



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-Submission Meeting
Agenda & Minutes

Meeting Date: 11:00 a.m., September 20, 2016

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

Project: Request for Bids - 2017-009
WATER PARK WATER SLIDE FLUME REPLACEMENT AT 512 SOUTH FREDERICK AVENUE, GAITHERSBURG, MARYLAND 20877

Meeting: Pre-Submission Meeting

Attendees				Attended (Y/N)
Name	Agency/Institution	Phone	Email	
LEMMIE JONES	FIBRART	417-793-1613	lemmie@recreationbylemmiejones.com	Y
MARK WILKINSON	PADDOCK	301-424-0790 Y 250	MWILKINSON@PADDOCKPOOLS.COM	Y
Nate Simpson	COG	6445 Ext. 202	nsimpson@gaitHERSBURGMD.GOV	Y
kegan kim	COG	6445 ext. 203	kkim2@gaitHERSBURGMD.GOV	Y
Jim McGuire	COG	6350 x 122	Jmcguire@gaitHERSBURGMD.GOV	Y
Jennifer hogus	COG	301 258 6445	jhogus@gaitHERSBURGMD.GOV	Y

MEETING AGENDA/MINUTES

➤ **Introduction:**

- Jacob M. Fayad - 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 2017-009.

- 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 not mandatory meeting so proposal submitted by those attending or not attending today's pre-bid meeting will be considered.

➤ **Procurement Particulars:**

- **Basis of Award:** The award will be made to the Responsive Responsible Bidder after the evaluation process (see below).
- **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 Proposal Form & Certifications:** Make sure your proposal 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.
- **Proposal Package (Section 4):**
 - ↳ One (1) original paper bid proposal, two (5) identical copies and one (1) identical electronic copy of the original paper bid proposal, on either a CD or flash drive.
 - ↳ Contents: See Section 4.2 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 (Section 5):**
 - ↳ The City may request additional information during the evaluation process.
 - ↳ Once 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 to contract with a qualified firm which specializes in water slide design and construction to provide design-build services to replace the water slide flume and support arms at the City's Water Park

- **Base Scope:**
 - ↳ Perform a project constructability review as well as, prepare and provide a report with all possible options of the below requirements for City's review and approval.
 - ✓ Analyze and determine the possibility of replacing the slide flumes on a one for one or expand the flumes.
 - ✓ Total slide replacement with a new and improved design
 - ✓ Expanding waterpark grounds as the current grounds have maxed its occupancy limits.



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- ✓ Rough Order of Magnitude (ROM) estimates for all options
- ✓ Future growth maintenance limitations and others.
- ↳ Perform engineering design per City's accepted and approved option.
- ↳ Fabricate new flumes per City's accepted and approved design.
- ↳ Install the newly fabricated flumes.
- ↳ Perform product testing and certification of use
- ↳ Perform all construction as designed by the Contractor
- ↳ Perform water slide maintenance and repair services for two years

➤ **Solicitation Schedule:**

- Solicitation schedule (Section 3)
- Solicitation advertised September 9, 2016
- Pre-submission meeting and site visit 10:00 am, September 20, 2016
- Questions are due September 23, 2016 by 4:00 pm, must be submitted in writing (email address provided in Section 3.3). City's answers to questions will be issued September 29, 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 10, 2016 by 11:00 am, submitted to Department of Public Works.

➤ **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 Jacob Fayad prior to 4:00 pm EST on **September 23, 2016** in order for the response to be issued in a timely addendum.

