



Pennsylvania Avenue School PRE-BID MEETING MINUTES

Meeting Date: Tuesday, September 14, 2010

Meeting Time: 2:10 PM

Location: Atlantic City Board of Education

1 INTRODUCTION

- 1.1 **Contacts:** Contact information is listed in the Instructions to Bidders
- 1.2 **Construction Manager:** Hill International, Inc.
Stuart Seidman, Pre-Construction Manager
Joe George, Construction Manager
Nelson Landon, Construction Manager (Alaimo Group)
- 1.3 **Architect:** SOSH Architects
Patrick Gallagher, Project Architect
- 1.4 **Environmental Consult:** French & Parrello Associates
C Dudley Warner, LSRP
- 1.5 **Owner:** Atlantic City Board of Education
Kurt Austin, Facilities Director

2 BIDDING DOCUMENTS

- 2.1 **Sign In Sheets:** The sign-in sheets are attached to these meeting minutes.
- 2.2 **Bid Sets:** The project documents are available for a non-refundable fee of \$450 through:
Ridgway's Reprographics; Cherry Hill, NJ
Tel: (856) 751-0360 Call in advance to order a set.
Fax: (856) 751-5642 Credit Cards accepted.
Internet: www.planwell.com
Shipping: An additional charge will apply for shipping.
- 2.3 **PDFs:** A CD of the Project Manual and drawings is available from Hill International, after the purchase of a printed set from Ridgway's. CDs were passed out at the meeting to those firms that had already purchased bid sets.

3 INSTRUCTION TO BIDDERS

- 3.1 **Bidding Deadline:** Bids will be received at the School District's Offices until 11:00 AM on Thursday, October 14, 2010. The Bid opening will commence immediately afterwards in the Sixth Floor Board Conference Room. **The Owner will not accept bids after 11:00 AM.**

Atlantic City Board of Education
CitiCenter Building – Fifth Floor
1300 Atlantic Avenue
Atlantic City, New Jersey 08401

- 3.2 **Bid Forms:** This is a Single Prime bid project. Submit 1 original and 3 copies of Bid Forms including listed alternates. **Contractors are instructed to fill-in all of the blanks. Blank**



- spaces for Base Bid prices or Alternate prices can be considered grounds for disqualification.** Refer to the related Alternate section for description of alternates for each Prime Contract. Any Alternate prices with no value or cost impact to base bid must be listed with **None/\$0.00** in the blank space provided on the Bid Forms. The Bid Form and all Bid Form attachments **MUST** use the name of the Contractor as it appears on the NJ Business Registration Form and **MUST** match your DPMC Notice of Prequalification.
- 3.3 **Bid Form Attachments:** Multiple attachments are required to be submitted with the bid form at the time of bidding. Submit 1 original and 3 copies of all bid form attachments.
- 3.4 **Bid Bond:** Comply with the NJ bidding law requirements as noted in the Instructions to Bidders and on Bid Form #6 (Section 00431). The AIA A312 Bid Bond IS NOT ACCEPTABLE. Consider using the Bid Bond form in the Project Manual.
- 3.5 **Performance and Payment Bonds:** Required of firm receiving the award. The bidder must comply with the NJ bidding law requirements as noted in the Instructions to Bidders.
- 3.6 **Maintenance Bond:** Refer to Project Manual Section 00210/Instructions to Bidders, Paragraph 7.2.5.
- 3.7 **Bonding Company Requirements:** From a company listed in the current New Jersey Department of Banking List of Approved Sureties. No individual sureties will be accepted.
- 3.8 **Licenses and Prequalification:** Each bidder must provide a copy of their City of Atlantic City Class 1 Contractor's License, in addition to their DPMC Prequalification. A NJSDA letter of classification is NOT required.
- 3.9 **General and Supplementary Conditions:** The AIA A201/CMa version of the General Conditions has been used for the front end of the Project Manual. The General Conditions have been edited to include the Supplemental Conditions. There are no separate Supplementary Conditions.
- 3.10 **Insurance requirements:** Refer to the General Conditions – Article #11 and Specification Section 00740.
- 3.11 **Project Schedule:** Refer to Project Manual Section 00310 – Project Schedule. The hours of operation permitted by the City are listed.
- 3.12 **Milestone Dates:** Refer to Project Manual Section 00320 – Milestone Dates & Liquidated Damages for milestone dates. This schedule reflects milestone dates for all primes to achieve. The schedule requirements are further defined in the CPM Schedule section (Project Manual Section 01320).
- 3.13 **Liquidated Damages:** Listed in the Project Manual, Section 00320.
- 3.14 **Requests For Information and clarifications:**
- 3.14.1 No statements made at this meeting will serve as official statements. All questions answered at this meeting will serve as clarifications only.
- 3.14.2 All questions requiring a formal response must be submitted in writing to SOSH Architects and emailed to PGallagher@sosharch.com or faxed to (609) 345-7486, Attn Patrick Gallagher. A response will be provided to all bidders by addendum, if required.
- 3.14.3 Should bidders find discrepancies or omissions, or are in doubt as to the meaning of the contract documents; they shall forward inquiries in writing to SOSH Architects and emailed to PGallagher@sosharch.com or faxed to (609) 345-7486, Attn Patrick Gallagher. Upon receipt of such questions, all bidders will be furnished additional



