

**Pre-Bid Meeting Minutes 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:

At this time I ask that you turn off any cell phone or pager that you have, please don't text message during this meeting, and please don't carry on any conversations during this Pre-Bid Meeting.

Please ensure that you complete the Sign-in Sheet, please make sure that your name and your company's firm is legible and that you provide both a phone number and email address.

The purpose of this meeting is to provide a forum for potential firms to discuss the project, introduce the project team, and respond to questions. Information and responses provided in this meeting are preliminary. Since this is a non-mandatory pre-bid meeting, the minutes, a copy of the sign-in sheet and formal responses to all questions submitted and, if issued, addenda will all be posted 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>

During this meeting the project team will provide you with the general information regarding the project, briefly explain portions of the Bid Documents, and the City's requirements for compliance. No statements made by me or any other project team member during this meeting or during the site visit will modify or change any provision included in the Bid Documents. In the event of conflict or inconsistency between any information provided today and in the Bid Documents, the Bid Documents will control. Only changes that are issued in writing by Addenda will change the provisions of the Bid Documents. It is the Bidder's responsibility to read and comply with all the Bid Documents to avoid being considered a non-responsive bidder.

Introduction of Project Team:

- Ron Kaczmarek- City of Gaithersburg, Project Manager
- Cliff Lee- City of Gaithersburg, Commercial Permitting 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:** The award will be made to the Lowest Responsible bidder submitting a responsive bid
- b. **Communications:** All communications and/or questions that you might have during the procurement process must be directed to Ron Kaczmarek at rkaczmarek@gaithersburgmd.gov. Do

not contact any other City personnel, or any other project team members. Submit all questions or requests for clarification in writing. If you have an issue with the solicitation document, please indicate where that problem or ambiguity appears in the document (e.g., page, paragraph, etc.).

After this meeting, both the meeting minutes and the attendance sheets will be posted on our website 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>. If an addendum to the IFB is issued, it will also be posted on the City's website at the link above. It is the bidder's responsibility to acknowledge any and all addenda that are issued by the City in its Bid Letter.

- c. **Requests for Clarifications, Exceptions, Deviations or Changes:** If you have any issues and/or questions, contact Ron Kaczmarek, Facilities & Capital Project Division Chief, directly to the bid question deadline of February 27.
- d. **COG Bid Forms, Bid Letter & Certifications:** Make sure your bid utilizes the City's forms provided in the Bid and Contract Documents included in the IFB. The use of substitute bid forms other than clear and correct photocopies will not be permitted.
 - i. Bid Package: 1-original paper bid proposal, 2-identical copies, 1-electronic copy (CD/DVD/Flash Drive)
 - Bid proposals will remain binding for 180 days after the submission date.
 - The City may request additional information during evaluation process.
 - Once a selection is made, we propose our selection to the City Mayor and Council and they decide and approve. Upon approval and receiving the required contract documents from the selectee, the City Manager signs the contract and the NTP will be issued.
- e. **Bonding (Bid/Payment/Performance) & Insurance:** A bid bond in an amount not less than three percent (3%) of the bidder's Total Bid Price is required as part of each bid. The successful bidder will be required to provide payment and performance bonds for 100% of the Total Bid Price within 10 days of the "Notice of Intent to Award". Insurance requirements, including required coverage and limits, are listed in the Bid and Contract Documents, found on page 20 of 31. Each bidder must provide a certification of insurance that your firm is currently carrying the required coverage/limits, or a letter from your insurance carrier that your firm can provide the required coverages/limits.
- f. **Responsiveness Checklist:** The bidder can use Section 4 as the responsiveness checklist that the city will use. This can be found starting on page 6 of 31 of the IFB. Bidders should use the checklist to verify that all items on the checklist have been included in its bid. Missing elements from the checklist may result in your bid being deemed non-responsive, thereby eliminating that bidder from further consideration in the competitive process.
 - i. **Change: On page 7 of 31, under Section 4.1 B., title should be changed from "Demolition Plan" to "Work Plan & Project Schedule". The following should read as:**

B. Work Plan & Project Schedule
A work plan, which shall include:

- I. A written narrative describing project execution with simplified means and methods listed.
- II. A CPM project schedule and phase planning, payments milestones, schedule of values and construction progress reporting methods.

III. Upon Award of Contract, the City of Gaithersburg requests the right to negotiate payment milestones with Awardee.

- g. Subcontractors (List of Proposed Subs Due at Time of Bid):** Please review the Designation of Subcontractors provision included in the Bid and Contract Documents. In other word, the City of Gaithersburg must receive each bidder's subcontractor list at the time of bid, otherwise your firm will be deemed non-responsive.
- h. Prevailing Wage (Does not apply to this IFB)**
- i. Disadvantage Business Enterprise Goal (Does not apply to this IFB)**

3. PROJECT OVERVIEW:

- a. Overview:** The project site is located at 10901 Darnestown Road in Gaithersburg, Maryland 20878. The facility was originally used by the Department of Defense (DOD) as a control center for NIKE missiles that included radar tracking facilities, barracks, and associated support facilities from 1955 to 1975. The CPSC then used the site for laboratory testing and safety evaluations of consumer products from 1975 to 2011. The site has been unoccupied since May of 2011.

The existing site consists of seven (7) existing buildings – A, B, C, D, E, F, G, H (and associated structures), and an existing guard house. The site also includes paved roads, parking lots, sidewalks, open lawns, scattered small and large shade trees. The perimeter of the property has a fence as well as a security gate at the front entrance to the site.

- i. Refer everyone to Section 7 of Solicitation, page 26 of 31. (Go through this Section)
- ii. Permits & Inspections, if City permits are needed, permit fee will be waived, and the selected contractor is responsible for getting required permits.

b. Working Days & Liquidated Damages:

- i. There is a 210 calendar day contract period from the date of issuance of the Notice to Proceed to the Completion Date. Completion Date is defined as completion of the activity identified in Section 7.3 C-I "Rough Grade of Project site as required" with liquated damages at \$250.00 per day over the Completion Date.
- ii. This contract period includes all submittal processes.
- iii. Within this period the City has identified 10 weather days. If the contractor plans to use a weather day the request must be submitted and approved by the project manager the preceding day by 5 p.m. In your request you must specify what work activities will be impacted by the impending weather that necessitated the work delay.
- iv. The contract allocates and additional 30 calendar days for Project Closeout.

c. Specification Review:

- i. **Section 01-1000- Summary: Item 1.04-C-1:** Should read the same as Section 6.7 of the Solicitation that starts on page 21 of 31.
- ii. Other Clarifications to specifications will be posted NLT March 6th.

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	Friday - May 4, 2015
Tentative Substantial Completion Date	Friday - November 30, 2015
Tentative Project Closeout Date	Wednesday - December 30, 2015

5. OPEN DISCUSSION AND Q/A SESSION:

- a. Only questions answered by written Addenda will be binding. Oral and other interpretations or clarifications discussed today will be without legal effect. Any questions are to be submitted in writing to Ron Kaczmarek prior to 3:00 p.m. EST on February 27, 2015 in order for the response to be issued in a timely addendum. Questions received after that time may not be answered.

6. ADJOURN (Will meet at 10901 Darnestown Road approximately 30 minutes 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>