



**Gaithersburg**  
A CHARACTER COUNTS! CITY

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

**Pre-Bid Meeting**  
**Sign-in Sheet**

Meeting Date: 11:00 a.m., August 9, 2016

Location: Activity Center, 506 South Frederick Avenue, Gaithersburg, MD 20878

Project: RFB 2017-002 (City of Gaithersburg Miniature Golf Park Office Building Renovation)

Meeting: Pre-Bid Meeting

**Attendees**

| <u>Name</u>         | <u>Agency</u>          | <u>Phone</u>   | <u>Email</u>                   |
|---------------------|------------------------|----------------|--------------------------------|
| Jordan Wilhite      | Real Services, Inc     | 717-854-8122   | Jordan@Realservicesyork.com    |
| Clay Settle         | Boulevard Contractors  | 410-356-8060   | csettled@bidcontractors.com    |
| Bill Turner         | Combined Services Inc  | 703 352-9078   | wturner@csiva.us               |
| ALVIN DEREGIA       | NASTOS CONTRACTING     | 202-398-5500   | alvin.deregia@nastos.com       |
| Al Ruble            | Nichols Contracting    | 240-753-5519   | ARuble@nicholscontracting.com  |
| Gene Christopherson | CUTTINGHAM CONTRACTING | 410-721-8157   | Gene@cuttinghamcontracting.com |
| BEN SONESIKOFF      | DES                    | 301-657-2800   | ben@DANK.COM                   |
| Kolar Bowen         | Bennett Group          | 202-215-7307   | kbowen@bennettgroupdc.com      |
| Tom Nassief         | NASSIEF Interiors      | 703-750-9601   | carpetbazaar@aol.com           |
| AMR VAJARIA         | NIKA                   | 301-770-3520   | avajaria@nikasolutions.com     |
| Udit Patel          | NIKA                   | 301-770-3520   | upatel@nikasolutions.com       |
| Gary Freeman        | Jefferson Concrete     | 301-602-6682   | Jeffcontech@gmail.com          |
| Rafael Navarro      | Earn Contractors       | (301) 740-3880 | info@earncontractors.com       |



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Attendees

| Name            | Agency             | Phone            | Email                         |
|-----------------|--------------------|------------------|-------------------------------|
| Megan Bauer     | Encon              | 302-593-1350     | meganbauer@encon.org          |
| DEVANG AJMERA   | ENCON CORP         | 240 417 9514     | devang@enconcorp.org          |
| Werner Parrilla | LCCI               | 302-240 507 9521 | wj.parrilla@LCCICM.COM        |
| Georges Jesus   | LCCI               | 571-205-7031     | gjesus@LCCICM.COM             |
| Riordan Piper   | Kane Const         | 301-466-5107     | rpiper@kaneconstruction.com   |
| ED Graham       | Cap Demo           | 443-312-9760     | edg@capdemo.com               |
| P Cottrell      | Dmv Dmy unit       | 301-277-7311     | pcottrell@dmv.dryunit.com     |
| BEN BAUER       | ENCON              | 302 593-9299     | BENBAUER@ENCON.ORG            |
| Randy Will      | MIP Contractors    | 410-686-8881     | rwill@mipcontractors.com      |
| Bill Greco      | Fredenick Electric | 301-695-5930     | wgreco@fredenickelectrico.com |
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## **Pre-Bid Meeting Agenda & Minutes**

**Meeting Date:** 11:00 a.m., August 9, 2016

**Location:** Activity Center, 506 South Frederick Avenue, Gaithersburg, MD 20877

**Project:** RFB 2017-0002 (City of Gaithersburg Miniature Golf Park Office Building Renovation)

**Meeting:** Pre-Bid Meeting

### **MEETING AGENDA/MINUTES**

#### **➤ Introduction:**

- Sunil Prithviraj- City of Gaithersburg, Project Manager
- Architect/Engineer on record, representative/s (Amit Vajaria)
- Please ensure that you complete the Sign-in Sheet. Please make sure 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 highlight key information pertaining to the solicitation of a qualified Contractor for Request for Bids 2017-002 (City of Gaithersburg Miniature Golf Park Office Building Renovation).
- No statements by myself or any other City employee or Architects/Engineers during this meeting will modify or change any provision included in the Solicitation Documents. In the event of conflict of inconsistency between any information provided today and in the Solicitation Documents, the Solicitation Documents will control. Only changes that are issued in writing by Addendum/Amendment will change the provisions of the Solicitation Documents. It is the Bidders responsibility to read and comply with the Solicitation Documents to avoid being considered a non-responsive offeror.
- This is a not mandatory meeting so proposal submitted by those not attending this meeting will be considered.

