

**ADDENDUM NO. 1**

**TO PLANS, SPECIFICATIONS AND CONTRACT DOCUMENTS FOR:  
2021 MISCELLANEOUS SANITARY AND STORM SEWER  
IMPROVEMENT PROJECT  
CITY PROJECT 2021-09  
DATED APRIL 2021**

**AD-1-1 NOTICE**

- 1.01 This Addendum No. 1 dated April 29, 2021, to the Plans, Specifications and Contract Documents for the above captioned project, supersedes all contrary and conflicting information of the above-mentioned bid proposal documents, which are hereby supplemented in certain particulars as follows:

**AD-1-2 BID PROPOSAL**

- 2.01 Remove the Bid Items on pages 18-21 of the Bid Proposal and replace with the Attached Addendum No. 1 Bid Items.

**AD-1-3 PREBID MEETING MINUTES**

- 3.01 Add the attached pre-bid meeting sign-in sheet and meeting minutes from the Pre-Bid Meeting on April 21, 2021

Please make the proper acknowledgment of **addenda #1** on page **15** of your bidding documents.

**END OF ADDENDUM NO. 1**

City Engineer:  Date: 4/29/2021

**ADDENDUM NO. 1  
 BID PROPOSAL**

**RETURN WITH BID**

**CITY OF DECATUR, ILLINOIS  
 DEPARTMENT OF PUBLIC WORKS**

**for  
 2021 MISCELLANEOUS SANITARY & STORM SEWER  
 IMPROVEMENT PROEJCT  
 CITY PROJECT 2021-09**

<b>BID ITEM</b>	<b>DESCRIPTION</b>	<b>PAY UNIT</b>	<b>QTY</b>	<b>UNIT PRICE</b>	<b>EXTENSION</b>
20800150	TRENCH BACKFILL	CU YD	700	_____	_____
21400100	GRADING & SHAPING DITCHES	FOOT	100	_____	_____
25000100	SEEDING, CLASS 1	SQ YD	4,500	_____	_____
25100105	MULCH, METHOD 1	SQ YD	4,500	_____	_____
25100630	EROSION CONTROL BLANKET	SQ YD	30	_____	_____
25200100	SODDING	SQ YD	30	_____	_____
28000510	INLET PROTECTION	EACH	5	_____	_____
28000900	FENCE (EROSION CONTROL)	FOOT	75	_____	_____
40800010	BITUMINOUS MATERIALS (PRIME COAT)	GAL	50	_____	_____
40800040	INCIDENTAL BITUMINOUS SURFACING	TON	45	_____	_____
42000100	PORTLAND CEMENT CONCRETE PAVEMENT, 6 INCH	SQ YD	175	_____	_____
42000101	ADDITIONAL DEPTH OF PAVEMENT PER 1 INCH GREATER THAN 6 INCH	SQ YD	400	_____	_____
42300200	PORTLAND CEMENT CONCRETE DRIVEWAY PAVEMENT, 6 INCH	SQ YD	50	_____	_____
42400200	PORTLAND CEMENT CONCRETE SIDEWALK, 5 INCH	SQ FT	175	_____	_____
44000100	PAVEMENT REMOVAL	SQ YD	350	_____	_____
44000200	DRIVEWAY PAVEMENT REMOVAL	SQ YD	50	_____	_____
44000600	SIDEWALK REMOVAL	SQ FT	175	_____	_____

