

**Pre-Bid Conference Minutes  
Lewis and Clark Caverns  
Upper Water System Improvements  
FWP #7236135**

May 4, 2026  
10:00 am

Lewis and Clark Caverns Lower Visitors Center Parking Lot  
near Cardwell, Montana

**Attendees:**

<u>Affiliation</u>	<u>Name</u>	<u>Phone #</u>
Allen Earthworks Inc.	Cory Allen	406-437-4471
WWC	Alex Feldt	218-349-2499
DC Excavation	Bill Dempsey	406-589-3637
Rockin 2 Diamond Construction	Andrew Zwicker	406-565-8233
Western Water Wells	Matthew McKenzie	406-868-1492
Arc Electric	Rich Peltomar	406-494-4006
Archenergy	Anthony Sciolino	406-599-0539
Platinum Dirt Work	Levi Myers	870-819-7504
Homestead Handy	Travis Olson	920-392-9797
Rifle River Builders	Tim Cooper	406-570-1168
COP Construction	Bryce Lyman	307-660-1500
Epic Electric, LLC	Eric Pickett	406-980-0009
Tyler Electric	Chris Bowen	406-570-5314
MET	Chris Gould	630-812-9635
MET	Dennis Burgard	406-227-3319
MET	Pete Parsons	406-431-3098
CEI	Pat Spaulding	406-490-2989
Potts Drilling	Stacy Smith	406-586-6812
Northwest Pipe Fittings	Brian Cox	406-580-9610
Terrain	Chirs Brown	406-451-2853
Helfrich Electric and Automation	Kevin Helfrich	406-490-5911
Montana FWP	Kevin Harrington	406-841-4002
Montana FWP	Stephanie Gorman	406-287-3079
ECI	Henry Lindgren	406-672-0674
Larson Civil Engineering, LLC	Jeff Larson	406-443-6111

**Introductions:**

Kevin Harrington was introduced as the FWP Project Manager, Stephanie Gorman from FWP Maintenance, and Jeff Larson was introduced as the Project Engineer.

- **Bid Opening Date, Time and Location**  
 Bids will be opened on Thursday, May 14, 2026, at 2:59 p.m., at the Montana Fish, Wildlife and Parks, Design and Construction Section Office in Helena, 1522 Ninth Avenue, Helena, Montana.
- **Bid Delivery by Contractor:**  
 If using USPS allow adequate time for mail delivery as extra time is needed for mail to make it through State Central Mail. If using UPS, FedEx, or Courier, deliver to 1522 Ninth Avenue, Helena, Montana 59601.
- **Montana Gov Delivery:**  
 Contractors can monitor the FWP website or sign up to receive e-mail notification of new projects, addenda, pre-bid sign-in sheets, etc., through the website at:  
<https://fwp.mt.gov/doingBusiness/designAndConstruction/>  
 (Note: click the box **Design & Construction updates only**. If you sign up for *all* Fish Wildlife & Parks you will receive alerts for everything happening at FWP, which could involve a great number of emails.)
- **Contractor Registration**  
 Contractor Registration with the Department of Labor and Industry is not required to bid the project. However, registration is required prior to signing contracts.
- **Bid Bond – 10% of Total Bid**  
 A bid bond is not required for bids less than or equal to \$150,000. Bid bonds may also be cash or cashiers check. Personal checks will not be accepted.
- **Performance Bond and Labor and Materials Bond**  
 The successful bidder will be required to provide a Performance Bond and a Labor and Materials Bond in the amount of 100% of the bid. These bonds are not required for bids less than \$150,000.
- **Insurance**  
 The successful bidder will be required to provide insurance as listed in the Contract Documents. Liability insurance shall be \$1 million per occurrence and \$2 million aggregate. Insurance must cover vehicles used by the company. Listing the State of Montana as additional insured is required.
- **Buy Safe Montana Provisions – Found in the Instructions to Bidders & General Conditions**

  - a. Successful bidder will be required to provide their incident rate, experience modification rate (EMR) and loss ratio with the first pay request (Instructions to Bidders, Article 14).
  - b. To promote safe work environments the successful bidder must maintain an EMR of less than 1.0; or loss ratio of less than 100%. A loss ratio of

more than 100% must obtain a safety consultation with the Montana Department of Labor & Industry; Employment Relations Division; Safety Bureau before the owner grants Substantial Completion of the work (D&C Form 14).

- c. Contractors shall require subcontractors with an EMR or loss ratio greater than above to schedule and obtain a comprehensive safety consultation as described.
- d. Successful bidder will need to obtain the EMR of Loss Ratio for all subcontractor's before work is started.