information as necessary to make bidding uniform. SOSH Architects will not be responsible for any oral instructions from SOSH Architects employees and or their agents including agents of the Owner.

3.14.4 RFI forms – Contractors are encouraged to use RFI forms on their company letterhead and include the following information:

- (i) Project Name – “Pennsylvania Avenue School”
- (ii) Project Number – 08011
- (iii) Description of question and location it is found in the project documents and / or specification.

3.15 **Addendum Dates:** 1 addendum date has been established for the project to answer and clarify questions and scope of work items. The approximate date is September 20, 2010. Written Addenda will be distributed not later than October 4, 2010, seven (7) business days (weekends and holidays excluded) prior to the date fixed for the opening of bids. Addenda will be distributed by email unless the bidder sends in a written request requesting otherwise.

4 SCOPE OF WORK

4.1 **Summary of Project:** The Architect reviewed the scope of work. Also, refer to Section 01100 of the Project Manual.

4.2 **LEED:** The project is designed to comply with LEED, but no application is being made to the USGBC or the Green Building Certification Institute. The contractor shall comply with the requirements in the Project Manual.

4.3 **Demolition:** There is substantial demolition work. Demolition includes sidewalks, curbing, and all buildings on the site.

4.4 **Hazardous Material Removal:** Asbestos removal is part of the scope of work.

4.5 **Soil Remediation:** Soil remediation is part of the scope of work.

4.6 **Electronic Drawings** – After awards and upon request to the Architect, drawings will be provided to the contractor in electronic form (i.e., AutoCAD format) by the Architect upon receipt of a completed “Use and Indemnification Agreement”.

4.7 **Project Labor Agreement:** This project is subject to a Project Labor Agreement. The signed agreement is included in the Project Manual (Section 00765). The contractor awarded the project is required to sign a letter of assent as part of the Contract Documents.

4.8 **Local Hires:** Refer to Section 00745 (Local Hire Requirements). The contractor is required to document the employment of Atlantic City residents by themselves and their subcontractors. The Board of Education is requesting that Atlantic City residents provide 15% of the labor hours. Also, refer to Section 4.4 of the PLA.

