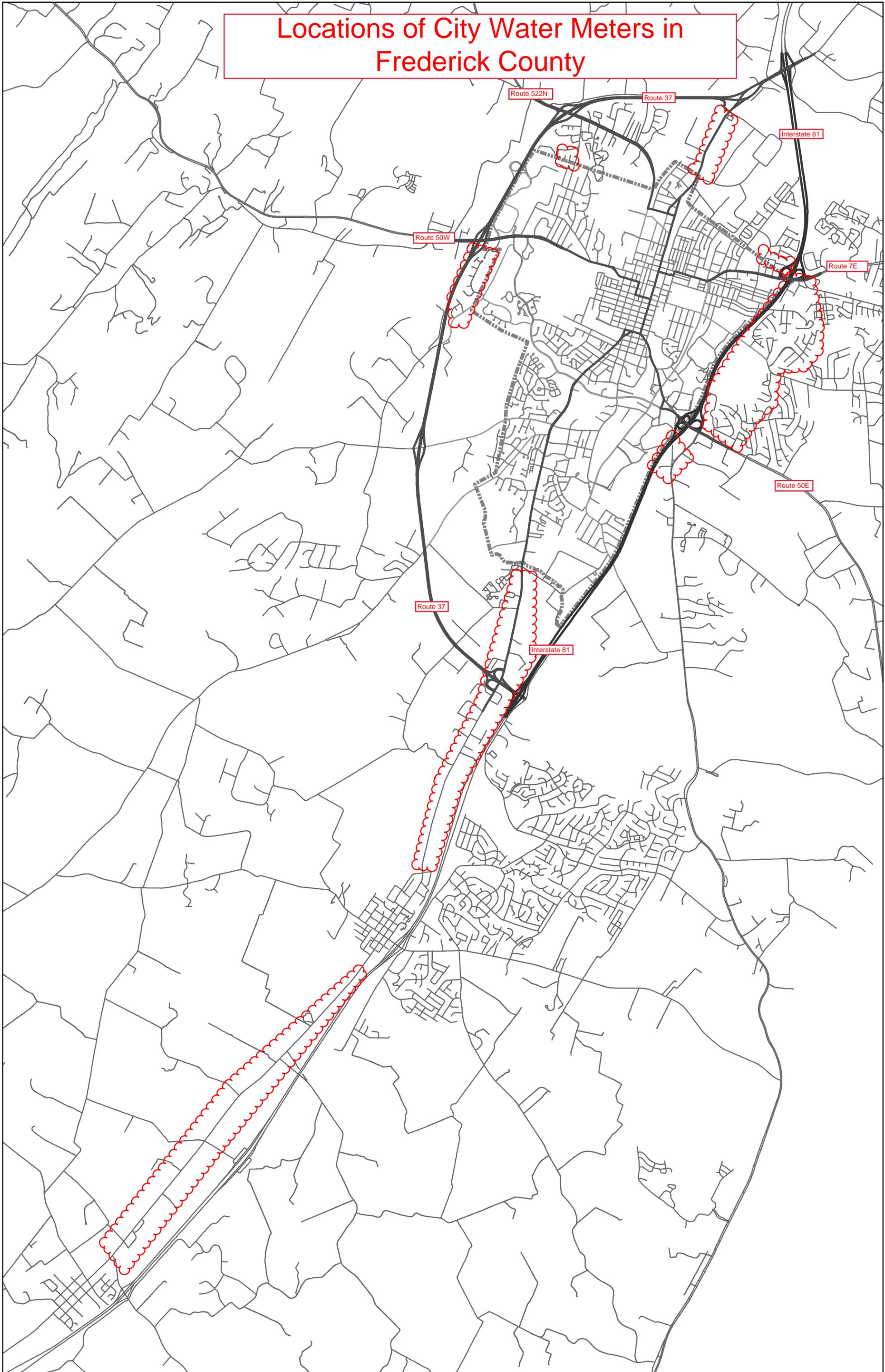
**MANDATORY PREBID CONFERENCE**  
**City of Winchester**  
**Water Meter & Sidewalk Replacements**  
**ITB #201806**  
**March 29, 2018**  
**2:00 p.m.**

- A. Introduction
  - a. Sign-up Sheet
  - b. E-mail sign-up sheet for all correspondence before bid opening
  - c. Agenda Distributed
  
- B. Scope of Work
  - a. Replacement of all small water meters that are not at current standard throughout the City and in City-served areas of Frederick County
  - b. In areas of concentrated meters in sidewalks, entire lengths of sidewalk, curb & gutter will be replaced (see plans)
  - c. Minor storm drainage improvements on Fairmont Avenue
  - d. Tree plantings in areas of sidewalk replacement
  