- **Review Proposal Items**

The base bid for this project includes everything but the Comfort Station Piping. Additive Alternate #1 is the Comfort Station Piping. The reason for the second schedule is there are different funding sources. Both schedules are expected to be awarded.

Award will be made to the lowest responsible bidder, including the Additive Alternate if awarded.

- **Fish, Wildlife and Parks Supplied Materials**

Fish, Wildlife and Parks is not supplying any materials on this project.

- **Project Schedule**

Contract time is 180 calendar days. See Special Provision #14 for specific scheduling requirements. Project will start after the contracts are signed, and permits are in place, which is anticipated sometime this summer. Between project startup and September 30, 2026 only work on the Well Pump House Addition, Booster Pump Station, and 14,500 gallon water storage tank may occur. After October 1, 2026 there are no restrictions and all components of the project can be worked on. Project is to be complete by April 14, 2027. Winter contract time shutdowns will be granted and are likely needed to stay within the allotted contract time. Liquidated Damages are \$500 per calendar day.

- **Addenda**

No addenda have been issued to date. Addenda will be posted no later than 5 business days in advance of the bid opening. Contractors were reminded to sign up for notification on the Design and Construction website and to check the website prior to submitting a bid.

- **Change Orders**

Change orders will only be provided on legitimate changes from the contract documents.

- **Payment**  
Pay Requests will be processed on a 30-day frequency. The standard 5% retainage will be withheld until the project is accepted as final. Final payment will be release after all punch-list items are complete and closeout paperwork is submitted.
- **As-Built Drawings**  
The Contractor will be required to maintain a set of As-Built drawings; they are considered to be a part of the Close-out documents.
- **Supervision**  
The Contractor is required to have a qualified supervisor on-site during construction.
- **Site Responsibilities**  
Staking is the responsibility of the Contractor.

Construction limits are listed in the Special Provisions. Disturbance shall be minimized to the extent possible. Clean equipment before entering the site.

Two potential staging areas have been designated in the plans, one near the existing campground well house and one at the new water storage tank site. Site(s) must be reclaimed after use.

There are unlocated private utilities in the campground area. Location of these utilities are the Contractor's Responsibilities.

- **Technical Specification and Special Provisions**
  - Special Provision #9 of the Drawings – The Contractor is required to obtain and manage a SWPPP permit. Meeting the requirements of an ACOE nationwide permit will also be the responsibility of the Contractor.
  - The Contractor may use the campground latrines to provide sanitary facilities for workers as described in Special Provision #12. Otherwise, the Contractor is responsible to provide sanitary facilities if needed in other locations.
  - Workers may utilize the campground as described in Special Provisoin #16. All camping rules apply along with the normally required fees. The only exception is the duration of stay requirement is waived.
  - The Contractor is required to provide temporary water as needed to maintain water service to the Lower Visitors Center. See Special Provision #17. The building is served by a 5,000-gallon cistern which can be used as part of the temporary water supply system.
  - Special Provision #18 describes requirements for temporary road closures. The road closure at the Campground Road approach and another in the Campground Loop have the following restrictions. The pipe installation must be completed with 12 hours and asphalt patching within 8 hours.

Pipe crossing installations on Lewis and Clark Caverns Road at or above the gate are required to be worked on continuously during normal working hours until gravel access is established. Asphalt patching can wait until all crossings are complete.

- Special Provision #20 discusses rock excavation, if rock is encountered notify the Engineer. No explosives are allowed, and the use of an excavator mounted rock hammer is anticipated.
- Special Provision #21 requires disinfection of the Maintenance Shop water system. This system currently uses non potable water and will be upgraded to potable water as a part of this project.
- Construction Note #7 of the Drawings – Contractors were referred to compaction testing frequencies and requirements.
- Construction Note #8 – Contractors are required to provide concrete testing at frequencies required by the Montana Public Works Specification.
- Construction Note #12 – Contractor is responsible for obtaining and paying for Building Permits.
- The Geotechnical Report is now available for review on the FWP Design and Construction Website.

Items added by Kevin Harrington, FWP Project Manager:

- It is strongly recommended to avoid the use of regular mail to deliver bids due to past problems receiving bids late.
- Fax or email modification of bids is allowed. Submit the change in the bid only, do not resubmit the entire bid form.
- Some dates on the Quest CDN bid website are wrong. FWP has no control over this site.
- A broken link to the bid documents on the Design and Construction Website is in the process of being repaired. It was connected to bid documents from a different project.
- Payment for material in storage will be allowed.
- State owned buildings require a building permit from the Montana Department of Labor and Industry which includes the pump station in this project.

### **Project Walk-through:**

Contractors were taken on a walkthrough of the project area.