

**City of Westminster**  
**Addendum 1**

Pre-Proposal Meeting for City Park Retaining Wall Reconstruction Design  
November 11, 2022, at 10:00AM

City of Westminster officials attending:

Michael Matov  
Lisa Wallace  
Stephen Strawsburg  
Zac Amoss

Bidders attending: Refer to attached sign-in sheet

**Minutes:**

1. Bids are due on November 22, 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. The total base bid must include the unit prices enumerated on the bid form in the total lump sum base bid figure.
3. Bids must be accompanied by an executed Bid Bond in the amount of 10%.
4. Award will be based on Proposal Price, Contractor qualifications and references.
5. Any bid addenda will be posted on the City website at <http://www.westminstermd.gov/bids.aspx>.
6. Prospective bidders who have questions regarding this Request for Bids should email their questions to [bids@westminstermd.gov](mailto:bids@westminstermd.gov). The closing time for submission of questions is 4:30 p.m. on November 15, 2022. All questions and the associated answers will be posted on the City website at <http://www.westminstermd.gov/bids.aspx>.
7. 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](mailto:bids@westminstermd.gov).

**Questions Submitted by Bidders Attending:**

1. **Question: How were heights of the wall measured?**  
**Answer: From the inside ground elevation to the top of the wall.**

- 2. Question: Are you looking for vehicle protection?**  
**Answer: For pedestrian fall protection only.**
- 3. Question: What bonds are necessary?**  
**Answer: Bid Bond is mandatory only.**
- 4. Question: Are we open to other types of wall system or cast in place concrete only?**  
**Answer: Another wall system could be considered.**
- 5. Question: Do you want all sections of the wall to match each other?**  
**Answer: Yes. Newly designed sections of the wall should have stone masonry look as recently replaced section of the wall.**
- 6. Question: Is there electric panel at the wall on Long Alley?**  
**Answer: Yes. This is BGE electrical cabinet.**
- 7. Question: Are we making additional ADA Ramps to the Park?**  
**Answer: No.**
- 8. Question: Do we need to apply for any Permits?**  
**Answer: Yes. For the County Building Permit.**

Recorded by:  
Michael Matov

**City Westminster**  
**CITY PARK RETAINING WALL RECONSTRUCTION DESIGN**  
**Mandatory Pre-Proposal Meeting**  
**10 am November 11, 2022**  
**List of Attendees**

First and last Name	Company Name	e-Mail Address	Phone Number
KIM-KYUN CHAN	AB CONSULTANTS	KIM.CHAN@ABCONSULTANTSINC.COM	301-306-3091
Sara Power	Alpha Corporation	sara.power@alphacorporation.com	540 327 0068
Kevin Gardner	Gardner Engineering	kgardner@gardner-engineering.com	410-916-5038
Rich DeMarric	Development Design Consultants	rdemarric@ddcinc.us	410-259-7821
Jon Harless	EAR GROUP	JHARLESS@JHENSEN.COM	443-257-9274

**City Westminster**  
**CITY PARK RETAINING WALL RECONSTRUCTION DESIGN**  
**Mandatory Pre-Proposal Meeting**  
**10 am November 11, 2022**  
**List of Attendees**

First and last Name	Company Name	e-Mail Address	Phone Number
Kyle Fritz	EADS Group	kfrtze@eadsgroup.com	724-989-6681
STEPHEN McVEIGH	ALPHA CORP	James.McVeigh@ALPHACORPORATION.com	304-666-2799
MICAH CEARCY	BAI	mcearcy@brubis.com	607-305-0561