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<b>BID ITEM</b>	<b>DESCRIPTION</b>	<b>PAY UNIT</b>	<b>QTY</b>	<b>UNIT PRICE</b>	<b>EXTENSION</b>
44001700	COMBINATION CONCRETE CURB AND GUTTER REM. AND REPLACEMENT	FOOT	75	_____	_____
44213200	SAW CUTS	FOOT	850	_____	_____
550A0340	STORM SEWERS, CLASS A, TYPE 2, 12 INCH	FOOT	25	_____	_____
550A0360	STORM SEWERS, CLASS A, TYPE 2, 15 INCH	FOOT	25	_____	_____
550A0380	STORM SEWERS, CLASS A, TYPE 2, 18 INCH	FOOT	25	_____	_____
550A0410	STORM SEWERS, CLASS A, TYPE 2, 24 INCH	FOOT	25	_____	_____
550A0450	STORM SEWERS, CLASS A, TYPE 2, 36 INCH	FOOT	25	_____	_____
59300100	CONTROLLED LOW-STRENGTH MATERIAL	CU YD	80	_____	_____
60228110	MANHOLES, SANITARY, 4 FT-DIAMETER, TYPE 1 FRAME, CLOSED LID	EACH	8	_____	_____
60228120	MANHOLES, SANITARY, 5 FT-DIAMETER, TYPE 1 FRAME, CLOSED LID	EACH	4	_____	_____
60228111	ADDITIONAL DEPTH OF MANHOLE 4 FT-DIAMETER	FOOT	10	_____	_____
60228112	ADDITIONAL DEPTH OF MANHOLE 5 FT-DIAMETER	FOOT	3	_____	_____
60234200	INLETS, TYPE A, TYPE 1 FRAME AND GRATE	EACH	2	_____	_____
60235700	INLETS, TYPE A, TYPE 3 FRAME AND GRATE	EACH	2	_____	_____
60238700	INLETS, TYPE B, TYPE 1, FRAME AND GRATE	EACH	2	_____	_____
60240220	INLETS, TYPE B, TYPE 3, FRAME AND GRATE	EACH	2	_____	_____
60255800	MANHOLE TO BE ADJUSTED WITH NEW TYPE 1 FRAME, CLOSED LID	EACH	5	_____	_____
60255801	MANHOLE TO BE ADJUSTED W/ NEW TYPE 1 FRAME, CLOSED LID IN PAVEMENT	EACH	5	_____	_____
67100100	MOBILIZATION	EACH	25	_____	_____
70102620	TRAFFIC CONTROL AND PROTECTION, STANDARD 701501	EACH	15	_____	_____

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<b>BID ITEM</b>	<b>DESCRIPTION</b>	<b>PAY UNIT</b>	<b>QTY</b>	<b>UNIT PRICE</b>	<b>EXTENSION</b>
70102625	TRAFFIC CONTROL AND PROTECTION, STANDARD 701606	EACH	8	_____	_____
Z0001000	SUSPENSION OF WORK	HOUR	25	_____	_____
Z0018900	DOWEL BARS	EACH	100	_____	_____
Z0059500	SEWER, TYPE 2 & 3, 6 INCH	FOOT	40	_____	_____
Z0059600	SEWER, TYPE 2 & 3, 8 INCH	FOOT	90	_____	_____
Z0059700	SEWER, TYPE 2 & 3, 10 INCH	FOOT	90	_____	_____
Z0059800	SEWER, TYPE 2 & 3, 12 INCH	FOOT	65	_____	_____
Z0059900	SEWER, TYPE 2 & 3, 15 INCH	FOOT	25	_____	_____
Z0059925	SEWER, TYPE 2 & 3, 18 INCH	FOOT	20	_____	_____
Z0059950	SEWER, TYPE 2 & 3, 24 INCH	FOOT	20	_____	_____
Z0009000	ALTERATIONS, CANCELLATIONS, EXTENSIONS, DEDUCTIONS, AND EXTRA WORK	EACH	1	<b><u>\$40,000.00</u></b>	<b><u>\$40,000.00</u></b>
Z0064600	SELECTIVE CLEARING	ACRE	0.2	_____	_____
XX000541	EXPLORATORY EXCAVATION	EACH	13	_____	_____
XX003424	CONNECT TO EXISTING STRUCTURE	EACH	15	_____	_____
XX005486	CONNECT TO EXISTING PIPE (6-12 INCH)	EACH	8	_____	_____
XX005487	CONNECT TO EXISTING PIPE (15-24 INCH)	EACH	1	_____	_____
XX005488	CONNECT TO EXISTING PIPE WITH STAINLESS STEEL SHEAR RINGS (6-10 INCH)	EACH	32	_____	_____
XX005489	CONNECT TO EXISTING PIPE WITH STAINLESS STEEL SHEAR RINGS (12-15 INCH)	EACH	10	_____	_____
XX005490	CONNECT TO EXISTING PIPE WITH STAINLESS STEEL SHEAR RINGS (18-24 INCH)	EACH	5	_____	_____

