



PRE-BID MEETING MINUTES

GARRETT COLLEGE MULTIPURPOSE FIELD SITE PREPARATION

Date of Meeting: December 16, 2022
 SPECS JOB NO. 5593

Date of Issue: December 19, 2022
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ATTENDANCE

<u>Name</u>	<u>Company</u>	<u>Phone</u>	<u>Email</u>
Chris Painter	Garrett College	301.387.3095	chris.painter@garrettcollege.edu
Kathy Meagher*	Garrett College	301.387.3065	kathy.meagher01@garrettcollege.edu
Eric Swearingen	Garrett College	301.387.3074	eric.swearingen@garrettcollege.edu
Hugh Schrier	Garrett College	301.387.3098	hugh.schrier@garrettcollege.edu
Bob Foote	First Fruits Excavating	301.697.4527	bob@firstfruits-wv.com
Brock Fisher	Straw Construction	814.629.6626	bfisher@strawconstruction.com
Larry Weigle	Excavating Associates	301.777.0444	lweigle@excavatingassociates.com
Brian Schroyer	BYCO Enterprises	301.245.4322	bschroyer@bycoenterprises.com
Steve Parks*	STP Landscape Architecture	814.932.2198	stplarch@aol.com
Raymond C. Rase	SPECS, Inc.	301.777.2510	rrase@specseng.com

*Notes joined via phone

DISTRIBUTION

Andrew Holmes	Sprinturf	843.936.6023	aholmes@sprinturf.com
John Windsor	Musco Sports Lighting	410.688.4297	John.Windsor@musco.com
All attendees			
All Plan Holders			

- * Before an item in **Bold** indicates a correction to the minutes
- { Before an item in *Italics* indicates information added after meeting.

1. The meeting was called to order at 11:00 a.m. with Mrs. Kathy Meagher giving a brief overview of the project.
2. Mr. Ray Rase provided basic contract information for the record. The Owner is the Garrett College. Mr. Chris Painter is the director of facilities and primary point of contact with the college. Mrs. Kathy Meagher is the former director of facilities and acting as a consultant to the College for this project Coach Eric Hallenbeck is the Athletic Director. Chris Jones is Mr. Painter's administrative assistant. Hugh Schrier and Eric Swearingen are lead facilities people and will be involved with overseeing construction.
3. Proposals must be received by 2:00 PM local time on January 6, 2023. Proposals must be in a sealed envelope, clearly marked "GC-2306 Multipurpose Field Site Preparation – Attn: Chris Jones". Unsealed proposals or proposals delivered via fax or email will not be accepted. Two (2) paper copies of the response to the Request for Proposals signed by an officer of the proposing company is required plus an electronic copy. Proposals will be received until 2:00 PM on January 6, 2023, at the Garrett College Facilities Office. Bidders can also mail proposals to the following address, but proposals must be received prior to 2:00 PM on January 6, 2023. Please Note that the College is closed December 23, 2022, to January 2, 2023.

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4. The responsibilities of the Engineer are to review shop drawings, fabrication drawings, etc., answer any technical questions, provide logistical support to the Owner as it relates to the project, monitor project for compliance with plans and specifications, and review pay requests. Digital submissions are welcomed and preferred.
5. The responsibilities of the Owner's Governing Body are to coordinate activities between the contractor and College.
6. The contractor is reminded that this is an institute for higher learning and proper decorum should be always maintained. Garrett College is a Tobacco-Free campus.
7. All work shall follow the guidelines presented in the Contract Documents.
8. NTP estimated March 2023. Notice of award would be in February 2023.
9. There will be a companion bid for the turf that has already been awarded to Sprinturf. The selected contractor will be required to work with Sprinturf.
10. Wage rates are required for this portion of the project. Refer to Section 00 70 00.
11. The contractor will be able to start grading outside of the existing field upon notice to proceed. Refer to the Erosion and Sediment Control Plan C4.0. After May 15, 2023, the contractor will be able to work in the limits of the existing field. Refer to Erosion and Sediment Control Plan C4.1 The field is to be ready for carpet July 19, 2023. This includes, but is not limited to, fence poles, curbing, and all grading and stormwater work. Time charges begin as per the Notice-to-Proceed. Liquidated damages were set by the Owner at \$1000.00 per working day. Requests for time extensions shall be made beforehand and in writing. All requests shall be made immediately after an event that would cause an extension (weather delays, change orders, etc.). Substantial completion is August 14, 2023. Discussion with the contractors ensued stating their concerns for the aggressive schedule. They noted issues still with piping supply and with scheduling blasting subs. In addition, stockpiling of gravel would take a considerable amount of time. Owners acknowledged the contractor's concerns and noted they would discuss internally and provide an update.
12. This project requires a "good faith effort" in the solicitation of Minority/ Women owned Business Enterprises (M/WBE). Section 00 37 50 of the specifications explains the expectations of the College in regard to MBE. The Contractor will be required to fill out and include the MBE Affidavit in the proposal. MBE Goal is 10%.