#### **➤ Procurement Particulars:**

- **Basis of Award:** The award will be made to the lowest responsible Bidder submitting a responsive quote.
- **Communications:** All communications and/or questions that you might have during the procurement process must be directed to me at the email address provided in the Bid document (Page 4, Section 3.3). Submit all questions or requests for clarification in writing. If you have an issue with the solicitation document, please indicate where that problem or concern appears in the document.
- **COG Quote Form & Certifications:** Make sure your quote utilizes the City's forms provided in Attachment "A" included in the solicitation. The use of substitute quote forms other than clear and correct photocopies will not be permitted.

- **Bid Package:**
  - ➔ One original paper bid proposal, one (1) identical paper copy and one (1) identical electronic copy CD or Flash Drive in sealed envelope labeling Solicitation # and name of the project
  - ➔ Contents: See Section 4 of the solicitation (RFB)
  - ➔ Submit to Department of Public Works, address provided in Section 4.2C
- **Bids and Evaluation:**
  - ➔ Quote proposals will remain binding for 180 days after the submission date.
  - ➔ The City may request additional information during the evaluation process.
  - ➔ The award will be made to the lowest responsible Bidder submitting a responsive quote.
  - ➔ Once a selection is made, and upon the City's Mayoral Council approval and receiving the required contract documents from the selectee, the City Manager signs the contract and the NTP will be issued.
  - ➔ Responsiveness Checklist: The offeror can use Section 4 as the responsiveness checklist that the City will use. This can be found starting on page 6 in the Solicitation. Offerors should use the checklist to verify that all items on the checklist have been included in its quote. Missing elements from the checklist may result in your quote being deemed non-responsive, thereby eliminating that offeror from further consideration.

➤ **Solicitation Schedule:**

- Solicitation schedule, refer to Section 3 (page #4) of the solicitation
- Solicitation advertised July 25, 2016
- Questions are due August 15, 2016 by 3:00pm, must be submitted in writing (e-mail address provided in Section 3.3, page 4 (**Bidder may submit questions as they arise, and we recommend not to wait until the due date to submit questions**))
- City's answers to questions issued August 19, 2016 to all attendees by posting an Addendum or Amendment on City webpage
- Bids are due on August 26, 2016 by 11:00am, Bids shall be submitted to Department of Public Works, address provided in Section 4.2C
- Quote Proposals will be opened and Bid totals will be tabulated at 11:05 am on August 26, 2016

➤ **Contract Overview & Requirements:**

The City is seeking sealed Bid Proposals from a qualified contractor to renovate the Miniature Golf Park office building at Bohrer Park, which is located at 514 South Frederick Avenue, Gaithersburg, Maryland 20877 ("Facility").

- **Bonds:**
  - ✓ 3% Bid Bond as specified in Section 6.1
  - ✓ 100% Payment and performance as specified in Section 6.1
- **Insurance:**
  - ✓ Minimum requirements as specified in Section 6.2
- **Payments:**

- ✓ As specified in section 6.3
- ✓ 5% retainage from every invoice
- ✓ 3% paid after project completion
- ✓ 2% after the initial warranty period
- ✓ Refer to Section 6 for other project conditions
- **Schedule of Services:**
  - ✓ Site is available for construction after the Facility is closed for the season, which is **October 9, 2016**
  - ✓ From the date of NTP, project shall be completed within 90 calendar days but no later than **April 14, 2017**.

➤ **Project Work Scope Goals:**

- Expand the Golf Park office brick building to accommodate larger ADA accessible ticket booth, two storage rooms and one additional ADA accessible bathrooms
- Replace roof shingles
- Enclose the breezeway
- Install access control gates
- Install new facility signage
- Replace damaged concrete pavement at the Golf Park entrance
- Install an underground connection from the new storm drains in breezeway to the existing storm water line
- Upgrade the Public Announcement (PA) system
- Install below ground electrical conduits from the Activity Center into Golf Park office building for Information Technology (IT) future infrastructure
- Upgrade lighting

➤ **Questions:**

Only questions answered by written Addendum 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 Sunil Prithviraj prior to 3:00pm EST on **August 15, 2016** in order for the response to be issued in a timely addendum.

➤ **Scope of Work and Site walkthrough:**

- A/E Project Manager to highlight work scope.
- Bidders are welcome to visit the site (Miniature Golf Park- 514 South Frederick Avenue, Gaithersburg, Maryland 20877)