- C. Schedule of Work - Notice to Proceed as soon as Contract is signed
  
- D. Working Hours/Contract Duration
  - a. Monday – Saturday, 7:00 am – 6:00 pm
  - b. 1460 calendar days (4 years) to complete Work
  - c. Work shall be scheduled such that:
    - i. work in areas with sidewalk replacement be completed first
    - ii. approximately ¼ of the work is completed in each 365-day period of the project
  - d. \$1,000 per calendar day Liquidated Damages for late completion
  
- E. Specifications
  - a. Technical Specifications in Contract Document
  - b. City of Winchester 2017 Public Services Standards Manual – plus updated details for WD-2, WD-3 and WD-4 dated 2/2018 (pre-bid agenda attachment)
  - c. 2007 VDOT Road & Bridge Specs.
  
- F. Engineer and Inspection
  - a. Will be full time City inspector
  - b. City will review all shop drawings
  
- G. Bids Due
  - a. Bids Due – **2:00 PM, Friday, April 13<sup>th</sup>** in the Purchasing Office – 4th floor of City Hall.
  - b. Award of Contract – As quickly as possible

- H. Insurance and Bonds
  - a. Bid Bond – 5 % of the bidder’s maximum price.
  - b. Performance and Payment Bonds – required of the successful bidder in an amount equal to 100% of the amount of the Contract
  - c. Insurance Required (General Conditions, Special Conditions)
  
- I. Bid Submittal – **ALL MUST BE INCLUDED**
  - a. Bid Form
  - b. Contractor Qualification Data Sheet
  - c. Non-Collusion Affidavit
  - d. Bid Bond
  
- J. Property, Easements and Existing Utilities
  - a. The work is within existing City right-of-way
  - b. Utilities – Call Miss Utility for locations before digging.
  
- K. Virginia Stormwater Management Program Permit
  - a. Contractor shall obtain before starting work
  - b. Submit to City Engineer
  - c. Fee is \$2,700
  
- L. Land Disturbance Permit
  - a. Contractor shall obtain before starting work
  - b. Obtain from City
  - c. No fee
  
- M. City Business License – Contractor (and all subcontractors) must obtain and pay for license before beginning work
  
- N. Traffic Control – maintain traffic on all streets adjacent to the project area at all times
  
- O. Rock Excavation
  - a. Paid for separately – per cubic yard
  - b. No blasting
  
- P. Protect All Work – Vandalism and graffiti
  
- Q. Concrete Removal/Replacement
  - a. New concrete must be poured within 48 hours after demolition of old concrete
  - b. High early strength concrete shall be used on driveway entrances

- R. Changeout of Meters
  - a. Contractor shall pull existing meter and return to City Utilities department
  - b. Contractor shall set new meter after City has programmed for location
  - c. Customers shall not be without water for more than one hour
  - d. City Inspector will communicate outages with property owners based on schedule provided by the Contractor
  
- S. Pay Items with City-provided Materials – bid price shall be for installation only
  - a. 5/8-inch Water Meter Assembly
  - b. 1-inch Water Meter Assembly
  
- T. Work Outside City Limits – see drawing provided with agenda
  - a. Permit for work in VDOT ROW will be obtained by the City
  
- U. Comments and Questions
  - a. **Any questions after this conference, submit in writing via e-mail:**  
[Kelly.henshaw@winchesterva.gov](mailto:Kelly.henshaw@winchesterva.gov)
  - b. Questions received after April 10<sup>th</sup> may not be answered.
  - c. All questions/answers will be posted on City’s website – “Purchasing”.

# Locations of City Water Meters in Frederick County







CITY OF WINCHESTER, VA  
DEPARTMENT OF PUBLIC UTILITIES

\* 2" FORD COPPERSETTER MODEL #  
VBHH77-15BHC-11-77

\* 1-1/2" FORD: SAME LAYING DISTANCE AS 2" WITH  
ONE PAIR OF 2" x 1-1/2" METER ADAPTERS, FORD  
PART # A67 (FURNISHED BY CONTRACTOR)

\* SET METER WIDTH TO 17". USE ADAPTERS FOR  
1-1/2" METERS AS NECESSARY.

