

VILLAGE OF NEW BREMEN, OHIO
WASTEWATER TREATMENT PLANT LAGOON 2 SLUDGE REDUCTION
RECORD OF PRE-BID CONFERENCE

Friday, April 17, 2026, 10:00 a.m.
New Bremen Wastewater Treatment Plant

Attendees

1. See attached sign-in sheet.

This record is not part of the Bidding Documents or the proposed Contract Documents.

1. Introductions

- a. *Village of New Bremen (Village):* The New Bremen Wastewater Treatment Plant is owned, operated, maintained, and staffed by the Village of New Bremen. Brent Richter, PE is the Village Administrator.
- b. *Arcadis U.S., Inc.:* Arcadis has assisted the Village with the development of plans and specifications for the Project and will provide limited construction contract administration services. Project Manager, Levi Spencer is the primary contact for Bidder's questions.
- c. *Conference Attendees:* Attendees of the conference made self-introductions.
- d. *Conference Record:* A written summary of the topics discussed at the conference, including a listing of the attendees, will be distributed via email to all meeting attendees and all entities that obtained the Bidding Documents from the Issuing Office.

2. Description of Project

- a. *Purpose of Project:* The project includes the removal, dewatering, and disposal of lagoon sludge from WWTP Lagoon No. 2.
- b. *Project Funding and Financing:* The Project will be funded by the Village of New Bremen, and while not subject to the provisions of outside funding agencies, Bidders are expected to comply with the project bidding requirements.
- c. *Single Prime Contract:* Work will be performed under, and Bids received for a single construction contract.
- d. *Work Includes:* Work will be performed at the wastewater treatment plant site and generally includes:
 - 1) Lagoon No. 2 shall remain in service for the duration of the project. The Owner will operate and maintain Lagoon No. 2 as part of WWTP operation for the duration of the project.

a. Contractor to:

- i. Remove sludge from Lagoon No. 2 by lagoon dredging.
- ii. Temporarily remove and relocate the aerators, and remove the floating baffle.
- iii. Sludge removal, dewatering and disposal of sludge in Lagoon No. 2. Sludge filtrate return flow rate not to exceed 250 gpm at location noted on drawings.
 1. Contractor to interface with Owner testing laboratory
 - a. Sample sludge cake three times per truck
 - b. With Owner's representative present
 - c. Mixing and splitting the samples
 - d. Laboratory will perform analysis for calculation of measurement and payment per Section 33 01 30.52 Municipal Wastewater Treatment Lagoon Sludge Removal, Paragraph 1.3.
- iv. Upon completion of sludge removal, reinstall aerators and floating baffle.

2) Temporary Utilities:

- a. Electric
 - i. 480 V, 3 PH, 200 A
- b. Water
 - i. WWTP Effluent
- c. Restroom facilities
- d. Office Space for Contractor

e. *Dates and Contract Times:*

- 1) Advertisement for bids: April 3, 2026; April 10, 2026
- 2) Bid opening: May 01, 2026, 2:00 pm,
(Friday)
Office of the Village Administrator,
214 N. Washington St., P.O. Box 27,
New Bremen, OH 45869

No Bids will be accepted after the time indicated in the Bidding Documents for the Bid opening.

- f. *Contract Times*: Time limits for completion are of the essence and are:
- 1) Substantial Completion – 150 days after the date when the Contract Times commence.
 - 2) Readiness for final payment – 180 days after the date when the Contract Times commence.
 - 3) Bidders shall include in their Bid price all costs necessary to comply with the Contract Times, including the shutdown and sequencing requirements in Section 01 14 16, Coordination with Owner's Operations, Section 33 01 30.52 Municipal Wastewater Treatment Lagoon Sludge Removal, and other sections.
- g. *Damages (Liquidated Damages and Special Damages)*:
- 1) For failure to achieve Substantial Completion within the Contract Times the Contractor will be assessed liquidated damages of \$1,000 per day, and will be subject to special damages in accordance with Article 4 of the Agreement; special damages include engineering and inspection costs incurred by the Owner.
 - 2) For failure to complete the remaining Work within the Contract Time after Substantial Completion, Contractor shall pay Owner \$1,000 for each day until Work is complete and ready for final payment.

