

Project:	City of Auburn, Maine – Parks Garage Senior Center Renovation Project	Date:	February 14, 2017
Project No.:	CCPG #1001	Bid No.:	2017-032
Meeting:	Pre-Bid Meeting	Time:	9:00 a.m.
Location:	Parks Garage, 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	doten@dotens.com
Denny Paradis	Roy I. Snow, Inc.	dennis.paradis@roysnow.com
Mark McPheters	T. Buck Construction, Inc.	mark@tbuckcon.net
Mike DiMatteo	DiMatteo Const. Management	dimatteocms@yahoo.com
Mike Barrett	Monadnock Commercial Building Co.	dan_callahan@comcast.net
Brock Starbird	Gordon Contracting, Inc.	brock@gcmaine.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 February 23, 2017 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" or "Owner") prior to 2:00 pm on February 17, 2017. 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 February 20, 2017.</p> <p>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.</p>
2.	<p>Points of contact are as follows:</p> <p><u>Technical Inquiries:</u> Mr. Mitch Daigle - Cordjia; Office: 207-236-9970; Mobile: 207-333-2226; Email: mdaigle@cordjiacpg.com</p> <p><u>Bidding Inquiries & Access to the Building:</u> Mr. Derek Boulanger – City of Auburn (COA); Office: 330-6601, ext. 1135; Email: dboulanger@auburnmaine.gov</p>

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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 will be waived. It is the responsibility of the contractor to verify all 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 June 30, 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 areas, dumpster locations and 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.
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 the 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.

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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 allowed to view the premises which included all project proximities both interior and exterior as required. The contractors are 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. 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.

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	<ul style="list-style-type: none"> 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 Owner reserves the right to revoke such use should a problem occur. 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 electric panels or connections shall be supplied by the contractor. l. The selected contractor will be required to supply additional temporary heating as required. m. The City provides plowing of the alley in front of the building. The selected contractor will be responsible to provide their own general snow removal as required. n. It was noted that the floor in the existing shower room slopes up toward the shower stall. The selected contractor will be required to remove the sloped floor as necessary to provide for a level new floor in the new woman’s restroom. o. One additional electric receptacle shall be provided approximately at the location of the existing mop basin that is to be removed. p. The selected contractor will be required to coordinate with the Owner when locating all new electric receptacles. q. It was noted that the lighting circuits for the garage, room 109, are currently switched by the breakers in the electric panel. New light switches will need to be provided by door 13 in the garage for the existing garage lighting.
18.	The selected contractor shall request inspections as designated by the Owner, in writing (email is acceptable) seven (7) days prior to the desired date. 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.

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19.	The contractor shall submit closeout documentation (Redline Drawings and O&M Manuals) to the 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 the original construction drawings for this facility will be made available to the contractors for verification of existing conditions which must be verified in the field by the contractor. The original construction drawings can be downloaded from the COA website at: http://www.auburnmaine.gov/pages/business/bid-2017-023
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

February 14, 2017

Time: 9:00 am

Client:	City of Auburn, Maine
Project:	Parks Garage Senior Center Renovation Project – Bid # 2017-032

	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.	MIKE DIMATTEO	DIMATTEO CONST. MGMT	DIMATTEOCKS@YAHOO.COM	767-7410
4.	Tyler Coffin	Doten's Construction	Doten@dotens.com	865-4412
5.	MARK McPETERS	T. BUCK CONSTRUCTION	MARK@TBUCKCON.NET	783-6223
6.	Roger Soucy	Crapott's Corp	crapottscorp@roadrunner.com	897-4264
7.	Denny Paradis	Roy I. Snow, Inc.	dennis.paradis@roysnow.com	782-3734
8.	Brock Starbird	Gordon Contracting Inc	Brock@GCMaine.com	478-9248
9.	MIKE BARRETT	MONADNOCK	DAN_CALLAHAN@COMCAST.NET	(603) 965-5262
10.	Tony Reny	DeBlou's Elec. Inc	TAREN@DEBLOISELECTRIC.COM	