5 CONSTRUCTION ADMINISTRATION

5.1 **Substitutions:** Refer to the Section 00210 (Instruction to Bidders) §3.3. Substitution requests will not be considered during bidding. Substitution requests must be made after the completion of the bidding phase in accordance with the Architect’s requirements. Equivalents requiring modifications to the project requirements are considered substitutions and the contractor will be responsible for costs related to the proposed change in accordance with the contract documents as noted in the Instructions to Bidders and the General Conditions. Submission of the equivalent list does not constitute an acceptance of the product. A full submittal is required to make a final determination



- 5.2 **Measurement and Payment:** Refer to Section 01290.
 - 5.2.1 **Change Orders:** Change Order procedures are outlined in Section 01260.
 - 5.2.2 **Schedule of Values:** Schedule of values requirements are outlined in Section 01290.
 - 5.2.3 **Retainage:** 2% for contract amounts over \$500,000, and 5% for contract amounts below \$500,000. Refer to Supplementary Conditions for additional information.
 - 5.2.4 **Closeout:** Pursuant to Section 9.2.2 of the General Conditions, 3% of contract amount shall be noted on the Schedule of Values (SOV) for closeout procedures.
 - 5.2.5 **Allowances:** Review Section 01210.
 - 5.2.6 **Unit Prices:** Review Section 01220.
 - 5.2.7 **Alternates:** Review Section 01230. Awarded Alternates shall be noted on the SOV as separate itemized costs.
 - 5.2.8 **Prevailing Wage:** Contractors are required to submit Certified Payroll reports and Manning reports with each Application for Payment.
- 5.3 **Project Management & Coordination:** (Refer to Section 01310)
 - 5.3.1 **Coordination:** Contractor shall ensure efficient and orderly installation
 - 5.3.2 **Submittals:** The successful Contractors will be required to submit:
 - (iv) **Subcontractors List** – List of all subcontractors.
 - (v) **Submittal Schedule** – Submit at the Pre-Construction meeting.
 - (vi) **Coordinated Shop Drawings** – Shall be prepared as described in Section 013100.
 - (vii) **Shop Drawing procedures** – Will review at the Pre-Construction Meeting.
 - (viii) **Schedule of Values** – Shall be coordinated with the CPM Schedule and be broken down by phases.
 - (ix) **CPM Schedule:** Refer to Section 01320. The Contractor is responsible for providing a CPM schedule. No Applications for Payment will be approved without an accepted CPM Schedule and without proper monthly updates.
 - 5.3.3 **Project Manager & Superintendent Assignments:** Change in the Project Manager and/or Superintendent assignments must be approved by the Owner prior to reassignment of the individual in accordance with the procedures outlined in the General Conditions.
 - 5.3.4 **Job Meetings:** Refer to Section 01310, Paragraph 1.7. Attendance at Bi-Weekly Progress Meetings is mandatory and must be attended by someone charged with making decisions for each Prime Contractor and all key subcontractors.
 - 5.3.5 **RFIs:** Refer to Section 01310, Paragraph 1.8.
- 5.4 **Safety:** A safe working environment must be maintained at all times. No exceptions will be tolerated. The Contractor is to assign a Safety Officer for the site. See General Conditions, Sections 10 and other appropriate contract documents.
- 5.5 **Security:** (Refer to the General Conditions Paragraph 3.13.6 and Paragraph 3.19) The Prime Contractor is responsible for the security of their work and shall provide overall project security.
 - 5.5.1 **Rules and Regulations:** Contractors shall comply with rules and regulations promulgated by the Owner (Paragraph 3.13.6.1).
 - 5.5.2 **Identification:** All construction workers shall wear identification when on-site.



- 5.6 **Construction Facilities:** See Sections 01500 and 01520. This section describes temporary measures the contractors are responsible for during the construction sequence.
- 5.7 **Staging Area and Temporary Facilities:** The contractor shall full use of the “block”.
- 5.8 **Utility Services:** The Contractor is responsible for maintaining necessary services to the property as needed.
- 5.9 **DPMC Contractor Evaluation Report:** The CM will evaluate the contractors’ performance. The evaluation report sheet will be submitted to the DPMC and placed on file as part of their permanent record of performance at the State level.
- 5.10 **Site Walk and Access:** The site is open. Bidders can visit on their own. Bidders are not to disturb any soils on the site.
- 5.11 **Existing Building Visitation:** The Construction Manager will hold a walk-through of the existing buildings on Friday, September 24, 2010 @ 10 :00 AM. Bidders should meet at the abandoned apartment house at 1007 Baltic Avenue.
- 5.12 **Utility Removal:** The utilities have removed all existing overhead utility lines within the block. All utilities have been or will be disconnected from each existing building.

