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INVITATION FOR BIDS

**Demolition/Construction Services for the Dock Replacement
At
Morgan State University's
Patuxent Environmental and Aquatic Research Laboratory
"PEARL"**

**PROJECT NUMBER: DCM-PDR-18-1CO
E-Maryland Market Place Solicitation No.: MDR 1331040823**

PRE-PROPOSAL CONFERENCE MEETING MINUTES

Meeting held September 28, 2018, at 10:00 AM

Publish Date 10.5.18

ATTENDING:

Juanita Singletary Jones, MSU Procurement; Kim I. McCalla, MSU Design and Construction Management; Andrew M. Turner, MSU PEARL; Gil Dissen, Dissen & Juhn Company; Philip M. Robinson, SE Davis; David Harris, Edwin A. & John O. Crandell, Inc., and Phil Hutson, RDSCO.

In accordance with State regulations, the minutes of this meeting are herein enclosed and are made part of the contract documents, which the contract will be based. A copy of the minutes along with the attendance sheet will be published on e-Maryland.

Mrs. Singletary Jones called the meeting to order, giving opening remarks and provided the format for today's meeting.

Few Housekeeping Items

- Minutes of the meeting will be posted on e-MD along with the attendance sheets.
- Please ensure that you sign the attendance sheet prior to leaving this morning.
- As a courtesy we have provided a call in number for today's meeting and we have one participant joining in.
- Addenda 1 and 2 have posted on e-Maryland. Addendum No. 1 changed the bid due time from 9:00 am to 10:00 am. The date remains unchanged. Addendum No. 2 responded to questions received from prospective Bidders.
- This procurement is being conducted in accordance with the Morgan State University Procurement Policies and Procedures.

Meeting Format

- Today's meeting format will include a procurement overview pointing out key dates and instructions, we will then allow any Procurement related questions to be addressed.
- The meeting will then be turned over to Ms. Kim McCalla who will provide an overview of the required services.
- We will then entertain questions and proceed to the site.

The purpose of the Pre-Proposal Conference is to allow potential firms the opportunity to familiarize themselves with the project, meet the MSU team and ask questions requiring clarification.

I want to turn everyone's attention to the solicitation schedule; the last day to submit questions is **12 noon on October 12th** we anticipate publishing the responses on or about **October 16th** on e-Maryland. All questions, shall be submitted to the Procurement Officer as outlined in the IFB. **Bids shall be submitted to the PEARL Office** located at **10545 Mackall Road St. Leonard, Maryland 20685**, not later than **October 22nd, at 10:00 am**. Bids will not be opened publically. The evaluation of your submission will be based on both experience and price. Bidders shall have at least ten (10) years of experience in marine construction demolition and re-decking docks. Projects should range between \$50,000-\$150,000.

Prospective Bidders are responsible for checking e-Maryland forty-eight (48) hours before the closing time of this IFB to verify that the Bidder has reviewed any addenda that may have been issued under this solicitation.

Bids submitted in response to this solicitation are irrevocable for 120 days following the closing date. Bidders are required to submit a Bid Bond if the Bid exceeds \$100,000. Liquidated damages in the amount of \$150 shall apply for each calendar day that each element of the project remains incomplete beyond the milestone dates.

By submitting a Bid in response to this IFB, the Bidder, if selected for award, agrees that it will comply with all federal, state, and local laws applicable and accepted all mandatory contractual terms and conditions.

The Bidder agrees that if an actual or potential conflict of interest arises the Bidder shall immediately make a full disclosure in writing to the Procurement Officer of all relevant facts and circumstances.

By submitting a response to this solicitation, the Bidder represents that it is not in arrears in the payment of any obligation due and owing the State of Maryland, including the payment of taxes and employee benefits, and that it shall not become so in arrears during the term of the contract if selected for contract award.

Bids should be prepared simply and economically, providing a straight forward, concise description of the Bidders submission to meet the requirements of the solicitation.

Scope reviews shall be conducted prior to announcing the apparent low bidder and serve to clarify to the University the Bidders understanding of the scope of work. Scope reviews will take place on **October 26th**.

The University anticipates issuing the NTP and conducting the construction initiation meeting on **November 9th** at 10:00am.

The floor was opened and no Procurement related questions were asked. The meeting was turned over to Ms. Kim McCalla, Associate Vice President for Facilities, Design and Construction Management.

We are looking for a qualified contractor to replace and demolish the existing 4,200 sf. dock deck and construct a new one on the existing pile foundations. Work under this contract consists of but is not limited to the installation, labor, materials, transportation, permits, certificates, design services, construction, demolition, disposal, hoisting, supervision, coordination, utilities, work protection, etc. that is necessary to demo and reinstall the dock as spelled out in the scope of work. Note: Curbing, cleats, lamp posts are to be removed and salvaged for reinstallation.

Two decking solutions are being considered. The University will consider both options when determining what is in the best interest for the facility. Option (1) is the yellow pine decking and Option (2) is the IPE wood.

Because the dock is heavily utilized from spring to fall (April-October) it is imperative that the work adhere to the project schedule. Ms. McCalla asked the attendees if the project range between \$50,000-\$150,000 posed a problem? The response was no. The meeting was then opened for questions.

Question: Are there any as built drawings?

Response: Yes, we will make them available to you. They were certified by McCrone Engineers.

Question: Will the big boat be removed?

Response: Yes, by the end of November.

Question: You indicate there may be stringers that need replacing; leaving it up to the contractor to determine may be a liability issue for the facility down the road. Should we just replace all of them?

Response: Provide an alternate price to replace them all the stringers

Question: What about the stringer size?

Response: The University would like for you to verify and/or recommend the proper stringer size.

No other questions were entertained. The meeting was adjourned and the site visit commenced.

Question: Were there ever tanks on the pier?

Response: There have never been tanks on the pier.

Question: If the bridge was never intended to be used for vehicular traffic... why do vehicles use it?

Response: It is mainly used to bring supplies down to the dock, via a pick-up truck.

Mrs. Singletary Jones reminded all in attendance that additional site visits required advanced scheduling with the **PEARL Office** and was not guaranteed to occur when requested. No further questions were raised and the site visit was concluded.

The minutes are not intended to be a transcript of the meeting, but an encapsulation of the event and conversations.

Enc.

cc: Plan Holders
All in Attendance
Project File