

REQUIRED PROJECT SHOWING MINUTES

Project No. 0646-076-971, C501

UPC No. 90519

PROJECT SHOWING MINUTES

Aden Road Bridge Replacement

Project No. 0646-076-971, C501 | UPC No. 90519

April 14, 2015 | 8 a.m. | Manassas Residency Maintenance Bldg. & Project Site

Introduction

Michael Gleasman, PE – Area Construction Engineer

Mr. Gleasman covered the **agenda** for the showing:

- Design Features
- Construction Features
- Environmental
- Utility Features
- Project Controls / Contract & Schedule
- Civil Rights
- Questions and Answers
- Walk-thru

The **design and construction team** was introduced as follows:

VDOT Construction Management

Area Construction Engineer – Michael Gleasman, PE

Construction Manager – Scott Burdick

Design Team:

VDOT Design Project Manager – Arifur Rahman, PE

Volkert - Design Engineer of Record – Brian Graham, PE

Presenting Today:

Michael Gleasman – VDOT ACE

Arifur Rahman and Brian Graham – VDOT L&D Project Manager

Scott Burdick – VDOT Construction Manager

Denise Cantwell – VDOT Project Controls

Presentation Details

The presentation is attached. Please see presentation for specific details.

Question & Answer Session

Michael Gleasman, PE – Area Construction Engineer

Michael Gleasman asked for any questions from the contractor representatives. VDOT Representatives and a Norfolk Southern Consultant provided the responses.

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1. **Bid proposal document indicates that the contract is to include 240 railroad flagger hours. This seems low. Is this correct?**

Answer provided at Showing: No. The proposal should indicate 240 railroad flagger days. An addendum will be issued to correct the error.

2. **How many trains travel this track daily? How much railroad related downtime will there be on the project?**

Answer provided at Showing: Approximately 22-25 trains a day each traveling at approximately 60 mph. It could be more certain days and less other days. Norfolk Southern flagger will work with contractor. There may be situations where the flagger has no control over the ability to get track time (i.e. track maintenance).

3. **Will the aerial utilities be relocated prior to the start of the project?**

Answer provided at Showing: Yes.

4. **Will any engineering analysis be provided for the historical truss?**

Answer provided at Showing: Yes. VDOT will provide the analysis that we have to date. The contractor will be required to obtain any additional information required.

5. **Will the bridge inspection report be made available to contractors prior to the bid letting?**

Answer provided at Showing: Yes, information to be provided on CABB.

6. **The General Notes require that the historic truss be removed from site to be cleaned and painted? Is it required that the historic truss be removed?**

Answer provided at Showing: Yes.

7. **Have there been any endangered or threatened species identified on the site?**

Answer provided at Showing: No.

8. **The railroad is known for performing maintenance on the tracks periodically. This maintenance has been known to change the existing track elevation. How does VDOT want this addressed?**

Answer provided at Showing: VDOT recommends surveying the track elevations at the beginning of the project so that the elevations can be referenced at a later date if an issue arises.

9. **Will night work be allowed?**

Answer provided at Showing: Trains will be running 24 hours a day. In accordance with the 2007 Road and Bridge Specifications, the contractor must follow the local ordinances when working.

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Project Walk-Thru

The group of contractor representatives was led on a walk thru of the project. There was a question regarding an unidentified utility pedestal beside the bridge. VDOT will verify with the owner whether it is active and provide a relocation schedule if this is required.

Attendance was taken after the walk-thru and the eligible bidders were announced.

Conclusion

- Upon adjournment of the showing:
 - Contractors were reminded to submit all questions thru the CABB system at www.virginiadot.org at the Advertisement page on the Construction and Maintenance website.
 - Questions and Answers and Project Showing Meeting minutes will be posted on VDOT's website www.virginiadot.org. These will be located under Business Users / Proposals & Bidding / Project Ads.



Critical Infrastructure Information/Sensitive Security Information (CII/SSI) Multi-Purpose Non-Disclosure Agreement

Retain a copy of both the front and back sides of this form for future reference

VDOT requires CII/SSI be protected and not disclosed to unauthorized persons.

PART A: To Be Completed By Individual VDOT or Company Employee

I agree with the following as a condition of being granted access to CII/SSI:

CII/SSI, which is valuable and sensitive, is protected by law and by strict VDOT policies. The intent of these laws and policies is to assure that CII/SSI will remain confidential - that is, it will be used only as necessary to accomplish VDOT's mission. Disclosure of CII/SSI in any manner that permits interception by unauthorized persons could compromise safety and security and is prohibited. CII/SSI may be released only to persons with a need-to-know.

exclusion from further VDOT related work; and legal liability. My obligations with respect to the confidentiality and security of all CII/SSI disclosed to me shall survive the termination of any agreement or relationship with VDOT. My execution of this agreement shall not nullify or affect in any manner any other agreement, non-disclosure or otherwise, which I have executed or may execute with VDOT or the Commonwealth of Virginia.