6 BUILDING DEPARTMENT JURISDICTION / LOCAL AUTHORITIES

- 6.1 **City Contractor’s License:** The City of Atlantic City requires that the contractor have a current Class 1 Contractor’s License from the City of Atlantic City.
- 6.2 **Permits:** The Owner shall pay for the Building Permit. The Contractor shall secure the building permit and pay for all other permits and governmental fees, licenses and inspections necessary for proper execution and completion of the Work. Refer to General Conditions of the contract.
- 6.3 **Permits:** City of Atlantic City
- 6.4 **Inspections:** Inspections will be performed by the City of Atlantic City. As a public school project, the City will perform basic building, plumbing, mechanical, and electrical inspections at no charge. The DCA will be responsible for the elevator inspections at no charge.
- 6.5 **City:** The Contractor will need to meet and coordinate with the Police Department, Fire Department, City Engineering, and other local authorities throughout the duration of the project.

7 QUESTION AND ANSWER SESSION.

End of Document

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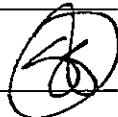

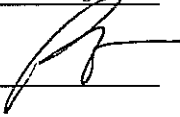

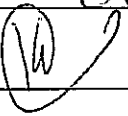
**Pennsylvania Avenue School
PRE-BID MEETING SIGN-IN SHEET**

Meeting Date: Tuesday, September 14, 2010

Meeting Time: 2:00 PM

Location: Atlantic City Board of Education

Attendees: (Please Print)

	NAME	COMPANY	ADDRESS	TELEPHONE & EMAIL
1	Stuart Seidman 	Hill International	303 Lippincott Centre Marlton, NJ 08053	856-810-6226 StuartSeidman@hillintl.com
2	Joseph George	Hill International	303 Lippincott Centre Marlton, NJ 08053	(732) 685-4304 JoeGeorge@hillintl.com
3	Nelson Landon, PE 	Alaimo Group	200 High Street Mount Holly, NJ 08060	(609) 267-8310 nl@alaimogroup.com
4	Patrick Gallagher 	SOSH Architects	1020 Atlantic Avenue Atlantic City, NJ 08401	(609) 345-5222 PGallagher@sosharch.com
5	Mark Petrella	SOSH Architects	1020 Atlantic Avenue Atlantic City, NJ 08401	(609) 345-5222
4	C Dudley Warner III 	French & Parrello Associates	1800 Route 34, Suite 101 Wall, NJ 07719	(732) 312-9686 Dudley.Warner@fpaengineers.com
5	Kurt Austin 	Atlantic City School District	1300 Atlantic Avenue; 5th Floor Atlantic City, NJ 08401	(609) 517-7093 kaustin@acboe.org
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1	JOHN BRASE	TERMINAL Const.	215 St Hwy 175 P.O. Box 348 WOOD-RIDGE, N.J. 07070	201-939-9150 jbrase@terminalconstruction.com
2	ALAN SCHAFER	TriComm	1247 N. Church St Suite 8 MORRISTOWN NJ 08057	856-914-9001 x31 al.schafer@tricommcamp.com
3	WAYNE ALIAS	SIEMENS	2000 CRAWFORD PL. Suite 300 MIDLAND, NJ	732-978-3162
4	RAY PHILLIPS	IRONWORKERS LOCAL 350	3924 WESTEND AVE A.C. NJ	609 344-6313 EXT 11 ray.phillips350@verizon.net
5	DAVID RONCINSKI	LOCAL 454	18th Spring Garden St PHILA PA 19130	267-481-4692 Pildriver86@hotmail.com
6	HOWARD MARKMAN	ATLANTIC CITY SHADE	500 TILTON RD NORTHFIELD NJ 08225	609-641-8700 howard@acshade.com
7	JOE CAPILATO	THE BARHAM GROUP	605 CALIFORNIA AVE 08301	609-383-0077
8	CHRIS WOLF	Milric	4900 Route 33 Suite 101	732-919-3700 cwolf@milric.com
9	BOB GELTZATER	Milric	" "	" "



