14000 International Road

Cumberland, Ohio 43732

**Pre-Bid Meeting Agenda**

**Monday, February 10, 2025, at 1:00 pm**

* 1. **Introductions:**

John Campbell, Director of Facilities

Genelle Uhrig, Director of Ecology

Liza Butler, Restoration Ecology Associate

Welcome and thank you for your interest in The Wilds Hellbender RV Campground Landscaping Project.

Please make sure you sign in.

* 1. **Overview of Project:**

Landscaping services to be provided may include:

* Planting 186 trees of various species throughout the campground property (see Exhibit A- Landscape Design Plan and Exhibit B- Landscaping Materials List).
* All trees are to be 2” caliper, triple staked, with 2” of black mulch laid with a 6’x6’ square area (no volcano mound), and a 20-gallon watering bag at each tree. Holes are to be dug at 3x the size of the root ball. Trees are to be placed in the hole where the trunk flare is at ground level, roots spread out or facing downward. Burlap and wire are to be removed. The planting must follow ANSI A300 standards. If a tree is planted incorrectly, the contractor will replant and/or replant/replace it depending on The Wilds decision of the tree’s life and timing of the year. If the tree dies within a year, the landscaping company will replace and replant a new tree with the same requirements.
* Site preparation of removing topsoil, edging, installation of nonwoven landscape fabric, and laying approximately 17,000 SF of #57 river gravel over fabric at 3” depth (see Exhibit A).
* Sites are to be regraded, reseeded with a mix of 5lbs of Kentucky bluegrass/acre and 12lbs of perennial ryegrass/acre, and mulched with straw if equipment has caused any destruction.
* This Request for Proposals does not include the prairie establishment detailed in the Landscape Design Plan (Exhibit A). This portion will be conducted by The Wilds.
  1. **General Items:**

1. Bid Information:

* Questions Deadline: Friday, February 14, 2025, 4pm ET
  + Addendum No. 1 **will be available by Monday February 17, 2025**. This addendum will include the responses to any questions received during this meeting and up through the question deadline.
* Bid Deadline: Friday, February 21, 2025, 12 pm ET
  + Bids may be submitted electronically or physically to John Campbell and Genelle Uhrig.
  + Mail to: The Wilds- 14000 International Rd Cumberland, OH 43732
  + Email to: John Campbell ([jcampbell@thewilds.org](mailto:jcampbell@thewilds.org)) and Genelle Uhrig ([guhrig@thewilds.org](mailto:guhrig@thewilds.org))
  + It is the responsibility of the bidder to verify receipt of their bid. **Hard copy bids must be provided within 24-hours of the bid due date**. Bids will be tabulated privately by the Owner.
* Selection/NOI: Tuesday, February 25, 2025
* Signatures: Friday, March 7, 2025
* Deliverables Due: Friday, April 18, 2025

1. Project documents can be obtained from The Wild’s website: <https://www.thewilds.org/bids-and-requests>
2. Substitutions or Questions during Bidding: All requests for substitutions and questions must be received in writing by: Friday, February 14, 2025, 4pm ET to: Genelle Uhrig at: [guhrig@thewilds.org](mailto:guhrig@thewilds.org)

* The last addendum will be issued no later than Monday, February 17, 2025, at 4:00 pm

1. Work Site Issues:
   * Normal working hours - 8:00 am – 4:30 pm M-F
     1. Times can be adjusted to fit the scope of work.
   * Access to The Wilds worksite must be coordinated daily with the Director of Facilities, John Campbell (740-969-5112).
   * All contractors will be escorted on and off Wilds Property daily by Owner’s representative.
   * A speed limit of 15 mph must be observed on the Wilds property.
   * Contractor must immediately report to the Owner’s representative or Wilds Security (740-638-5030 Ext. 2466) any damage to the Owner’s property.
   1. **Questions**
2. **The minutes of this meeting and the sign in sheets will be distributed to everyone on the sign in sheets.**
3. **Is there a place on-site where backfill/extra dirt can be placed?**
4. **What are the requirements for water bags and for filling them up?**
5. **What are the requirements for size and shape of the mulched area around each tree?**
6. **If additional soil is needed, is the contractor required to bring it in?**
7. **Is there any edging required?**
8. **Can the contractor use a straw blanket?**
9. **Does starter fertilizer need to be used?**
10. **What is the overall project deadline?**
11. **Can contractor staff work on the weekends? After normal business hours?**
12. **Does The Wilds provide a bid form, or will the contractor need to provide it?**
13. **How would you like the bid amount broken down?**
14. **Does this project fall under the $5,000,000.00 insurance requirement for excavation projects (page 6)?**
15. **Whose responsibility is it to mark where utility lines are?**
16. **Is there a staging area available for materials?**
17. **Can you provide a list of alternatives for tree species in case some are unavailable?**
18. **Will an electronic version of the landscaping plan be available?**
19. **Are there any restrictions for which nurseries are used?**
20. **Can you provide names of nurseries that might have hard-to-find species?**
21. **Does this project require prevailing wage?**

**PRE-BID MEETING MINUTES PREPARED BY:**

The Wilds

Genelle Uhrig- Director of Ecology [guhrig@thewilds.org](mailto:guhrig@thewilds.org)

Liza Butler- Restoration Ecology Associate [lbutler@thewilds.org](mailto:lbutler@thewilds.org)

Attachments: Sign In Sheet No. 1