



PRE-BID MEETING MINUTES

GARRETT COLLEGE FURNISH AND INSTALL SYNTHETIC TURF AT THE MULTIPURPOSE FIELD

Date of Meeting: September 20, 2022
 SPECS JOB NO. 5593

Date of Issue: September 22, 2022
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ATTENDANCE

<u>Name</u>	<u>Company</u>	<u>Phone</u>	<u>Email</u>
Kathy Meagher	Garrett College	301.387.3095	kathy.meagher@garrettcollege.edu
Eric Hallenbeck	Garrett College	301.616.6250	eirc.hallenbeck@garrettcollege.edu
Rob Smith	Sprint Turf	484.880.8205	rsmith@sprinturf.com
Steve Nagler	Keystone Sports Construction	412.510.1607	stephen@keyssc.com
Cody Magill	Shaw Sports Turf	202.603.6468	cody.magill@shawinc.com
Steve Parks	STP Landscape Architecture	814.932.2198	stplarch@aol.com
Raymond C. Rase	SPECS, Inc.	301.777.2510	rrase@specseng.com

DISTRIBUTION

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. Mrs. Kathy Meagher is the director of facilities and primary point of contact with the college. Coach Eric Hallenbeck is the Athletic Director. Chris Jones is Kathy's administrative assistant.
3. Proposals must be received by 2:00 PM local time on September 28, 2022. Proposals must be in a sealed envelope, clearly marked "GC-2305 SYNTHETIC TURF – 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 September 28, 2022, 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 September 28, 2022.
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.

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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 maintained at all times. Garrett College is a Tobacco-Free campus.
7. All work shall follow the guidelines presented in the Contract Documents.
8. NTP estimated April 2023. Notice of award would be in December 2022.
9. There will be a companion bid for the sitework advertised this year. The winning proposal will need to work with the selected bidder of the sitework contract.
10. Wage rates are not required for this portion of the project.
11. The field is to be ready for Carpet July 19, 2023. Carpet shall be installed by August 14, 2023. 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 and extension (weather delays, change orders, etc.).
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 regards to MBE. The Contractor will be required to fill out and include the MBE Affidavit in the proposal.
13. Bid award will be based on a number of criteria as outlined in Section 01 10 00.1.13. The bid form has blocks for four base bids. The first three are pre-selected carpets which meet the specifications. The fourth is for any unnamed carpet which meets the specifications of the carpet as outlined in Section 32 18 13 and elsewhere in the RFP. Being a pre-selected carpet afford no advantage over others provided they meet the criteria specified.
14. 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 One-year beyond the date of final inspection and acceptance. The turf carpet and its installation is to be guaranteed for a period of 10-years.
15. The Contractor shall present an Activities schedule within 2 weeks of the notice-to-proceed. Dates for field completion will be coordinated with the sitework contractor.
16. Questions pertaining to the Request for Proposals and/or Project Scope should be sent to Chris Jones chris.jones@garrettcollege.edu by 2:00 PM September 22, 2022. Additional

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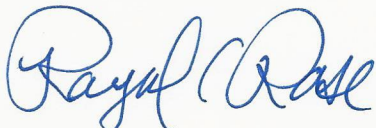
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information in response to questions received by the deadline will be posted to the College's purchasing website at least 48 hours prior to the application due date. It is the contractor's responsibility to visit the Garrett College website for updates.

17. Turf installer will be required to 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.
18. Site work contractor will provide a precision graded surface for turf installation. The aggregate base specification is included for informational purposes.
19. Add alternate is two GC logos in the batter's circles.
20. No shock pad is required. Turf will need a heavy backing per spec.
21. The infield will have a different color than the rest of the playing surface. There is no warning track. All lines, etc to be in accordance with NJCAA requirements.
22. Sitework contractor will provide a perimeter curb for attaching carpet. Carpet extends fence to fence except for in between the two dugouts. A curb will be installed three feet off the existing fence.
23. Point of access will be along the foul ball line across from the facilities office and garage. An area for layout will be provided in the gymnasium parking lot.

If these minutes do not reflect your interpretation of the meeting, please inform the undersigned in writing three days from 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

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