

City of Westminster
Addendum 1

Pre-Bid Meeting for Clock Tower Rehabilitation Project
RFB # 23-05
August 26, 2022, at 10 am

City of Westminster officials attending:

John Dick
Michael Matov
Lisa Wallace
Stephen Strawsburg
Christopher Couture
Duval Hyppolite

ETC, Inc. staff attending:

Luke Valentine
Ali Sohrab
Christopher Satterfield

Bidders attending: Refer to attached sign-in sheets

Minutes:

1. Bids are due on September 26, 2022, no later than 2:00pm local time. Bid forms being submitted in response to the solicitation must be delivered as original signed documents, within a sealed envelope, to the City of Westminster Administrative Offices located at 45 West Main Street, Westminster, Maryland. Electronic transmission of Bids will **not** be accepted through the State of Maryland eMMA-electronic bid website.
2. Bidders must use the bid forms provided. All pricing must be provided including the base bid, unit prices, and alternate prices.
3. The total base bid must include the unit prices enumerated on the bid form in the total lump sum base bid figure.
4. Bids must be accompanied by an executed Bid Bond in the amount of 10%.
5. Contract time for completion is 120 days, with \$100 per consecutive calendar day as liquidated damages.
6. Award will be based on cost of Bid, qualifications, references.
7. Any bid addenda will be posted on the City website at <http://www.westminstermd.gov/bids.aspx>.

8. Prospective bidders who have questions regarding this Request for Bids should email their questions to bids@westminstermd.gov. The closing time for submission of questions is 4:30 p.m. on September 21, 2022. All questions and the associated answers will be posted on the City website at <http://www.westminstermd.gov/bids.aspx>.
9. To receive notification that information regarding this Request for Proposals has been posted to the City website, bidders are encouraged to register with the City by providing their firm name, name of firm representative, and email address for the firm's point of contact to bids@westminstermd.gov.

The following clarifications to the project scope were made during the meeting.

- a. The City does not own the building that supports the clock tower however, the City owns the clock tower. The City previously informed the Building Owner about the project and expects that the Owner will attend the pre-construction meeting. Access to the roof will also need to be coordinated with the Building Owner by the selected Contractor. Care will need to be provided by the selected Contractor during the work to consider the tenant's and Building Owner's needs.
- b. The intent of the project is to reconstruct and restore the clocktower to replicate the existing clocktower as closely as possible. All submittals (e.g., alternate details, product substitutions, scaffolding shop drawings, etc.) need to be approved by the Engineer and City. Additionally, all modifications made to the exterior walls to allow for scaffolding, shoring, etc. will need to be restored to match existing at project completion.
- c. The bidders were informed that responses to material substitutions, RFIs, and other alternate proposals could take up to ten (10) days.
- d. Existing building plans are not available.
- e. At this time, the City will not disclose the engineering cost estimate for the project.
- f. The costs of a pre-construction survey and continued monitoring of the building throughout the project shall be included in the project cost.
- g. The new exterior lights were discussed. Concern was raised the specified lights will not be bright enough to illuminate the entire clocktower if that is the intent of the design. ETC requested that any concerns with the specified lights, or recommended alternate lighting, be submitted in writing for review by the Engineer. Additionally, shop drawings will need to be provided for the new light bracing.
- h. The masonry replacement work was discussed. The design intent is to salvage and reinstall as much of the specialty masonry brick on the northwest (i.e., front) elevation as possible. If the existing specialty brick is not salvageable, the masonry shall be replaced in kind. If new bricks cannot be sourced, new units cast with Matrix, by Conproco, shall be created and shall match the previous masonry aesthetics.
- i. The bidders inquired if an allowance for retaining a structural engineer to determine scaffolding and shoring feasibility, as well as for the scaffolding

and shoring itself, can be included in the bid form. ETC and City will consider this option and provide a response.

B. Instructions to Bidders

1. A bid bond in the amount of 10% of the bid shall accompany the Bid. Additionally, full payment and performance bonds are required on the project.

2. The Bid shall include a list of references and an experience record describing work performed similar in size and scope during the past five (5) years. The Contract shall be awarded to the lowest bidders with proper qualifications and experience on similar projects.

C. Working Schedule

1. The contract is intended to be awarded soon after the bids are received. The project is expected to commence shortly thereafter.

2. It is expected that ETC will be performing some periodic inspections of the work to ensure that it complies with the project specifications.

D. Storage, Parking, and Work Areas

1. Site storage and parking will be limited as this facility must remain in operation. The City will work with the selected Contractor to accommodate his needs, as much as possible.

E. Facilities

1. The selected Contractor must supply their own water.

2. The selected Contractor must supply their own electricity.

Generators will be used throughout the course of the work.

F. Safety/Security Issues

1. The selected Contractor is solely responsible for safety and security onsite. Proper enclosures for dust around the work zone must be provided. All OSHA regulations, including silica dust requirements must be utilized at all times.

G. Submittals

1. The selected Contractor shall obtain all permits required by the Carroll County for the project and post them onsite. It is expected that there will be no fee for the permit, as this is a City project. ETC will provide signed and sealed design packages for permit submission.

H. Miscellaneous

1. If the bidders require additional site visits prior to submitting bids, they should email Mr. John Dick at bids@westministermd.gov requesting an additional visit. A mutually agreed upon date between the bidders will then be set to conduct a second site visit.

Recorded by Michael Matov and Luke Valentine, PE, PE

CITY CLOCK TOWER REHABILITATION PROJECT

RFB #23-05

10 am August 26, 2022

Mandatory Pre-Bid Meeting

List of Attendees

First and Last Name	Company Name	Phone Number	E-Mail Address
Christopher Gatterfield	ETC, Inc,	443-324-4385	cgatterfield@etc-web.com
Robert Moczy	CPR	443-388-5931	rmoczy@concretecpe.com
Mike Deament	WEI	443 695 4207	mdeament@weiconsstruction.com
Frank Lammertink	JPS SCKKOD	609.381.7406	flammertink@jpscontracting.com
Mark Riech	cwc	301-595-2559	markr@cwcarter.com
Bill Coster	J Daw Inc	717-858-3594	bill@jdawinc.com
James Riech	WTEKORSHAM	717-521-9793	mrj@wtekorsham.com
Cory Mummert	Wagman	717-356-1953	cmummert@wagman.com
Mark Thorsen	Larsen & Posh,	717-718-3738	mthorsen@larsenposh.com

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List of Attendees

First and Last Name	Company Name	Phone Number	E-Mail Address
✓ Michael Heiman	G-WMS	301 881-8517	Mheiman@g-wms.com
✓ Mark Armstrong	Optimum Const.	210-665-3671	mark@optimumconstruction.com
✓ Paul Vaino	STANDARD RESTORATION + WATERPROOFING CO INC	301-735-6434 301-735-6434	PAUL@STANDARDRESTORATION CO.COM
✓ Jason Yarnoc	STRUCTURAL RESTORATION	443-463-0790	JASON@RESTORATION-IT.COM
✓ M. James Rock	GRC General Contractor Tire	717-762-1116	jmr@grc.com
✓ Gerald Dffenbacher	GRC	717-762-1116	gerald@grc.com
✓ Tom DAVIS	WAGMAN const	717-449-3752	Tedavis@ WAGMAN.COM
✓ CLIVE DIAG	STRAPRIBD	202-360-1915	cdiaz@stratified.us