

Project:	City of Auburn, Maine – Hasty Community Center Renovations Project	Date:	November 9, 2016
Project No.:	CCPG #964	Bid No.:	2017-008
Meeting:	Pre-Bid Meeting	Time:	9:00 a.m.
Location:	Hasty Community Center, Auburn, Maine		

<u>Attendees</u>	<u>Company</u>	<u>E-Mail</u>
Derek Boulanger	City of Auburn, Facilities Manager/Purchasing Agent	dboulanger@auburnmaine.gov
Mitch Daigle	Cordjia Capital Projects Group, LLC	mdaigle@cordjiacpg.com
Roger Soucy	Crapott's Corp.	crapottscorp@roadrunner.com
Tyler Coffin	Doten's Construction	tyler@dotens.com
Brian McCarthy	Roy Snow, Inc. (electrical)	brian.mccarthy@roysnow.com
Travis Sanlin	T. Buck Construction, Inc.	tina@tbuckcon.net
Scott Conlogue	I.E.C. Electrical	scott@iecinc.us
James Perz	Hahnel Bros. Co.	jperz@hahnelbroscos.com
Mike DiMatteo	DiMatteo Const. Management	DiMatteoCMS@yahoo.com
Jim Pelsos	Blane Casey BC, Inc.	jbecker@blanecasey.com
Simon Hebert	Hebert Construction, LLC	shebert@hebertconstruction.com
Dan Callahan	Monadnock Commercial Building Co.	Dan_callahan@comcast.net
Frank Lemelin	Regional Electric	frank@regionalelectric.com
Mark Morin	Nason Mechanical Systems	mmorin@nasonmechanical.com
Matt Hopkins	Royal Flooring	matt@royalflooring.com
Frank Perry	Atlantic Environmental Contractors	fperry@aecne.net
Kevin Bowman	Bowman Constructors	bids@bowmanconstructors.com
Dan Bradstreet	Sheridan Corp.	dbradstreet@sheridancorp.com
Tony Reny	DeBlois Electric, Inc.	treny@debloiselectric.com

Copy of Meeting Minutes sent to: Attendees Names listed above.

1.	<p>Bid opening will be at 2:00 pm on December 1, 2016 at 60 Court Street, Auburn, Maine. Bids must be delivered and stamped received prior to the 2:00 pm deadline.</p> <p>All bid questions and RFI's must be submitted in writing to both Mr. Mitch Daigle of Cordjia Capital Projects Group ("Cordjia") and Mr. Derek Boulanger of the City of Auburn ("COA") prior to 2:00 pm on November 28, 2016. Email is preferred, but it is the responsibility of the contractor to confirm that the email correspondence has been received.</p> <p>Addendums and clarifications will be issued to the contractor's email addresses that were provided on the pre-bid sign in sheet. The contractors should ensure that whoever this email address belongs to knows to distribute the addendums and clarifications to the correct person. Please allow read receipts for emails. The final addendum (if any) will be issued by 2:00 pm on November 29, 2016.</p>
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	The BID PROPOSAL FORM must acknowledge all addendums issued and have the addendum number(s) and date(s) indicated and the submitted bid package shall include the SCHEDULE OF VALUES FORM as well as the BID BOND.
2.	Points of contact are as follows: <u>Technical Inquiries:</u> Mr. Mitch Daigle - Cordjia; Office: 207-236-9970; Mobile: 207-333-2226; Email: mdaigle@cordjiacpg.com <u>Bidding Inquiries & Access to the Building:</u> Mr. Derek Boulanger – City of Auburn (COA); Office: 330-6601, ext. 1135; Email: dboulanger@auburnmaine.gov
3.	The selected contractor shall provide a copy of all certificates of insurance with limits pursuant to the City of Auburn’s requirements prior to commencing the work.
4.	Permits are the contractor’s responsibility for their scope of work and shall be included in the bid. The Authority Having Jurisdiction (AHJ) shall be contacted for verification of any applicable permitting requirements and fees. The Building Permit Fee is anticipated to be waived; however it is the responsibility of the contractor to verify this and any other permit requirements with the AHJ.
5.	All new work completed under this contract shall be in compliance with MUBEC, NEC 2014 and all other applicable Local, State and Federal regulations.
6.	The selected contractor is expected to start the work once a notice of award has been issued and substantially complete the work no later than March 31, 2017 (110 calendar days).
7.	This project is subject to compliance with all requirements of the Occupational Safety and Health Administration (OSHA), Volume 36, No. 105 of the Federal Register; U.S. Department of Labor published Saturday, May 29, 1971, as amended.
8.	There is adequate space at the project site and designated parking, storage, and mobilization areas will be further discussed prior to construction with the selected contractor.
9.	It will be the contractor’s responsibility for the proper legal disposal of all construction waste.

