

Posted: June 6, 2025

CITY OF NORFOLK - DEPARTMENT OF PUBLIC WORKS

PROJECT: Major Renovations to Barraud Park
PROJECT NO. 22295

Owner: City of Norfolk
Department of Public Works
City Hall Building Room 700
810 Union Street 7th Floor
Norfolk, VA 23510
Contact: David Pfiffer, P.E.
Tel: 757-664-4638
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A&E: Kimley Horn & Associates
4525 Main Street, Suite 1000
Virginia Beach, VA 23462

Contact: Bill Mechnick, ASLA
Tel: 757-213-8600

PRE-BID MEETING NOTES AND AGENDA

- A. Owner and Landscape Architect will conduct a Prebid meeting.
 - 1. Meeting Date: To be determined and announced 14 days prior to the pre bid
 - 2. question deadline.
 - 3. Meeting Time: 11am, local time.
 - 4. Location: Barraud Park, 2500 Barraud Ave., Norfolk, VA 23504
 - 5. Weather: Rain or shine

- B. Attendance:
 - 1. Prime Bidders: Attendance is recommended.
 - 2. Subcontractors: Attendance is recommended.

- C. Bidder Questions: Submit minimum of two (2) business days prior to meeting.

- D. Agenda:
 - 1. Sign-in Sheet.

 - 2. Procurement and Contracting Requirements:
 - a. Advertisement for Bids.
 - b. Instructions to Bidders.
 - c. Bidder Qualifications.
 - d. Bonding.
 - e. Insurance.
 - f. Bid Security.
 - g. Bid Form and Attachments.
 - h. Bid Submittal Requirements.
 - i. Bid Submittal Checklist.
 - j. Notice of Award.

3. Communication during Bidding Period:
 - a. Obtaining documents.
 - b. Bidder's Requests for Information.
 - c. Bidder's Substitution Request/Prior Approval Request.
 - d. Addenda.

 4. Contracting Requirements:
 - a. Agreement.
 - b. The General Conditions.
 - c. The Supplementary Conditions.
 - d. Other Owner requirements.

 5. Construction Documents:
 - a. Scopes of Work.
 - b. Temporary Facilities.
 - c. Use of Site.
 - d. Work Restrictions.
 - e. Allowances, and Unit Prices.
 - f. Substitutions following award.

 6. Schedule:
 - a. Project Schedule.
 - b. Contract Time.
 - c. Liquidated Damages.
 - d. Other Bidder Questions.

 7. Site/Facility Visit or Walkthrough
 8. Post-Meeting Addendum.
- E. Minutes: Distributed to attendees. Minutes of meeting are Available Information. Modifications to the Procurement and Contracting Documents are issued by Addendum only.

END OF DOCUMENT