

2021 CECSD Road Work Timeline

Schedule for opening of road bid packages at the May 20, 2021 CECSD meeting:

1. November 19 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 11th for compilation.
- b. General Manager gives the budget amount to the Board for 2021 road work.
- c. Board discusses possible road projects and priorities.

2. January 21 Board meeting

- a. Directors review the completed excel survey forms and list the priorities for 2021.
- b. General Manager gives the budget amount to Board for 2021 road work.

3. March 18 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 2021 Scope of Work going forward with Request For Proposals (Bids).

4. March 22-26

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

5. March 29-31

- 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 5 & 7; April 12 & 14

6. April 16, Friday

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

7. April 21, Wednesday, 10 a.m. (this is an agendaized meeting)

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

9. May 19, Wednesday by 5 p.m.

Bid drop off at GM residence.

10. May 20 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.