



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-Submission Meeting Agenda & Minutes

Meeting Date: 10:00 a.m., September 19, 2016

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

Project: Request for Bids - 2017-008
(DEMOLITION OF BUILDINGS AT 303 SOUTH FREDERICK AVENUE)

Meeting: Pre-Submission Meeting

MEETING AGENDA/MINUTES

➤ Introduction:

- Melanie Brown - City of Gaithersburg, Project Manager
- 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 Bid 2017-008.
- No statements myself or any other City employee 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 Offerors responsibility to read and comply with the Solicitation Documents to avoid being considered a non-responsive offeror.
- This is a mandatory meeting so proposals submitted by those not attending this meeting will not 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 Solicitation document. 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.
- **Quote Proposal Package (Section 4):**
 - One (1) original paper bid proposal, two (2) identical copies and one (1) identical electronic copy of the original paper bid proposal, on either a CD or flash drive.



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- Contents: See Section 4.1 of the Solicitation
- Submit to Department of Public Works, address provided in Section 4.2, C.
- Bid proposals will remain binding for 180 days after the submission date.

- **Bids and Evaluation:**

- The City may request additional information during the evaluation process.
- One a selection is made, and receiving the required contract documents from the selectee, the City Manager signs the contract and the NTP will be issued. (Approximately 30-45 days)

- **Project Scope Overview**

The City is seeking sealed Bid Proposals for the demolition of all existing buildings on the property located at 303 South Frederick Ave. Work to include:

- Base Scope:
 - Securing project site with temporary fencing before demolition begins
 - Implement Erosion and Sediment Control Plan
 - Abate and remove any hazardous materials onsite
 - Demolish existing buildings on property, including slabs and footings
 - Demolish existing site conditions, including parking lot paving, lighting, walk ramps and railing
 - Rough grade resulting areas where existing buildings and site conditions have been affected
 - Hydroseed and mow (3 established grass mowings) and turn site over to City

- **Solicitation Schedule:**

- Solicitation schedule (Section 3)
- Solicitation advertised September 1, 2016
- Pre-submission meeting and site visit 10:00 am, September 19, 2016
- Questions are due October 4, 2016 by 3:00 pm, must be submitted in writing (email address provided in Section 3.3). City's answers to questions will be issued October 7, 2016 by 5:00 pm to all attendees of this meeting by an email and posted on the City's Procurement webpage.
- Bid Proposals are due on October 20, 2016 by 10:00 am, submitted to Department of Public Works.
- Bid Proposals will be opened and results notified between October 20, 2016 – October 26, 2016.

- **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 Melanie Brown prior to 3:00 pm EST on **October 4, 2016** in order for the response to be issued in a timely addendum.



Gaithersburg
A CHARACTER COUNTS! CITY

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Sign-In Sheet

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Project: Request for Quote RFB 2017-008
(DEMOLITION OF BUILDINGS AT 303 SOUTH FREDERICK AVENUE)
Meeting: Pre-Submission Meeting Sign-In Sheet

Attendees			
Name	Agency	Phone	Email
Justin Storm	COG	240-816-7010	jstorm@gaitHERsbuRg.md.gov
BART HARRISON	BARCO ENT.	410 335 0666	bart@barcoent.com
Michael/Caroline	A2Z Envtl	410-629-8822	K.Lambert@A2ZGroups.com
JUAN Boston	BSE	410 549 5409	juan@bsenvironmental.com
Ron Kaczmarek	COG	301-258-6370	r.kaczmarek@gaitHERsbuRg.md.gov
Megan Bauer	Encon	302-593-1380	megan.bauer@enconcorp.org
BEN BAUER	ENCON	302 593-9299	BEN.BAUER@ENCONCORP.ORG
AKBAR MASHAYEKHI	RPCI RITTER PARATORE CONSTRUCTION, INC	315-738-0136	AKBAR@RPCI.BIZ
Mark Soresi	DemoUSA, Inc.	703-599-8709	soresi@demousa.com
HENRY GARCH	COEL SERVICES	(202) 457-0111	bids.demo@ca.com
CHRIS ZYLONES	DEMOLITION SERVICES INC	540 825 4321	CZYLONES@DEMOSERVICESINC.COM
RON FEATHER	DEMOLITION SERVICES INC	540 825 4321	RFEATHER@DEMOSERVICESINC.COM
Nalyque Redd	R+W Construction	571-247-8465	nredd@rwconstructioninc.com