

## **2022 CECSD Road Work Timeline**

### **Schedule for opening of road bid packages at the May 19, 2022 CECSD meeting:**

**1. November 18 Board meeting**

- a. Road chair reviews road assignments and blank excel survey forms with Board Directors and they should have surveys done and sent to road chair by January 10th for compilation.
- b. General Manager gives the budget amount to the Board for 2022 road work.
- c. Board discusses possible road projects and priorities.

**2. January 20 Board meeting**

- a. Directors review the completed excel survey forms and list the priorities for 2022.
- b. General Manager gives the budget amount to Board for 2022 road work.

**3. March 17 Board meeting.**

- a. Road committee has assessed excel survey forms and roadways and has completed final Scope of Work and prepared the final excel spreadsheet document and will present to the Board.
- b. Board will approve 2022 Scope of Work going forward with Request For Proposals (Bids).

**4. March 21-25**

- a. Road Chair & GM will prepare RFP notice.

**5. March 28-31**

- a. GM will prepare final bid package.
- b. GM will send letters/website/emails to prior bidders with RFP and bid package.
- c. GM will submit RFP notice and bid package to 3 sources: Builders exchange (El Dorado, Placer, Sacramento) to publish.
- d. Submit notice for RFP to Mt. Democrat - must be published 4 times, with first publication at least 14 days prior to opening of bids: Mondays & Wednesdays; April 4 & 6; April 11 & 13

**6. April 15, Friday**

Contractors can pick up bid packages at GM residence (or available on website or via email).

**7. April 25, Monday - 10 a.m.** (this is an agendized meeting)

Mandatory Contractor Walk thru: contractors, road committee, directors, and volunteers.

**9. May 18, Wednesday by 5 p.m.**

Bid drop off at GM residence.

**10. May 19, Thursday 7 p.m. Board meeting**

Bid opening at Board meeting. Award to apparent responsible low bidder.

To be eligible for award of contract the following must be included in packet:

- Pre-Bid Site Inspection Certificate
- Bid Form - Proposal for Construction Contract
- List of Proposed Subcontractors
- Noncollusion Declaration
- Bid Security
- Contractor's license (Class A), W-9, Federal ID or SS #

*After the meeting, executed contract is obtained and all required paperwork gathered by GM. Work begins sometime in June - August. Point of contact for awarded contractor is the GM and/or Chair.*