

Project:	City of Auburn Ingersoll Arena Renovation Project	Date:	December 11, 2014
Project No.:	CCPG #866	Bid No.:	2015-012
Meeting:	Pre-Bid Meeting	Time:	9:00 a.m.
Location:	Ingersoll Arena, Auburn, Maine	Issued:	December 12, 2014

<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
Mike DiMatteo	DiMatteo Construction Management	dimatteocms@yahoo.com
Tyler Coffin	Doten's Construction	tyler@dotens.com
Mike Adams	Ganneston Construction	mikeadams@gannestonconstruction.com
Denny Paradis	Roy Snow DNC	dennis.paradis@roysnow.com
Dan Lebel	DeBlois Electric	dlebel@debloiselectric.com
Chris Bellevue	Damon Mechanical	cbellevue@damonmechanical.com
Janathan Blanchard	HE Callahan	jonblanchard@hecalthan.com
David Deblois	Door Systems	ddeblois@intdoorsys.com
Andrew Nadeau	Paul G. White Tile	andrewnadeau@paulgwhite.us
Jim Anderson	Sheridan Corporation	janderson@sheridancorp.com
Tim Merrill	Quality Glass	qualityglassinc@yahoo.com

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

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| 1. | <p>Bid opening will be at 2:00 pm on January 8, 2015 at 60 Court Street, Auburn, Maine. Bids must be delivered and stamped received prior to 2:00 pm on January 8, 2015.</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 9:00 am on January 5, 2015. Email will be accepted but it is the responsibility of the Contractor to confirm that the email correspondence has been received. Please do not wait until the deadline to submit bid questions and RFI's.</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. It only has to be proven that it was received, and cannot be verified how it gets distributed after it is received. Please allow read receipts for emails.</p> <p>The BID PROPOSAL FORM, is part of any addendum and will have the addendum number and date pre-filled on the form. This updated bid proposal form must be used when submitting a bid.</p> |
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2.	<p>Points of contact and additional facility access 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 Facility:</u> Mr. Derek Boulanger – City of Auburn; Office: 330-6601, ext. 1135; Email: dboulanger@auburnmaine.gov</p> <p><u>Scheduled Access to the Facility:</u> The facility will be open and available for Contractor, vendor, and sub-contractor access from 9:00 am to 3:00 pm on December 15, December 16, and December 22, 2014. Please notify Mr. Boulanger of any intended access.</p> <p>These additional scheduled access timeframes and any additional agreed access to the facility will be unsupervised and all personnel accessing the facility hereby agree that any and all such additional access for bidding purposes is done so at their own risk.</p> <p>Due to the holiday season, please make every attempt to utilize these scheduled access timeframes. Requests for access outside of these scheduled dates and times may not be granted at the discretion of the Owner.</p>
3.	Contractor shall provide a Bid Bond with appropriate bid forms in the amount of 5% of the total contract value.
4.	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.
5.	For contract awards greater than \$100,000.00 the successful Bidder will be required to furnish 100% contract Performance Bond and a 100% contract Payment Bond to cover the execution of the Work.
6.	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 engineered designs.
7.	There is ample area located at the project site. Designated parking, storage, and mobilization areas will be further discussed prior to construction with the selected Contractor.

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8.	<p>The selected Contractor is expected to start the work once a notice of award has been issued and complete the work as soon as practical, but not more than 180 calendar days from the date of contract execution. Failure to achieve substantial completion by 180 calendar days will result in the assessment of liquidated damages in the amount of \$750 per calendar day.</p> <p>Each Contractor should include in their bid cover letter the anticipated commencement and completion dates, based on best-value-schedule, for review and award consideration by the City of Auburn.</p>
9.	<p>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.</p> <p>If any regulatory personnel arrive at the work site, Mr. Boulanger should be contacted immediately.</p>
10.	<p>It will be the Contractor's responsibility for the proper disposal of all construction waste.</p>
11.	<p>The Owner reserves the right to salvage any existing equipment that is removed by the Contractor; however, the Owner does not anticipate requesting salvage of any equipment on this project other than the potential items indicated below:</p> <ul style="list-style-type: none"> a. Kitchen Hood System located in the former snack bar.
12.	<p>The selected Contractor will be responsible to install Owner furnished equipment as indicated below:</p> <ul style="list-style-type: none"> a. Lockers b. Soap Dispensers c. Paper Towel Dispensers d. Toilet Paper Dispensers
13.	<p>The selected Contractor shall submit as soon as possible to Cordjia and before any material or equipment is purchased, the manufacturer's data, catalog cuts, samples, or other information as required for the items listed in each section of the specifications.</p>

