



TOWN OF RICHMOND
RICHMOND TOWN CENTER
203 Bridge Street, P.O. Box 285
Richmond, Vermont 05477



MEMORANDUM

Date: December 12, 2017

To: File

From: Geoffrey Urbanik, Town Manager

RE: Notes on West Main extension session of December 8, 2017

As noted in the specification for the West Main Utilities Extension, a second mandatory prebid and site meeting was held on December 8, 2017 at 9:00 AM. Those in attendance were:

Geoffrey Urbanik, Town Manager

Tyler Billingsley, East Engineering
Jason Booth, Aldrich & Elliott
Joey Murphy, ECJ
Wayne Elliott, Aldrich & Elliott
Cody Marsh, GW Tatro Construction
Marshall Leonard, GW Tatro Construction

I noted that due to a delay in publishing the notice, I added another prebid and site visit for December 8th at 9:00 am. This was an either/or prebid, it was not mandatory to attend both.

After introductions, I gave an overview of the project and provided some information on where the online information could be found to clarify the project. Green Mountain Engineering had done a substantial amount of work on a preliminary engineering report that outlined what the town wanted to do. This solicitation was for phases 1 and 2 only, from the edge of the system to the Mobil station on Route 2.

Following the project overview, questions and comments were heard:

Questions asked were:

<u>Questions</u>	<u>My Answer</u>
Do we have all easements for the property?	Not yet. The RLT property does have an easement area and the Reaps will work with the town on Phase 1. Route 2 ROW is anticipated to be used, but school property at Camels Hump Middle School has not yet been secured.
Who will get permits?	Bidder is required to obtain all necessary permits.
Will connections be mandatory?	The board will hold a meeting on January 29 th with the residents of the expansion area to determine whether or not to move forward, and how.
How wide is the easement on RLT property?	
Is VTrans aware of the project?	They are aware that we've been working on this since 2014 but it is not on any VTrans schedule.
Reap property (Phase 1) capacity needs?	

The group proceeded to the field and met at the Phase 1 site of Bob and Joy Reap, and viewed the existing start-point of Camels Hump Middle School, the RLT property and the Reap property. Moving west through the Gateway required no further explanation from me. A few questions were answered but it was more important for the group to see the lay of the land on site.

The Richmond Water Commission will discuss this prebid at their regular meeting of December 18, 2017. The board previously agreed to amend the due date to January 5th and to alert the property owners/residents of the Gateway expansion area to a special meeting on the subject for January 29, 2018.