

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

Pre-Proposal Meeting for Wakefield Valley Park Event Pavilion and Community Building  
Design-Build  
RFP #23-13  
January 6, 2023, at 10 am

City of Westminster officials attending:

Abby Gruber  
John Dick  
Michael Matov  
Lisa Wallace  
Stephen Strawsburg  
Zac Amoss

Bidders attending: Refer to attached sign-in sheets

**Minutes:**

1. Bids are due on Friday January 27, 2023, 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 alternative 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. Award will be based on Proposal Price, Contractor qualifications and references.
6. Contract time for completion TBD based on the bidders' proposals., with \$100.00 per consecutive calendar day as liquidated damages.
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](mailto:bids@westminstermd.gov). The closing time for submission of questions is 4:30 p.m. on January 19,2023. 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](mailto:bids@westminstermd.gov).

Questions Submitted by Bidders Attending:

Question 1: Would the City allow attendees of the meeting to visit the Community Building today?

Answer: Yes.

Question 2: What is the project budget?

Answer : The Project budget will be determined.

Question 3: What do we put in the Schedule of Values ?

Answer: Schedule of Values provided by the City in the Bid Form.

Question 4: What are the limits of landscaping?

Answer: Will be determined during design work.

Question 5: What is the building intended use?

Answer: Space for community events.

Question 6: Does the building need a kitchen?

Answer: Kitchen space will be remodeled but stays empty.

Question 7: Could the potential bidders schedule additional site visit prior to the bid?

Answer: The next site visit is scheduled for Thursday 01/12 within 10 am and 2 pm timeframe.

Question 8: Could design phase be bid separately?

Answer: No. This is a design-build project.

Question 9 : Would Contractor receive pay for pre-construction phase?

Answer: Yes.

Question 10: Does the project have State or Federal Grant Finance?

Answer: Yes. Part of the project will be funded by a State Grant.

Question 11: Will the design documents belongs to the City?

Answer: Yes.

Question12: How the mold issue will be addressed in the project?

Answer: Building mold remediation will be part of Construction Phase.

Question 13: Does the City have grading plans for the site?

Answer: The City does not have this information. The County Office may have this information.

Question 14: Is an elevator planned to be installed in the building?

Answer: No.

Question 15: Is the building equipped with the sprinkler system?

Answer: Yes. The System will need to be evaluated.

Question 16: Does City intend to demolish basement?

Answer: No.

Recorded by:  
Michael Matov

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**Design - Build**  
Mandatory Pre-Bid Meeting 10 am January 6

First and Last Name	Company Name	Phone Number	e-mail address
TOM VIKLE	NOELKEP HILL ARCH.	301-662-8611	HANCOCKNOELKEP.HILL.COM
SIREL MOUCHANTAZ	BUILDING & CONCEPTS	410-489-0077	SIREL@BLOWSTRUCTURE&DESIGN.COM
DON MYERS	MYERS BUILDINGS	301-582-4200	DONMIE@MYERSBUILDINGSYSTEMS.COM
Matthew Hartman	Wichersham Construction	717-397-8282	hartmanm@wic&con.com
Michael Ferraruzzi	Leuchometry Inc.	443-589-4400	m.ferraruzzi@leuchometry.com
Casper Thompson	Keller Brothers Inc.	301-712-8260	CThompson@KellerBrothers.com
ZACK APPYME	BUILDER GUILD CONTRACTORS	443-388-0347	ZHAYMIE@BGC-GAUNDG.COM

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First and Last Name	Company Name	Phone Number	e-mail address
✓ MILLER LEWIS	SOFTY	4439006956	MICHAEL.LEWIS@SOFTY.COM
✓ NICK KOTOS	KINSLEY CONSTRUCTION	4432774529	MICHAEL@KINSLEYCONSTRUCTION.COM
✓ KIM MCKIM	KINSLEY CONSTRUCTION	4104536799	MCKIM@KINSLEYCONSTRUCTION.COM
✓ LARRY PERILLO	LARRY BROWN	4104562936	jpetillo@lbr.com
✓ KEVIN RYAN	SITE RESOURCES	410-683-3380	kryan@siteresources.com
✓ DANIEL LAPP	Keller Brothers	301-607-9300	DLAPP@kellerbrothers.com

