



& ASSOCIATES, INCORPORATED

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April 29, 2025

Tracy Meche  
System Manager  
Henderson/Nina Water System  
1394 Henderson Hwy.,  
Henderson, LA 70517

Re: Butte La Rose Water Line Replacement & Meters  
Henderson/Nina Water System  
(DS&A #4885.18)

Dear Ms. Meche:

Attached is a summary of the Pre-Bid meeting that was held at 9:00 a.m.  
on Tuesday, April 29, 2025 at the Water System Office.

If you have any question or comments, please call.

Sincerely,

DOMINGUE, SZABO & ASSOCIATES, INC.

Adam D. Thibodeaux, P.E.

xc Plan Holders (by email)

American Council of  
Engineering Companies



- 4) Project is scheduled to bids 9:00 a.m. on Friday May 9, 2025
  - a) Bid opening will be at the Water District office.
  - b) If hand delivering bids, must be delivered to receptionist for time stamp.
  - c) 180 calendar days for base bid, and alternates
    - i) Is there an issue with contract time?
  - d) Liquidated damages are in the contract
- 5) Coordinate all connections, water usage with the Water System Manager
- 6) Generally, plan is to have contractor install service tap, set meter base and turn meters over to Owner. Once property owner confirms deposit and water well disconnection – Owner will install meter.
- 7) Project phasing – none, coordinate Owner
- 8) Document requirements – see project documents for required forms that are to be executed by successful low bidder
- 9) DSA will provide inspection services.
- 10) A traffic control plan is included in the contract documents. Note that the Contractor is required to develop his own traffic control plan as required to meet the actual conditions in the field.
- 11) Contractor will need to keep roads and drives open and free of debris and mud.
- 12) Contractor is to coordinate location of utilities with the owner of the utilities and through Louisiana One Call Program.
- 13) The project is NOT tax exempt. Contractor to pay all fees and taxes required.
- 14) Warranty begins at the date of recordation of acceptance.
- 15) Contractor must comply with Louisiana State Law for Storm Water Pollution Prevention measures.
- 16) Owner will provide water for flushing and disinfection.
- 17) Meters to be delivered to water system office in Henderson.
- 18) Coordination of location of meters. Owner will distribute paper work and blue flag to residence for them to locate preferred meter location. Note the exact number of meters to be set cannot be determined until the end of the project. The Contractor will be paid on the number actually set in the field.

19) Project contains a number of meters to be supplied directly to the owner for the owner to replace existing meters. The exact number could be altered in an upcoming addendum.

20) Upcoming addendum to address:

- a) Wage determination
- b) Number of meters to be furnished (and not installed) to Owner
- c) Detail for meter installation and service size could change
- d) Other various issues.

Unofficial Copy

**PREBID MEETING**  
SIGN-IN SHEET

**Butte La Rose Water Main Replacement & Meters**

FOR THE HENDERSON/NINA WATER SYSTEM

4/29/2025

(DS&A #4885.18)

Name	Company	email	Phone
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Tracy Meche	Henderson/Nina	tmeche@cox-internet.com	337-228-7458
<i>Quincy Patton</i>	<i>H.N.W</i>		<i>337/ 654-3550</i>
<i>Anthony Robin</i>	<i>HNWS</i>		<i>337-258-9427</i>
<i>Rory J Swartz</i>	<i>HNWS</i>		<i>337-228-2400</i>
<i>[Signature]</i>	<i>HNWS</i>		<i>337-319-6879</i>
<i>Wade Dominique</i>	<i>HNWS</i>		<i>337-654-1766</i>
<i>Dylan Dugas</i>	<i>CO-Construction</i>	<i>dylans@CO-Construction.com</i>	<i>337-789-8042</i>
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**PREBID MEETING**

**SIGN-IN SHEET**

**Butte La Rose Water Main Replacement & Meters**

**FOR THE HENDERSON/NINA WATER SYSTEM**

4/29/2025

(DS&A #4885.18)

Name	Company	email	Phone
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