



DEPARTMENT OF PUBLIC WORKS  
Facilities & Capital Project Management Division  
CITY OF GAITHERSBURG | 800 RABBITT ROAD | GAITHERSBURG, MD 20878  
P: 301-258-6370 | F: 301-258-6190

**DPW Vehicle Bay Repair Solicitation (#2016-005)**  
**(Pre-bid meeting)**

Meeting Date: 11:00 a.m., 3 August 2015

Location: City of Gaithersburg Public Works, 800 Rabbitt Rd, Gaithersburg, MD 20878

Project: DPW Vehicle Bay Repair

Meeting: Solicitation #2016-005 Pre-bid meeting

**MEETING AGENDA & Minutes**

1. Introductions and General Information
  - Jacob M. Fayad is the City's Project Manager for this project
  - The meeting is in two folds. The first 30 minutes will be discussion in the conference room and the second 30 minutes will be discussion at the project site.
  - All questions and concerns expressed during this meeting must be submitted to the City in writing for official feedbacks. All feedbacks during this meeting are not binding and contractual.
  - This is an outdoor project and at such, it is weather constrained. Therefore, the project is also time constrained. The project must be completed before Winter starts or December 1, 2015
2. Sign-In Sheet
  - There will be no sign-in sheet for this meeting as it is a non-mandatory meeting
3. Obtaining Plans and Specifications
  - All plans, specifications, amendments and solicitation documents are available on the City's website.
4. Project Description & Scope review (In conference Room)
  - Jacob Fayad reviewed the project technical scope;
    - ↳ A complete drain system replacement from cast iron to PVC (4'')
    - ↳ Replace all trench drains (13 sets)
    - ↳ New drains are design to be doom shaped within the trench
    - ↳ No vents shall be replaced
    - ↳ Work includes two lines into the oil separator
5. Project special condition review
  - Site: The project site will be available for work during working days from 7am to 4pm. Any and all exceptions to these hours must meet the approval of the City after the Contractor provides a one week written request.

- Permit: The contractor is responsible for permit. The City will cover cost for City issued permit. The City may at some point start the permit process to save time.
  - The drain empties into an oil separator owned by the City. At such, the Contractor shall inform WSSC about the project after obtaining the permit.
6. Safety
- The Contractor shall be responsible for safety on the site and security of their equipment.
  - The Contractor shall provide a project specific phasing plan that shows how the work will be phased and the safety plan for each phase.
7. Staging, Access, Parking, and Use of Facility
- Contractor staging area and parking shall be provided by the City.
  - The Facility shall be available for work during work days (7am to 4pm)
  - The Contractor may use the City rest rooms
8. On site Review (Second 30 minutes of meeting)
- The site review offered the meeting attendees a close-up view of the site and the opportunity to ask questions. We reviewed:
    - ↳ Trench drain locations
    - ↳ The re-use of drain covers
    - ↳ Installing new drain covers
    - ↳ Existing vents to remain
    - ↳ New swale location and purpose
    - ↳ Furniture to be removed and reinstalled
    - ↳ Project phasing plans possibilities
    - ↳ Painting the entire bay and
    - ↳ Others
9. Questions:
- The meeting attendees were again informed that all questions and answers during this meeting are not bidding. All question and feedbacks must be in writing to the City Procurement office. Questions included
- Will the City pull the project permit to save time? Answer: The Contractor is responsible to pull the permit. Notwithstanding, the City might move to do so. In both cases, the City shall cover the cost for City issued permit.
  - What is the maximum possible distance of concrete work between the trench drain and the drain pipes? Answer: The drawing should show the distance. If it does not, it may be presumed at a maximum of 5'.
  - Can the Contractor request to work on the weekends. Answer: There is a possibility after upon request as stated in the solicitation.
  - Can the Contractor provide a project phasing plan that take out of service one complete side of the vehicle bay? Answer: Yes but the request must be reviewed and approved by the City.
  - Will the Contractor perform any work on the oil drain and the vent pipes? Answer: No