3. Bidding Procedures

- a. *Availability of Bidding Documents*:
- 1) Bidding Documents are available for review at the following locations:
 - Newfax Corporation website (www.newfaxcorp.com)
 - 2) Bidding Documents can be obtained from the Issuing Office: Newfax Corporation, 333 West Woodruff Avenue, Toledo, Ohio 43604, Phone: (419) 241-5157 (www.newfaxcorp.com). Bidding Documents may be obtained via hardcopy or download.
 - 3) Neither Village nor Engineer will be responsible for full or partial sets of the Bidding Documents obtained from sources other than the Issuing Office. Addenda will be transmitted only to entities that have obtained the Bidding Documents from the Issuing Office.
- b. *Availability of Other Reports and Drawings of Interest to Bidders*: Documents that may be of interest to Bidders, which are not part of the Bidding Documents, are identified in the Supplementary Conditions. Drawings and qualitative laboratory data will be made available in PDF format through the "Issuing Office" upon Bidder request.

- c. *Bid Security:* Each Bid shall be accompanied by bid security in the form of either a Bid Guaranty and Contract Bond for full amount of the bid (in the form included in the Bidding Documents) or by a certified check, cashier's check, or letter of credit pursuant to Chapter 1305 of the Ohio Revised Code (ORC), made payable to Owner in the amount of 10 percent of the Bidder's maximum bid price.
- d. *Owner's Tax Exempt Status:* The Owner is exempt from payment of sales and compensating use taxes of the State of Ohio and of cities and counties thereof on all materials to be incorporated into the Work. Such taxes are to be excluded from the Bids. However, Owner's exemption does not apply to construction tools, machinery, equipment, or other property purchased or leased by Contractor, or to supplies or materials not incorporated into the Work. Refer to the Supplementary Conditions, Paragraph SC-7.09.
- e. *Site Visits/Investigations During Bidding:* On request, the Village will allow access to the site during normal day shift hours; contact Village Administrator Brent Richter (419-629-2447) at least 24-hours in advance to schedule a site visit.
- f. *Required Contents of Bid:* Do not submit the entire Project Manual with the Bid. Submit the following with the Bid:
 - 1) Completed Bid Form, including pricing for all bid items for the associated prime Contract, all required signatures, seals, and other information required.
 - 2) Required bid security
 - 3) Delinquent Personal Property Tax Statement
 - 4) Non-Collusion Affidavit
 - 5) Contractor's Equal Employment Opportunity Certification form
 - 6) Certification Regarding Debarment, Suspension, and Other Responsibility Matters
 - 7) Byrd Anti-lobbying Amendment Compliance and Certification
 - 8) Drug Free Workplace Compliance form
- g. *Requests for Clarification or Interpretation of the Bidding Documents:*
 - 1) All questions concerning interpretations and clarifications of the Bidding Documents shall be submitted in writing to Arcadis U.S., One Seagate, Suite 700, Toledo, Ohio 43604, attention: Levi Spencer, Levi.Spencer@arcadis.com. No interpretations or clarifications will be made orally.
 - 2) Interpretations, clarifications, and supplemental instructions, if any, will be issued by written Addendum.
- h. *Submittal of Bid:*
 - 1) Bids shall be enclosed in an opaque sealed envelope plainly marked on the outside with Project title, the designated portion of the Project, the name and

address of the Bidder and its license or registration number (when applicable).

4. Post-Bid Considerations and Requirements

- a. *Bidder Qualifications:* To demonstrate qualifications to perform the Work, Bidder shall submit within two days after the opening of Bids, upon request of Owner or Engineer, a separate Qualifications Statement.
- b. *Bids to Remain Valid:* Bids shall be valid for 90 days after the Bid opening. No Bidder may withdraw their Bid during this period unless permitted under Laws and Regulations.
- c. *Owner's Right to Reject Bids and Evaluation of Bids:* The Owner reserves the right to reject any and all Bids. Owner reserves the right to waive any informality not involving price, time or changes in the Work. Refer to Section 00 21 13, Article 19 in the Instructions to Bidders
- d. *Potential Award Timeframe of the Contract:* The Owner does not anticipate any restrictions related to ODOD funding and it's their intention to proceed with this work as soon as possible. The Successful Bidder will receive a Notice of Award accompanied by the required number of originals of the Contract Documents for execution.
- e. *Delivery of Bonds and Insurance:*
 - 1) **Contract Bonds:** Successful Bidder shall furnish Owner a surety bond when the executed Agreement is delivered to the Owner in accordance with the Article 20 of the Instructions to Bidders, Paragraph 2.01 of the General Conditions, and Article 6 of the General Conditions and associated Supplementary Conditions.
 - 2) **Insurance Policies:** Successful Bidder shall furnish Owner the required insurance policies, in accordance with the Article 20 of the Instructions to Bidders, and Article 6 of the General Conditions and associated Supplementary Conditions.
 - 3) **Insurance Certificates and Other Evidence of Insurance:** Before commencing work at the Site, Contractor shall furnish Owner and each other additional insured copies of insurance certificates, associated endorsements, and other evidence of insurance in accordance with Article 20 of the Instructions to Bidders and Article 6 of the General Conditions, and associated Supplementary Conditions. Work shall not be performed until acceptable evidence of insurance is furnished.
 - 4) The Successful Bidder shall address the Owner's and Engineer's comments, if any, on the furnished bonds and insurance and provide acceptable bonds and insurance in accordance with the Contract Documents.
- f. *Execution of Contract Documents and Notice to Proceed:*
 - 1) *Execution of Contract Documents:* Within 15 days of receipt of the Notice of