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10.	The only COA personnel that is authorized to approve a change to the bid documents is Mr. Derek Boulanger. If a condition arises that warrants a change order it must be pre-approved by Mr. Derek Boulanger. No exceptions.
11.	The selected contractor shall submit as soon as possible to Cordjia and COA and before any material or equipment is purchased, the manufacturer's data, catalog cuts, samples, or other information as required for the submittal items listed in the contract documents.
12.	The selected contractor will be responsible for direct coordination with the Owner and the Owner's other contractors for work that may be executed under separate contract. The Owner will contract directly with an asbestos abatement contractor for removal of pipe insulation. A hazardous materials report may be downloaded from the COA website at: http://www.auburnmaine.gov/pages/business/bid-2017-008
13.	The Owner's business operations must continue throughout the entire construction period. It is the contractor's responsibility to coordinate construction activities with the Owner.
14.	The contractor shall continuously maintain adequate protection of all work from damage and shall protect the property from injury or loss for the duration of this contract, and shall make good any such damage, injury or loss. Maintain the building water-tight.
15.	All construction materials shall be new, with the exception of materials designated for reuse, and shall be installed in accordance with the manufacturer in order to maintain the manufacturer's warranty.
16.	After the general scope overview and project presentation meeting, the contractors were toured through the premises which included all project proximities both interior and exterior as required. The contractors were informed to call or email Mr. Derek Boulanger in advance for arrangement of additional site visits.
17.	<p>Specific Work Conditions & Clarifications:</p> <ul style="list-style-type: none"> a. The access around the building must be kept clear at all times for emergency vehicles. b. The selected contractor will be responsible for their own jobsite security.

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| | <ul style="list-style-type: none"> c. The Owner will remove all equipment and materials from the work area prior to the start of work. The contractor must notify the Owner that the work area needs to be cleared at least 72 hours in advance of the need to move furnishings, equipment, materials, etc. d. Contractors will have access to the site between 7:00 AM and 6:00 PM (flexible). The Owner may provide special access on late weekdays, weekends, and holidays by special request with a minimum of 48 hours advance notice and approval by the Owner. e. No power or utility cutoff (if required) will be permitted without 3 days advance notice and approval by the Owner. f. Construction debris not immediately contained in a proper disposal container will not be tolerated at any time during the duration of this project. g. Smoking and tobacco products are allowed on the building grounds provided it occurs at the designated smoking area. Waste must be properly disposed of or taken off-site. h. The selected contractor is to provide all equipment and materials required for the prosecution of the work whether or not indicated in the contract documents at no additional cost to the Owner. i. The selected contractor is not required to provide a jobsite trailer unless they choose to do so. The contractor may use the onsite bathroom facilities. The use of one bathroom shall be maintained during the course of construction for Owner and contractor use. j. The selected contractor will be required to submit a construction schedule and a schedule of values within 10 days of notice of award. k. The Owner will supply power, water and general heating of the building. Should the use of such utilities become excessive, the Owner reserves the right to revoke such use. Any temporary panels or connections shall be supplied by the contractor. l. The contractor shall protect the newly installed ADA accessible ramp during construction. The contractor shall coordinate with the Owner on the timing for installing the railings on the ramp by the Owners ramp contractor. |
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18.	The selected contractor shall request inspections at 25%, 50%, 75% completion and the punch-list inspection in writing (email is acceptable) seven (7) days prior to the desired date.
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	The punch-list inspection is to confirm that all equipment is in place and is functioning in accordance with the construction documents and noted items should be cosmetic and minor in nature. If there are multiple page lists of deficiencies found during this inspection, the contractor will be responsible to provide funding for the cost of additional inspection(s).
19.	The contractor shall submit closeout documentation (Redline Drawings and O&M Manuals) to Cordjia and COA prior to claim for final Application for Payment. Closeout procedures will be strictly enforced and the progress of closeout documentation will be checked at regular intervals during construction.
20.	The bid drawings are diagrammatic in nature and original construction drawings from a similar facility will be made available to the contractors for verification of existing conditions which must be verified in the field by the contractor. The similar facility drawings can be downloaded from the COA website at: http://www.auburnmaine.gov/pages/business/bid-2017-008
21.	Attachments: a. Pre-Bid Meeting Sign-In Sheet.