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	NAME	COMPANY	ADDRESS	TELEPHONE & EMAIL
1	Ignacius Birk	FM Schiavone	2057 Tuckahoe Rd. Franklinville NJ 815-12th St	856-697-4558 lqg@fmschiavoneconstruction.com 669/567-1250
2	AL Aballo	Site Contractors Inc	HAMMON TOWN N.J. 08039	609-567-1251 Siteco211.com
3	ABBY SCARPA	SCARPA ELETTRIC	158 B GARDNER RD VINELAND, NJ 08360	856-692-9018 SCARPAELECTRIC@AOL.COM
4	Bob Velbo	Hell Building	33 Main St Farmingdale NJ 07127	732-935-3397 CHell@HellBuilding.com 609 626 0000
5	Bob Taylor	Simplex Grinnell	2511 Fire Rd Suite, B1 Egg Harbor Twp	roberttaylor@simplexgrinnell.com
6	Douglas Phillips	Torcon	ONE Cressens Dr 1416 South New York Yard Road Pleasantville NJ 08232	dphillips@torcon.com
7	Nick Virgilio	Network Const.		nvirgilio@networkcon.com
8	Mike Runsey	CARLISLE	CARLISLE PA	MRUNSEY@CRSREPS.COM (973) 237-1222
9	Frank Melhus	Brockwell & Carrington	1 Como Court Town-01, NJ 07082	FMelhus@BrockwellCarrington.com





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1	BRYAN SMITH	Cobra Construction	70 Porefe Ave. North Arlington, NJ	201-998-2300 bsmith@cobracconstructionco.com
2	JOHN Chapkowski	Benjamin R. Harvey Co	9 Cindy Lane Ocean NJ 07718	(732)-493-2300, ext 21 JOHN@BHarveyCo.com
3	Monty Farley	Ernest Bock + Sons	2400 A. Southampton Rd	215-677-2625
4	NICH DI BIASE	TAMBURRO BROS. CO	310 B DR. DRUG STORE MILLVILLE, NJ 08332	(856) 293-1515 PMTBC@TAMBURROBROS.COM
5	SCOTT SHERIDAN	SMWIA LU27	331 JIMMIE LEEDS	(609) 748-0900
6	YAD GILLIA	SAMBE CONSTRUCTION	1650 MYCTON ROAD POUNSAKLEN, NJ 08110	856-663-7751 x304 YGILLIA@SAMBE.NET
7	JEFF BRIND	HALL CONSTRUCTION	149 YELLOWBARK RD HOWELL, NJ 07731	732-838-4255 jeff@hallco.com
8	JOE CALVI	CALVI Electric	14 S. CALIFORNIA AVE., ACNJ 08401	609-345-0151 CALVI@CALVIELECTRIC.COM
9	TIM FERRIERE	T.N. WARD CO.	815 ATLANTIC BLVD. ATLANTIC CITY NJ 08401	609 385-5377 609 385-6071 TFERRIERE@TNWARDS-DC.COM





Sign-In Sheet

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	NAME	COMPANY	ADDRESS	TELEPHONE & EMAIL
1	Rob Boyce	Carpenters Local 623	26 S. New York Ave	609-345-0016 RBoyce623@Comcast.Net
2	T. Hesse	Hessert Construction	Mt. Laurel, NJ	856-988-0507 - hessert@hessert.com
3	BRIAN ZEPHERS	DANDREA CONST	PO Box 13 BERLIN, NJ 08009	856-767-7750 DANDREA@DANDREA.CONST.COM
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