

City of Springfield – Pre-Bid Meeting Agenda- NON-MANDATORY



Meeting Date: 11/13/25
Meeting Time: 10:00 a.m.
Meeting Location: Microsoft Teams Meeting (Virtual)
Project Number: P21147
Project Title: (Sidewalk) Filling the Gaps

The purpose of the pre-bid meeting is to assist potential contractors in becoming familiar with the requirements of the project and provide them with an opportunity to ask clarifying questions and discuss potential problems identified through their review of the bid documents. No information presented during this pre-bid meeting shall amend or replace the information provided in the bid documents issued by the City of Springfield unless it is subsequently confirmed in an official written addendum. Questions or comments should be brought up prior to the close of the meeting so they can be addressed at that time. Responses to any questions asked outside the parameters of the meeting will be in written format and posted to the City’s website on the Clarifications Log or in the form of an Addendum. The City shall make a reasonable effort to notify anyone who has purchased a bid book or signed the Mandatory Pre-Bid Meeting Sign-in Sheet as an attendee and provided a valid e-mail address of Addenda when issued.

The deadline for submission of questions regarding this bid is Tuesday, November 25th, 2025, at 5:00 p.m. Please direct all questions to Amanda Clinton, Contract Analyst at aclinton@springfield-or.gov.

- 1.) **Reminder to Sign-in through chat box**
- 2.) **Introduction of Staff**
- 3.) **Project Overview**
 - a. ADA curb ramp and sidewalk construction
 - b. Sign installation
 - c. Pavement marking adjustments
 - d. Valve box and maintenance hole adjustments
- 4.) **Key Items of Interest**
 - a. Ramp Pay Limits - See BB sheets
 - b. ADA Ramps - extended gutter, counter slope
 - c. Must follow traffic control plans or provide a revised/stamped plan for approval
 - d. Tree removal at 5143 E St. - See Special Provisions Section B Section 00320.43
 - e. Community Mailbox- Sheet BA04
- 5.) **Submittals**
- 6.) **Bidding, Award and Construction Schedule**
 - a. Responses to questions received during this non-mandatory Pre-Bid Meeting will be posted on the Clarifications Log or as an Addendum on the City’s website for this project at: [P21147 – Filling the Gaps: Safe Walking Routes to Schools - City of Springfield Oregon](#)
 - b. Bids due – Wednesday, December 10th, 2025, 2:00 p.m. – 1st Tier Subcontractors Disclosures by 4:00 same day.

TASK	DATE
Bid Publish Date	Friday, November 7, 2025
Pre-Bid Conference	Thursday, November 13, 2025
Deadline for Questions	Tuesday, November 25, 2025
Bid Due Date / Bid Opening / Notice of Intent to Award	Wednesday, December 10, 2025
Contract Award / Notice to Proceed (over-recess contract)	Friday, January 2, 2026

7.) Construction Schedule

- a.A All work performed under this Bid shall be completed by August 31st, 2026, with the following conditions:
 - i.A All areas except for W. L. St. Cul-de-sac: Construction activities shall be completed by April 30th, 2026.
 - ii. W. L. St. Cul-de-sac: No work shall be performed before June 15th, 2026. See section B1.3 for additional information.

8.) Estimated Construction Cost Range

- a. \$350,000 - \$450,000

9.) Other Items for Discussion

- a.S UB fixed waterlines and moved water meter and valve at SE corner of 51st and E St.
- b.S ubmission of Certified Payroll Reports –Submitted to the City of Springfield.
- c.P rogress Payments – Progress payments are due to the Contractor by the 20th of the month following the month in which the work was performed. Certified payroll reports for the period being paid by the progress payment must be received prior to release of the progress payment.

10.) Call for Final Questions

- a.N o questions allowed after meeting close. All questions after the close of the meeting should be submitted in writing to Amanda Clinton, aclinton@springfield-or.gov no later than November 25, 2025 at 5PM. All responses will be provided in writing.

11.) Meeting Close