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<u>BID ITEM</u>	<u>DESCRIPTION</u>	<u>PAY UNIT</u>	<u>QTY</u>	<u>UNIT PRICE</u>	<u>EXTENSION</u>
XX004209	SANITARY SERVICE CONNECTION	EACH	10	_____	_____
XX005719	FILLING EXISTING SANITARY SEWER <15 INCH	FOOT	20	_____	_____
<b>TOTAL BASE BID</b>				_____	_____
<b>TOTAL BASE BID (IN WORDS)</b>					

**Alt. A -Crea Street Sanitary Sewer Special Project**

<u>BID ITEM</u>	<u>DESCRIPTION</u>	<u>PAY UNIT</u>	<u>QTY</u>	<u>UNIT PRICE</u>	<u>EXTENSION</u>
20800150	TRENCH BACKFILL	CU YD	45	_____	_____
25000100	SEEDING, CLASS 1	SQ YD	195	_____	_____
25100105	MULCH METHOD 1	SQ YD	195	_____	_____
40800010	BITUMINOUS MATERIALS (PRIME COAT)	GAL	10	_____	_____
40800010	INCIDENTAL BITUMINOUS SURFACING, 4 INCH	TON	17	_____	_____
42400200	PORTLAND CEMENT CONCRETE SIDEWALK, 5 INCH	SQ FT	60	_____	_____
44000200	DRIVEWAY PAVEMENT REMOVAL	SQ YD	72	_____	_____
44000600	SIDEWALK REMOVAL	SQ FT	60	_____	_____
44213200	SAW CUTS	FOOT	20	_____	_____

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<u>BID ITEM</u>	<u>DESCRIPTION</u>	<u>PAY UNIT</u>	<u>QTY</u>	<u>UNIT PRICE</u>	<u>EXTENSION</u>
60225110	MANHOLES, SANITARY, 4 FT, TY 1, CLOSED LID	EACH	1	_____	_____
60228111	ADDITIONAL DEPTH OF MANHOLE 4 FT DIAMETER	FOOT	3	_____	_____
67100100	MOBILIZATION	EACH	1	_____	_____
Z0059600	SEWER, TYPE 2 AND 3, 8"	FT	173	_____	_____
XX003424	CONNECT TO EXISTING STRUCTURE	EACH	1	_____	_____
XX003425	CONNECT TO EXISTING STRUCTURE WITH INTERNAL DROP	EACH	1	_____	_____
Z0009000	ALTERATIONS, CANCELLATIONS, EXTENSIONS, DEDUCTIONS AND EXTRA WORK	EACH	1	<u>\$5,000.00</u>	<u>\$5,000.00</u>
XX005719	FILLING EXISTING SANITARY SEWER <15 INCH	FEET	100	_____	_____
XX000001	REMOVE AND REPLACE EXISTING PRIVACY FENCE	FEET	40	_____	_____
<b>TOTAL ALT. A</b>				_____	_____
<b>TOTAL BASE BID + ALT. A</b>				_____	_____
<b>TOTAL BASE BID + ALT. A (IN WORDS)</b>					

Pre-bid Meeting Minutes  
for  
**2021 MISC SANITARY AND STORM SEWER IMPROVEMENT PROJECT**  
**CITY PROJECT 2021-09**

Conference Call  
10:00 a.m., Wednesday, April 21, 2021

I. Introduction

*Paul Caswell provided introductions*

II. Project Review

*This work shall consist of making point repairs in the City's storm and sanitary sewer system at various locations around the City including the installation of new manholes as required. This project will perform a majority of the City's rapid response storm and sanitary sewer system repairs through June 1, 2022, along with any additional storm and sanitary sewer repair work identified by the City. The work also includes pavement removal and restoration along with traffic control, and other items of restoration.*

A. Crea Street Sanitary Sewer Special Project  
*Description was provided on this project*

III. Minority Participation Goals Review of City Code Chapter 28, Article 10 (Handout and Discussion).

A. Policy  
*The City of Decatur encourages a diverse workforce for all municipal procurement and public works projects. Toward that end, the City establishes goals for participation by Minority Business Enterprises (MBE) and minority workers for public works contracts, and incentives for procuring equipment, supplies and services for the city government from MBEs.*