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13. Bid will be evaluated on base bid and accepted alternates determined by the Owner. Alternates could be taken in any order that maximizes the Owner's budget.
14. Rock was encountered during the geotechnical investigation. Refer to Addendum 1, which includes two reports. The latter report addresses the area where rock was encountered. Contractor is encouraged to consider these documents provided as a courtesy as well as Section 31 23 16 in detail before submitting a bid. The College will permit blasting provided all local, state, and federal regulations are observed.
15. Guarantee of completed work: as per the contract documents, the Contractor shall provide the Owner a guarantee for materials, installed equipment and workmanship for a period of Two-years (2) beyond the date of final inspection and acceptance.
16. The Contractor shall present an Activities schedule within two weeks of the notice-to-proceed. Dates for field completion will be coordinated with Sprinturf, the field installer.
17. Questions pertaining to the Request for Proposals and/or Project Scope should be sent to Chris Jones (chris.jones@garrettcollege.edu) and Ray Rase (rrase@specseng.com) by 2:00 PM December 20, 2022. Additional information in response to questions received by the deadline will be posted to the College's purchasing website at least 48 hours prior to the application due date. It is the contractor's responsibility to visit the Garrett College website for updates. www.garrettcollege.edu/purchasing.php
18. Turf installer will meet on-site prior to turf installation to review the subgrade and stone layers. The turf installer will provide an acceptance of the stone or make recommendations for repair and/or mitigation prior to arriving to install the carpet. The aggregate layer is to be installed by the sitework contractor. The contractor is responsible for making any corrections identified.
19. Site work contractor will provide a precision graded surface for turf installation.
20. Stormwater cells are constructed of stone and HDPE barrier. The intent of the barrier is to prevent water migration directly to the underdrains. The membrane is to be backfilled to stone grade with onsite materials with higher clay content. Refer to details 1 and 7/C0.3 and sheet C5.0. Each membrane is installed in a U-shape around the cell. The membrane is installed in a continuous line along the side under drains, south part of cell and then along the middle underdrain. The membrane acts as a dam for the stepped cells. Each step in the cells is 6 inches- refer to C5.0. Note that one of the details on the cross sections shows an added thickness of 57 stone, providing the appearance of a third layer. This is a wedge of 57 stone intended to provide a consistent sloped surface for the 4" turf base immediately under the turf. A geosynthetic is placed between the 57 wedge and the 4"

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turf base. There are 12 cells. The membrane is intended to reach the bottom of the 4" aggregate layer

21. Add Alternates are discussed in Section 01 15 00.
 - a. ADD Alternate No. 1 – Barrier Net System Description: Design, furnish and install barrier netting system as described in Section 11 68 00 and as shown on plans.
 - b. ADD Alternate No. 2 – North Fence Height Adjustment Description: Change north fence from 4 feet high to 8 feet high. Install an 8 feet high chain link fence along the north side of field.
 - c. ADD Alternate No. 3 – Field Lights Conduit. Description: Install conduits for field lighting as shown on plans. Provide pull string.
 - d. ADD Alternate No. 4 – Field Light Bases. Description: Install field lighting foundations per details on plans.
 - e. ADD Alternate No. 5 – Soccer Scoreboard. Description: Furnish and install soccer scoreboard including conduit, conductors, and modifications to existing electrical service drop.
 - f. ADD Alternate No. 6 – Vinyl Coated Chain Link Fence (4 ft high) Description: Change all proposed chain link fence and gates to vinyl coated per Section 32 31 13.16 for the Base Bid height of 4 ft.
 - g. ADD Alternate No. 7 – Vinyl Coated Chain Link Fence (8 ft high) Description: Change all proposed chain link fence and gates to vinyl coated per Section 32 31 13.16 for the Base Bid height of 8 ft fence if Alternate No. 2 is accepted.
 - h. Owner may select any, all or none of the add alternates.
22. Contractor will assume responsibility for NPDES throughout construction.
23. A spoil area is provided for the contractor's use for disposing of soil and rock for this project. The contractor is not obligated to use this area. If the contractor elects to use it, the contractor is responsible for installing and maintaining all the sediment and erosion control devices as shown on the Spoil Site set of drawings. These devices will remain in place after the contract is completed. The contractor will be responsible for seeding and mulching disturbed areas.

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24. A point of access will be along the foul ball line across from the facilities office and garage. A second point of access is off the gymnasium parking lot.
25. Grading permits and Stormwater permits have been applied for by the Engineer.
26. Project Sign to be updated once information is received from the State. The contractor will be responsible for furnishing and installing one 72" x 96" multi-colored sign.
27. The detail for the segmented retaining wall incorrectly calls for salvaged blocks. Contractor shall provide new blocks per the specification. In addition, the wall footing is shown as concrete. Contractor may use either concrete or stone as required by the wall designer. The contractor will need to submit sealed design calcs for the wall.
28. Geotechnical testing, if necessary, will be at the Owner's cost. All other testing is to be at the Contractor's cost (concrete, etc.).
29. Fence fabric to face towards the field. The contractor is required to coordinate fence installation with the field installer.
30. CAD files will be made available to the contractors with no guarantee to their accuracy. Contractor is to contact Ray Rase at rrase@specseng.com to obtain the files. Contractors will be required to sign a waiver.
31. Addendum 2, including schedule changes, to be issued after minutes.

If these minutes do not reflect your interpretation of the meeting, please inform the undersigned in writing three days from the date of issue. These minutes shall be considered part of the contract documents. Changes in the contract documents discussed in this meeting are not official until verified in a separate addendum.

Respectfully submitted,



Raymond C. Rase, PE, PS
Project Manager