Award and Contract Documents for signature, Successful Bidder shall execute the Agreement and other Contract Documents and return them to Engineer. When Contract Documents are acceptably executed, Engineer will present them to the Owner for signature.

- 2) *Notice to Proceed:* After execution of the Contract Documents by the Owner, one fully-executed set of Contract Documents will be returned to the Contractor with the executed Notice to Proceed.
- g. *Submittals Prior to Starting the Work:*
- 1) Requirements regarding furnishing evidence of insurance are in Article 6 of the General Conditions and associated Supplementary Conditions.
 - 2) In accordance with Section 01 32 16, Progress Schedule, within 10 days after the Contract Times commence running, Contractor shall submit to Owner the preliminary Progress Schedule covering the entire Project, with other required schedule documents. Other requirements relative to the Progress Schedule are specified in Section 01 32 16, Progress Schedule.
 - 3) In accordance with Paragraph 2.05 of the General Conditions, a preliminary Schedule of Submittals shall be submitted by Contractor within ten days of the Effective Date of the Agreement
 - 4) Refer to Section 01 31 19.13, Pre-construction Conference, for documents to be furnished by the Contractor at or prior to the pre-construction conference.

5. Administrative Provisions and Miscellaneous

- a. *Coordination with Owner's Operations:* Bidders' attention is called to the provisions of Section 01 14 16, Coordination with Owner's Operations, Section 33 01 30.52 Municipal Wastewater Treatment Lagoon Sludge Removal, and other applicable sections. Work must be sequenced to maintain continuous service of the Wastewater Treatment Plant. Work must be closely coordinated and scheduled in advance with the Owner.
- b. *Contractor's Use of Site:* Drawings show the designated Contractor sludge dewatering staging and operations area. Location is generally south of the WWTP Control Building adjacent to the drive with additional staging location east of the Rock Filter. Security at facility must be maintained at all times.
- c. *Permits:* Comply with all local, State and Federal Laws and Regulations applicable to this Work.

6. General Discussion:

- a. General discussion occurred regarding site considerations and sludge filtrate return.

7. Site Visit

Following the pre-bid conference, the attendees were encouraged to visit the proposed work areas for self-guided tours.

Attachments

Sign-in Sheet (1 page)

Copies

All attendees

All entities that obtained Bidding Documents from the Issuing Office

VILLAGE OF NEW BREMEN, OHIO
WASTEWATER TREATMENT PLANT LAGOON 2 SLUDGE REDUCTION

PRE-BID CONFERENCE SIGN-IN

Friday, April 17, 2026, 10:00 a.m.
New Bremen Wastewater Treatment Plant

PLEASE WRITE CLEARLY AND LEGIBLY

Name	Employer/ Representing	Phone No.	E-mail Address
Brent Richter	New Bremen	(419) 629-2447	Brent.Richter@newbremen.com
Levi Spencer	Arcadis	(419) 213-1606	Levi.Spencer@arcadis.com
Jeff Bailey	Daman Superior	(330) 906.3405	J.Bailey@damanSuperior.com
Ray DeVite	OTMOS/Ohio Drudge	937 776 8835	Ray@OHIO DREDGE.COM
ZACH GEWY	Poh/KAT	(513) 222-3330	management@poh/katllc.com
NICHOLAS ADAMS	SYNAGRO	740-777-8092	NADAMS@SYNAGRO.COM