*The City requires that general contractors show good faith efforts to meet the City's goals of 10% of the project amount be used to hire MBE subcontractors when subcontracting opportunities exist and/or 10% of the total dollar amount of the contract should be for the purchase of goods, material and equipment to Minority Business Enterprise, **and** 18% total hours are to be worked by minority employees. Note that there are two goals that need to be addressed*

B. Definitions  
*The Prospective bidders are directed to the attached handout that provides an excerpt of the State's definition of a minority.*

C. Project Goals and Good Faith Efforts

1. Subcontracting/Supplier Goal: 10% of total dollar amount should be performed by MBE if subcontracting opportunities are available and/or 10% of the total dollar amount of the contract should be for the purchase of goods, material and equipment to Minority Business Enterprises.
  - a. Subcontracting is not required but if a subcontractor is used a Good Faith Effort must be made to fill the stated goal.

*The Contractor shall put forward good faith efforts to “actively and aggressively” seek the participation of MBE or minority workers. It is expected that a demonstration of “active” and “aggressive” will include actual direct contact with or working with a minority subcontractor in a manner that leads them to provide actual quotes for the work to be subcontracted. This is benefited by the development of an ongoing relationship with minority subcontractors.*
  - b. What is the City’s expectation of what will be required to demonstrate a Good Faith Effort?

*The City regards a good faith effort, at a minimum, to include direct contacts with 2-3 MBE subcontractors for **each** subcontracting opportunity until the goal is met. The contacts must be with subcontractors that provide the type of work that is being subcontracted. Mass e-mail contacts alone are not considered a good faith effort. Documented follow up requests are required if no response is received. The bidder is to provide all work, all contacts, the method of contact (email, phone, personal, etc.), and the results of each contact. **Email requests with no reply or other evidence of direct contact are not considered to be acceptable direct contacts.***

*City staff can have no contact with bidders regarding their bid submittal after bids have been opened, so their only opportunity to demonstrate a good faith effort, is to provide all supportive evidence with the bid document. For the benefit of the review that must be conducted by City staff, it is helpful for the bidders to group their direct contacts according to the subcontracting opportunity.*
  - c. If a proposal or bid for a public works contract meets or exceeds twenty percent (20%) of the total dollar amount of the contract, the City will award a two percent (2%) bonus of up to a maximum of fifty thousand dollars (\$50,000). Payment of this extra amount or bonus will be made at the end of the contract and after the City has verified and documented that MBE expenditures met or exceeded twenty percent (20%) of total contract value.
2. Minority Workers Goal: 18% total hours worked should be performed by minority workers.



- a. The City tracks this goal through ePrismSoft and prevailing wage reports when required.

#### IV. Other Items

*Bidders should check Decatur Blueprint's website before submitting a bid to make sure there are no addenda's missing. Only contractors on Decatur Blueprint's plan holder list will get updates on addenda's. You have to purchase the plans to get on their list. Simply downloading a set of plans from the website does not put you on the bidders list.*

End 10:20

# Pre-Bid Sign-In Sheet

## 2021 Miscellaneous Sanitary & Storm Sewer Improvement Project

2021-09

April 21, 2021 10:00 a.m., Conference Call Only

Name ----- Email Address	Representing	Phone Number ----- Fax Number
1)Randy Jomes	A&R Servces	217-367-4227
Email: <a href="mailto:jweidner@ar-mech.com">jweidner@ar-mech.com</a>		
2) Jeff Entler	Entler Excavating	<b>217-521-3071</b>
Email: <a href="mailto:entler@comcast.net">entler@comcast.net</a>		
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**CITY CODE**  
**CHAPTER 28, ARTICLE 10**  
**MINORITY PARTICIPATION GOALS FOR PUBLIC WORKS CONTRACTS**

*The “minority person” definition contained in the Illinois Business Enterprise for Minorities, Females and Persons with Disabilities Act, 30 ILCS 575/2 is contained at the back of this handout.*

**SECTION 10-1. POLICY:**

The City of Decatur encourages a diverse workforce for all municipal procurement and public works projects. Toward that end, the City establishes goals for participation by Minority Business Enterprises (MBE) and minority workers for public works contracts, and incentives for procuring equipment, supplies and services for the city government from MBEs. The objectives of the minority participation goals include:

