

## **2020 CECSD Road Work Timeline**

### **Schedule for opening of road bid packages at the May 21, 2020 CECSD meeting:**

#### **1. November 21 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 6th for compilation.
- b. General Manager gives the budget amount to the Board for 2020 road work.
- c. Board discusses possible road projects and priorities.

#### **2. January 16 Board meeting**

- a. Directors review the completed excel survey forms and list the priorities for 2020.
- b. General Manager gives the budget amount to Board for 2020 road work.

#### **3. March 19 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 2020 Scope of Work going forward with Request For Proposals (Bids).

#### **4. March 23-27**

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

#### **5. March 30-31**

- 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. Publish: April 6 & 8; April 13 & 15 Mondays & Wednesdays.

#### **6. April 17, Friday**

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

#### **7. April 22, Wednesday, 10 a.m.** (this is an agenda meeting)

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

#### **9. May 20, Wednesday by 4 p.m.**

Bid drop off at GM residence.

#### **10. May 21 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:

- Bid form
- Designation of subcontractor
- Noncollusion affidavit
- Bid bond - 10% of total bid
- 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.*