I might have access to this information in various formats including but not limited to documents and drawings, physical structures, and computer based systems. I have no right or ownership interest in any VDOT CII/SSI. VDOT may at any time revoke my authorization allowing access to CII/SSI.

I am obligated to protect this information from unauthorized disclosure in accordance with the terms of this agreement. I will only use CII/SSI that I obtain to perform my legitimate VDOT related duties. I will conduct myself in a strict conformance to applicable laws and VDOT policies governing CII/SSI. I will safeguard the confidentiality of all CII/SSI at all times. I will be responsible for my misuse or my wrongful disclosure of CII/SSI.

Willful violation of this agreement may subject me to discipline which might include, but is not limited to, removal from current VDOT projects;

Each provision of this agreement is severable. If any administrative or judicial tribunal should find any provision of this agreement to be unenforceable, all other provisions shall remain in full force and effect.

I make this agreement in good faith, without mental reservation or purpose of evasion.

Printed Name	Date
VDOT District/Division OR Company Name	Phone Number
Company Address	
Signature	Signature of Authorized Agent (Not required for VDOT employees)

PART B: To Be Completed By Company Agent Only:

In addition to the provisions above, I certify:

All employees of this company involved with this VDOT project, regardless of location, who will have access to CII/SSI, myself included, will complete Part A of the Critical Infrastructure Information/Sensitive Security Information Multi-Purpose Non-Disclosure Agreement. The Agreement will be signed by me and accepted by VDOT prior to being granted access to CII/SSI. We will only access CII/SSI for which we have a need-to-know.

We will safeguard the confidentiality of all CII/SSI at all times. We will conduct ourselves in strict conformance to applicable laws and VDOT policies governing CII/SSI. Obligations with respect to the confidentiality and security of all CII/SSI disclosed to us shall survive the termination of any agreement or relationship with VDOT.

Authorized Company Agent:

Signature of Authorized Agent	Date
Printed Name	Title
Company Name	Phone Number
Company Address	
VDOT Contract Name and Number	

This form is valid for the identified project for a period of two years, while employed by the same company.



**Critical Infrastructure Information/Sensitive Security Information (CII/SSI)
Multi-Purpose Non-Disclosure Agreement**

Back Page

Retain a copy of both the front and back sides of this form for future reference.

Handling CII/SSI

You are responsible for safeguarding Critical Infrastructure Information/Sensitive Security Information (CII/SSI) in your custody or under your control.

The extent of protection afforded CII/SSI shall be sufficient to reasonably foreclose the possibility of its loss or compromise.

The terms of this clause (*Handling CII/SSI*), including this paragraph, must be included in any dissemination of any document, in whole or in part, that contains CII/SSI.

Protection - CII/SSI shall be protected at all times, either by appropriate storage or having it under the personal observation and control of a person authorized to receive it. Each person who works with protected CII/SSI is personally responsible for taking proper precautions to ensure that unauthorized persons do not gain access to it.

Use and Storage - During working hours, reasonable steps shall be taken to minimize the risks of access to CII/SSI by unauthorized personnel. After working hours, CII/SSI shall be secured in a secure container, such as a locked desk, file cabinet or facility where contract security is provided.

Reproduction - Documents or material containing CII/SSI may be reproduced to the minimum extent necessary consistent with the need to carry out official duties provided that the reproduced material is marked and protected in the same manner as the original material.

Disposal - Material containing CII/SSI shall be disposed of by any method that prevents unauthorized retrieval (e.g. shredding, burning, returning to original source, etc.).

Transmission - CII/SSI shall be transmitted only by VDOT courier, US first class, express, certified or registered mail, or through secure electronic means.

COMMONWEALTH OF VIRGINIA
DEPARTMENT OF TRANSPORTATION

REQUIRED PROJECT SHOWING ATTENDANCE SHEET

CONTRACT ID. NO.: C00090519C01 PROJ. NO.: 0646-076-971, C501, B649, B654 Area Construction Engineer Michael Gleasman, P.E.
 ROUTE: 0646 COUNTY: Prince William DATE: April 14, 2015
 DISTRICT: NOVA District ROOM: Manassas Residency TIME: 8 a.m.

REPRESENTATIVE	COMPANY	E-Mail Address	PHONE NUMBER	SHOWING (INITIALS)	SITE VISIT (INITIALS)
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Harry Haysley	VDOT		804-786-2902	HH	HH ✓
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TITO W. TORRE	MARTINS CONSTRUCTION C.	t.torre@martinscorp.com	(703) 929-6615	TWT	TWT NO SHOW
Luke Williamsou	ALAN MYERS	luke.williamsou@allanmyers.com	(571) 353-0134	LW	LW ✓
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