\* METER SUPPLIED BY THE DEPARTMENT OF PUBLIC UTILITIES

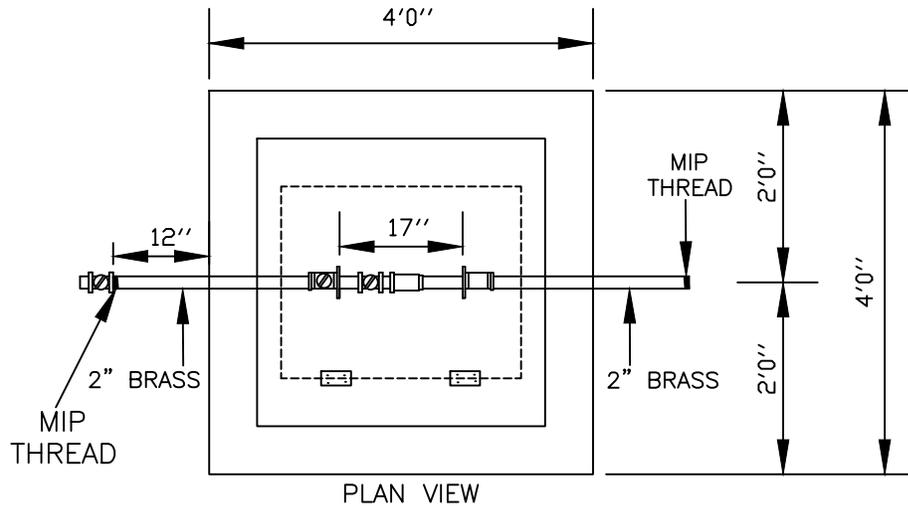
\* FLANGED ANGLE METER VALVE SHALL HAVE O-RING TYPE FLANGE  
METER SUPPORT BRACKETS

\* BACK FLOW DEVICE REQUIRED AS SET FORTH IN CITY CROSS  
CONNECTION CONTROL PROGRAM

\* BACKFLOW DEVICE MAY NOT BE INSTALLED IN METER VAULT

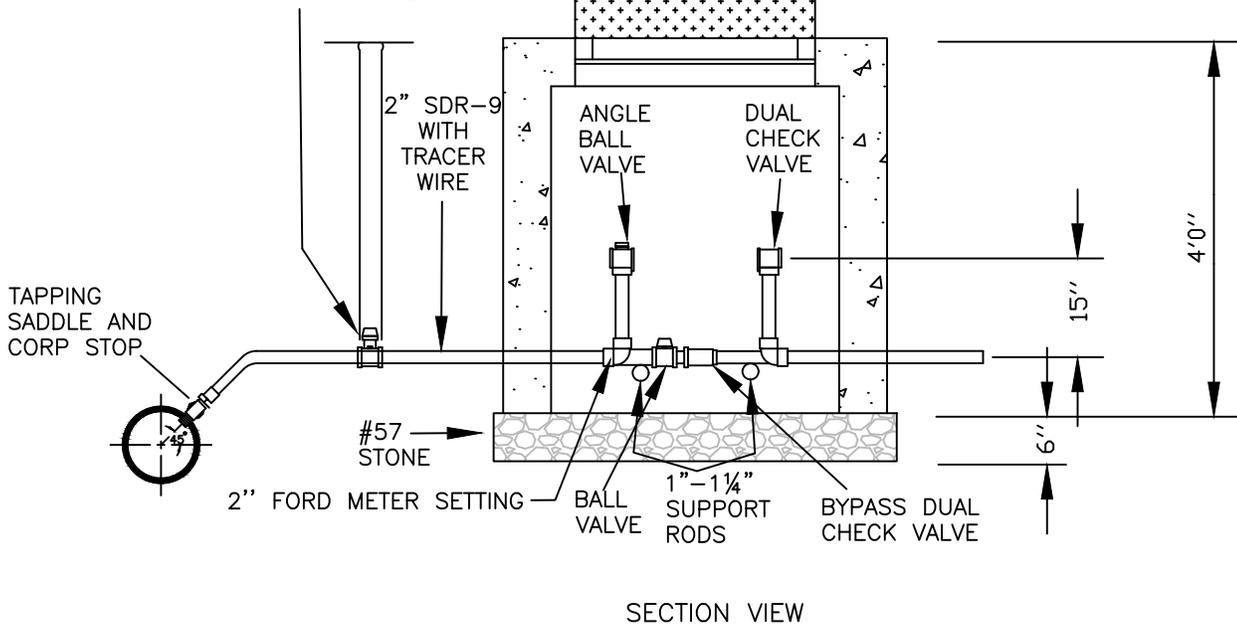
\* PRECAST VAULT AS MANUFACTURED BY WINCHESTER BUILDING  
SUPPLY OF WINCHESTER, VA OR APPROVED EQUAL

\* CONNECT TO EX. SERVICE BEHIND SIDEWALK OR AT BUILDING



24"x 24" MINIMUM H-20  
RATED ALUMINUM  
ACCESS HATCH

BALL VALVE CURB STOP WITH 2"  
GATE VALVE OPERATING NUT FORD  
MODEL #B41-777 & #QT67



STANDARD  
DETAIL NO.  
WD- 4

1 1/2" & 2" METER INSTALLATION  
SCALE: NONE

DATE: 02/2018