- A. Ensuring non-discrimination in the award and administration of City public works contracts;
- B. Encouraging a level playing field on which MBE and minority workers can compete fairly for City public works and written procurement contracts awarded based on formal submission of bids;
- C. Helping to remove barriers to the participation of MBE and minority workers in the City’s municipal procurement and public works contracts;
- D. Promoting the use of MBE and minority workers in City public works projects;
- E. Ensuring that the minority participation goals are narrowly tailored in accordance with applicable law;
- F. Providing appropriate flexibility to contractors in establishing and providing opportunities for MBE inclusion and minority worker recruitment;

(Amended, Ordinance No. 2020-124, August 3, 2020)

**SECTION 10-2. DEFINITIONS:**

- A. **MINORITY:** For purposes of this Article, the City hereby adopts and incorporates by reference “minority person” as defined in the Illinois Business Enterprise for Minorities, Females and Persons with Disabilities Act, 30 ILCS 575/2.
- B. **MINORITY BUSINESS ENTERPRISE (MBE):** A business that is owned and controlled by minorities. There must be not less than 51 percent minority ownership of the business, and the minority ownership must control the management and daily operations of the business.
- C. **PUBLIC WORKS CONTRACTS.** All City contracts entered into for the repair, remodeling, renovation or construction of public buildings, structures and rights of way.
- D. **PUBLIC WORKS PROJECTS.** All City projects entered into for the repair, remodeling, renovation or construction of public buildings, structures and rights of way.

(Amended, Ordinance No. 2020-124, August 3, 2020)

### SECTION 10-3. MINORITY PARTICIPATION GOALS IN PUBLIC PROJECTS:

- A. As allowed by law, Contractors for City public works projects shall make a good faith effort to comply with the following minimum goals: (1) Ten (10) percent of the total dollar amount of the contract should be performed by Minority Business Enterprises if subcontracting opportunities are available and/or ten (10) percent of the total dollar amount of the contract should be for the purchase of goods, materials and equipment to be used for the public works project from Minority Business Enterprises with the ten (10) percent goal being met separately or in combination; and (2) Eighteen (18) percent of the total hours worked should be performed by minority workers.
- B. In addition to the provisions of Section 10-3 (A) above, where a proposal or bid for a public works contract meets or exceeds twenty percent (20%) of the total dollar amount of the contract, the City will award a two percent (2%) bonus of up to a maximum of fifty thousand dollars (\$50,000). Payment of this extra amount or bonus will be made at the end of the contract and after the City has verified and documented that MBE expenditures met or exceeded twenty percent (20%) of total contract value.
- C. Subcontracting is not required for a City project. If a subcontractor is used, the contractor shall make a good faith effort to meet the City's minority participation goals in the selection of subcontractors.
- D. A contractor shall provide evidence of meeting the City's minority participation goals as directed and required by the Public Works Director or provide evidence that it made a good-faith effort to meet the goals.
- E. A good faith effort means the contractor took reasonable and necessary steps to achieve the minority participation goals. "Good faith" means the contractor actively and aggressively sought participation by MBE sub-contractors or vendors or minority workers. The City shall consider the quality, quantity and intensity of efforts made by a contractor. The city may reject bids where, in the sole opinion of the city, the contractor failed to make a good faith effort.
- F. Evidence of a good-faith effort includes, but is not limited to, as appropriate:
- i. Soliciting through all reasonable and available means the interest of MBE and minority workers;
  - ii. Outreach and recruitment efforts of and to MBEs and minority workers;
  - iii. Packaging requirements, when feasible, into tasks, quantities or subcontracts that permit maximum participation from MBEs and minority workers;
  - iv. Providing interested MBEs and firms that employ minority workers with adequate information about the bidding process, adequate time to respond and assistance in responding to a solicitation;
  - v. Negotiating in good faith with MBEs and firms that employ minority workers;
  - vi. Assisting interested MBEs and firms that employ minority workers in obtaining bonding, lines of credit or insurance;
  - vii. Assisting interested MBEs and firms that employ minority workers in obtaining necessary equipment, supplies or materials;
  - viii. Seeking services from available minority community organizations; minority contractors' groups, minority business assistance offices and other organizations, as appropriate, to provide assistance in recruiting MBEs and minority workers;