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14.	<p>Specific Work Conditions & Clarifications:</p> <ul style="list-style-type: none"> a. 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. b. The Owner's business operations directly adjacent to this facility (Hasty Community Center) must continue throughout the entire construction period. c. The selected Contractor will have full access to the Project site during normal working hours. The Owner will allow access on weekends and holidays with a minimum of 48 hours advance notice and approval by the Owner. d. Job-site security during working and non-working hours is the responsibility of the selected Contractor. e. No utility cutoff (if required) will be permitted without 3 days advance notice and approval by the Owner. f. No construction debris not immediately contained in a proper disposal container will 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 a reasonable distance from the buildings and playing fields. Waste must be properly disposed of or taken off-site. h. The selected Contractor will be required to submit a construction schedule within 10 days of notice of award. i. The Owner will remove all equipment and materials from the work area prior to the start of work. The selected 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. from the work area. j. It is anticipated that the work area will remain clear and unused by the Owner for the duration of the project. k. The selected Contractor will be responsible to provide their own toilet facilities.
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	<ul style="list-style-type: none"> l. The selected Contractor is not required to provide a jobsite trailer unless they choose to do so. m. The selected Contractor is to provide the Owner with color samples for all final color selections. n. The selected Contractor will be required to coordinate with the Owners work force for exterior earthwork renovations that will be conducted around the exterior of the building. The scope of work being conducted by the Owners work force is expected to consist of: Tree & shrub removal, grubbing, backfill, paving, and re-grading for drainage. o. The low emissivity IceShield foil ceiling was supplied in circa 2008 by MacLaughlin Management & Design of Exeter, NH. Contact: Terry MacLaughlin. Phone: 603-686-0423.
15.	The selected Contractor shall request a punch-list inspection in writing (email is acceptable) 7 days prior to the desired inspection date. The punch-list inspection is to confirm that all equipment is in place and is functioning in accordance with the construction documents and any deficiencies should be cosmetic and minor in nature. It is NOT an additional site visit. If there are multiple page lists of deficiencies found during this inspection, the Contractor will be responsible to provide funding for the cost of an additional punch-list inspection.
16.	The selected Contractor shall submit closeout documentation to Cordjia with claim for final Application for Payment. Closeout procedures will be strictly enforced and the progress of closeout documentation checked at regular intervals during construction.
17.	Owner training that is provided by the Contractor will be conducted by the personnel who actually installed the system and are knowledgeable with the specifics of the system and the facility.
18.	A brief description of the Project scope and administrative procedures were provided and after the pre-bid meeting all prospective bidders were permitted to tour the project site, both interior and exterior, and ask pertinent questions.

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19.	<p>Add Alternates:</p> <p>Each Contractor shall provide pricing for Alternates #1 and #2 to their schedule of values. The Contractors should exercise care when pricing Alternate #2 which should be the additional cost required to eliminate the black rubber crumb in-fill product and install the Nike Grind in-fill product instead.</p>
20.	<p>An Addendum will be issued for this project which will consist of the following at a minimum:</p> <ol style="list-style-type: none"> 1. Specific Article 11 insurance requirements for Excess or Umbrella Bodily Injury and/or Property Damage Liability Insurance and Pollution Liability Insurance in the A201-2007 contract documents may be relaxed by the Owner. 2. Drawing sheet P-1: The domestic water main shall be 1-1/2" diameter to be connected to existing. The two branches from the water main to the toilets and urinals shall be 1-1/2" and connections to the toilets and the urinals shall be 1". All other piping sizes stay the same as indicated on the drawing. 3. A line item for Predicted Efficiency Maine Incentives will be added to the Schedule of Values form.
21.	<p>Attachments:</p> <p>Pre-Bid Meeting Sign-In Sheet.</p>



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

Pre-Bid Meeting Sign-In

December 11, 2014

Time: 9:00 am

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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.	MIKE DIMATTEO	DIMATTEO CONST MGMT	DIMATTEOCHSC@YAHOO.COM	767-7410
4.	Tyler Coffin	Doten's Construction	tyler@dotens.com	207-865-4412
5.	Mike Adams	Ganneston Construction	MikeAdams@gannestonconstruction.com	207-621-8505
6.	Denny Paradis	Roy Snow Inc	dennis.paradis@roysnow.com	782-3739
7.	DAN LEBEL	DeBlois Electric	dlebel@deblaiselectric.com	783-6512
8.	Chris Bellevue	Demon Mechanical	cbellevue@demonmechanical.com	784-7461
9.	Jonathan Blanchard	HE Callahan	jonblanchard@hecallahan.com	784-6927
10.	DAVID DEBLOIS	Door Systems	ddeblois@intdoorsys.com	783-7185 783-7185

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	Name	Company Name	Email Address	Phone Number
11.	Andrew Nadeau	Paul G. White Tile	ANDREWNADEAU@PAULWHITE.US	329-9985
12.	Jim Anderson	Sheridan	janderson@sheridancorp.com	774-6128 phone 774-2855 fax
13.	Tim Merrill Eric Joy	Quality Glass	qualityglassinc@yahoo.com	207-777-7727
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