Mitch Daigle
VP & Senior Project Manager
Cordjia Capital Projects Group, LLC

Pre-Bid Meeting Sign-In

November 9, 2016

Time: 9:00 am

Client:	City of Auburn, Maine
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	Name	Company Name	Email Address	Phone Number
1.	Derek Boulanger	City of Auburn, Facilities Manager	dboulanger@auburnmaine.gov	207-333-6601, ext. 1135
2.	Mitchell Daigle	Cordjia Capital Projects Group	mdaigle@cordjiacpg.com	207-236-9970
3.	Roger Soucy	Crapott's Corp	rcrapott@scorp@ Roadsunner.com	897-4264
4.	Tyler Coffin	Doten's Construction	Tyler@dotens.com	865-4412
5.	Brian McCarthy	Roy Snow Inc. (Electrical)	brian.mccarthy@roysnow.com	782-3734
6.	Travis Sanclix	T-BACK construction inc.	Tina@TB4K.com.net	783-6223
7.	SCOTT CON/ogue	I.E.C Electrical	SCOTT@IECFNC.US	577-5905
8.	James Perz	Hahnel Bros	JPerz@hahnel Bros.co.com	5130820
9.	MIKE D'MATTEO	D'MATTEO CONST. MANAGEMENT	DIMATTEO@GMAIL.COM	767-7410
10.	Jim Pelsor	Blanco Casey BC Inc	jbecker@blanocasey.com	622-5600

Pre-Bid Meeting Sign-In

November 9, 2016

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	Name	Company Name	Email Address	Phone Number
11.	SIMON HERBERT	HERBERT CONSTRUCTION, LLC	shebert@herbertconstruction.com	207-212-6942 (C) 207-783-2091 (O)
12.	DAN CALLAHAN	MONROCK COMMERCIAL BUILDING CO.	dan-callahan@comcast.net	603-965-5262 (C)
13.	FRANK LEMELIN	REGIONAL ELECTRIC	Frank@REGIONALELECTRIC.com	576-2793
14.	MARK MORIN	NASON MECHANICAL SYSTEMS	mmorin@nasonmechanical.com	782-0727
15.	MATT HOPKINS	ROYAL FLORIAN	MATT@ROYALFLORIAN.COM	784-6967
16.	FRANK PERRY	ATLANTIC ENVIRONMENTAL CONTRACTORS	fperry@aecne.net	740-7270
17.	KEVIN BOWMAN	BOWMAN CONSTRUCTORS	bids@bowmanconstructors.com	368-2405
18.	DAN BRADSTREET	SHERIDAN CORP.	dbradstreet@sheridancorp.com	453-9311
19.	TRENY REAY	DEBLOIS ELECTRIC, INC.	TRENY@DEBLOISELECTRIC.COM	207 783-6512 EXT 107 207 576-3604
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