

**Pre-Bid Meeting and Site Visit Agenda for the
Demolition of Buildings at the Former CPSC Site
[IFB 2015-016]**

February 20, 2015 @ 11:00

City of Gaithersburg

Department of Public Works

800 Rabbitt Road, Gaithersburg, Maryland 20878

2nd Floor Conference Room

1. GREETINGS / INTRODUCTIONS:

- Ron Kaczmarek- City of Gaithersburg, Project Manager
- Trey Shamer-Sanders Design, Project Manager (A/E Firm Representative)
- Nick Wolfe- Triad Engineering Inc. Project Manager (Hazardous Assessment Firm Representative)

2. PROCUREMENT PARTICULARS:

- a. Basis of Award- Lowest Responsible bidder submitting a responsive bid
- b. Communications
- c. Requests for Clarifications, Exceptions, Deviations or Changes
- d. COG Bid Forms, Bid Letter & Certifications
- e. Bonding (Bid/Payment/Performance) & Insurance
- f. Responsiveness Checklist
- g. Subcontractors (List of Proposed Subs Due at Time of Bid)
- h. Prevailing Wage (Does not apply)
- i. Disadvantage Business Enterprise Goal (Does not apply)

3. PROJECT OVERVIEW:

- a. Overview
- b. Working Days & Liquidated Damages

4. REVIEW OF CALENDAR OF EVENTS:

Action	Scheduled Date
Invitation for Bids Issued	Friday - February 6, 2015
Pre-Bid Meeting and Site Visit	Friday - February 20, 2015
Follow-up Site Visit	Tuesday - February 24, 2015 @ 9:00 a.m.
Bidder Written Question Deadline	Friday - February 27, 2015 @ 3:00 p.m.
City's Answers to Questions Issued	Friday - March 6, 2015
Submission Deadline	Friday - March 13, 2015 @ 11:00 a.m.
Opening of Bid Proposals	Friday - March 13, 2015 @ 11:00 a.m.
Tentative Mayor & City Council Approval	Monday - April 20, 2015 @ 7:30 p.m.
Tentative Final Agreement & NTP	Monday - May 4, 2015

5. **OPEN DISCUSSION AND Q/A SESSION:**

6. **ADJOURN (Will meet at 10901 Darnestown Road approximately later for site visit):**

It is the Bidder's responsibility to acknowledge any and all addenda and/or amendments issued by the City in its Bid Proposal Price Sheet. The IFB and all addenda and amendments can be obtained on the City's procurement webpage at <http://www.gaithersburgmd.gov/government/procurement/current-bids/invitation-for-bid-no-2015-016-demolition-of-buildings-located-at-the-former-consumer-product-safety>.