- ix. If an MBE is rejected, providing sound reasons for rejection based on a thorough investigation of the firm;
  - x. Providing payroll records or other evidence showing the percentage of minority workers employed on the project or the percentage of project hours completed by minority workers; [This is provided through Prevailing Wage Documentation]
  - xi. All other good faith efforts or evidence of due diligence to meet the City's minority participation goals.
- G. The minority participation goals shall be reviewed annually by the City Manager or his designee. Any changes of the goals shall require a majority vote by Decatur City Council.  
(Amended, Ordinance No. 2020-124, August 3, 2020)

#### **SECTION 10-4. PROGRAM ADMINISTRATION:**

- A. The Public Works Director, his designee, or third party contractor, shall:
- i. Administer and enforce the provisions of this Article;
  - ii. Monitor, track and report on contractors over the contract duration to ensure compliance with this Article.
  - iii. Report to the City Council no less than annually on MBE utilization pursuant to this City Code.
  - iv. Provide information to MBEs and minority workers about contractors that are seeking to recruit MBEs and minority workers.
- B. The city manager shall establish policies and procedures providing that MBEs bidding on equipment, supplies and services to be purchased through written competitive bidding by the city, including public works contracts, can be awarded in certain circumstances where they may not be the lowest qualified bidder.  
(Amended, Ordinance No. 2020-124, August 3, 2020)

#### **SECTION 10-5. PENALTIES:**

- A. If a contractor fails to meet the City's minority participation goals, falsifies MBEs documentation, and/or fails to provide evidence of a good faith effort to meet the goals, the Public Works Director or his designee may, as appropriate:
- i. Order immediate corrective action, as appropriate and practicable, to meet the minority participation goals or to show a good faith effort toward meeting the goals;
  - ii. Assess a fine or penalty not to exceed \$2,000 for each offense. Each day on which a violation occurs or continues shall be considered a separate offense. The assessed fine or penalty may be deducted and withheld from the unpaid portion of the contract;
  - iii. Order that the contractor will not be considered a responsive responsible bidder for future City projects for a fixed period of time and/or until the contractor provides evidence of making a good faith effort toward meeting the City's minority participation goals.
- (Amended, Ordinance No. 2020-124, August 3, 2020)

## **SECTION 10-6. APPEALS:**

The penalty assessed by the Public Works Director or his designee shall be appealable to the City's Human Relations Commission.

## **SECTION 10-7. WAIVER:**

- A. If a contractor does not or cannot meet the City's minority participation goals for contracts, it may seek in writing a waiver. The waiver request shall include, as appropriate:
- i. Evidence of the contractor's good faith efforts to secure participation by MBE and minority workers;
  - ii. Evidence the contractor received no proposals or inquiries from qualified MBEs or firms that employ minority workers in response to a good faith effort to secure participation.
- B. The Public Works Director or his designee may, at his or her discretion, waive the minority participation goals upon finding:
- i. The project is essential for city operations;
  - ii. Emergency circumstances require a waiver;
  - iii. Evidence of a good faith effort by the contractor;
  - iv. Evidence the contractor received no proposals or inquiries from qualified MBE or firms that employ minority workers in response to a good faith effort to secure participation.

(Amended, Ordinance No. 2020-124, August 3, 2020)

**Illinois Business Enterprise for Minorities, Females, and Persons with Disabilities Act,  
30 ILCS 575/2**

**(30 ILCS 575/2)**

(Section scheduled to be repealed on June 30, 2016)

Sec. 2. Definitions.

(A) For the purpose of this Act, the following terms shall have the following definitions:

(1) **"Minority person"** shall mean a person who is a citizen or lawful permanent resident of the United States and who is any of the following:

(a) **American Indian or Alaska Native** (a person having origins in any of the original peoples of North and South America, including Central America, and who maintains tribal affiliation or community attachment).

(b) **Asian** (a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, but not limited to, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam).

(c) **Black or African American** (a person having origins in any of the black racial groups of Africa). Terms such as "Haitian" or "Negro" can be used in addition to "Black or African American".

(d) **Hispanic or Latino** (a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race).

(e) **Native Hawaiian or Other Pacific Islander** (a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands).