2014-016 Arcade Parking Garage Improvements

Meeting Minutes – Friday, June, 13, 2014

Meeting Location:	Municipal Building, Room 208, 245 DeKoven Dr., Middletown, CT – Site Visit followed
Project Name:	Arcade Parking Garage Improvements
Re:	Pre-Bid Meeting
Meeting Date/Time:	June 13, 2014 at 10:00 am
Attendees:	**See Attendees list Donna Imme, Middletown Purchasing Dept. Geen Thazhampallah, Parking Services Director Roger Beliveau, Operational Leader, Parking Services Steven Drechsler, PE of Alfred Benesch and Company

---

Donna Imme, Purchasing Supervisor, opened the meeting and discussed the following:

- Project Base Bid estimate is approx. $45,000.00. Alt #1 Bid is approx. 37,000. Please refer to page 5 of Information for Bidders *"Determination of Lowest Responsible Bidder/Award",* which explains the city's intentions to award the project.

- State of Connecticut prevailing wage rates do not apply to this project as it is under $100,000.00

- The Project is City Funded; therefore Local Bidder Acceptance applies to this project. (Please refer to page 12, Chapter 78 "Section 78-8 M Bid Preference for Local Vendors", of our city ordinance. ********** Affidavit of Local Vendors form was inadvertently omitted in the bid; therefore, this will be included in an addendum to be issued and posted to our city website at a later date.

- All questions shall be submitted to the Supervisor of Purchases via fax 860-638-1995 or email purchase@middletownct.gov. The deadline for receipt of questions is Tuesday, June 24, 2014 by Noon to be considered.

- ***All Addenda's, pre-bid meeting minutes, plan holder list, etc. shall be posted to the City's website. Bidders shall be responsible for checking the website for all additional information and all addenda's and shall also acknowledge the addenda in their bid where indicated on the proposal pages.
  ***Website is www.middletownct.gov

- Bid bond in the amount of 10% of the total bid is required with all bid submittals.
- The contract time is 90 calendar days to completion.
- Again, the plan holders list is posted on the City's website and updated daily. In addition, there is a $50.00 deposit for plan/specs that will be refundable if plans/specs are returned within 2 weeks of bid opening.
- All bid proposal forms required at time of bid submittal is provided in a separate packet located at the last page of the bid spec booklet. (**Local Vendor affidavit is not included in that separate packet, however, if it applies to your company, please use form included in addendum #1.

Geen Thazhampallath, City of Middletown, Parking Authority Director noted the following:
Thank you for coming today and your potential interest in this project. It is an important one for us as the current facility is deteriorating rapidly but still needed for functional downtown needs for the next 2 years as we commence a potential new garage construction in the next months and years. This facility has a daily in/out rate of nearly 700 cars. Peak service revolves with the visitors to the courthouse next door. We are happy to work with you and open to your needs for closure. All private cars are now upstairs on level 2 and only PD or City cars are below. So level 2 work should be straight forward. Level one work, especially paving, will necessitate some degree of closure. We are happy to work with you as needed. Least impactful to the City operations would be to close for paving on a Saturday but we are open to shuffling for a weekday if necessary.

Steven Drechsler, PE, Alfred Benesch & Company provided a general review of the project scope including the Base Bid and the Add Alternate.

**Q: Are there any load restrictions for construction vehicles operating on the parking deck structure (namely during paving operations included in Add Alternate 1)?

A: To be provided in an addendum to be issued and posted to our city website at a later date.

Following the meeting, all attendees visited the project site for a walkthrough. Mr. Drechsler identified various areas of deterioration being addressed in the proposed repair project. It was noted that there are areas of concrete sidewalk repair included in this project which are also included under the adjacent project at the Middletown Superior Court. These repair limits will be evaluated and revised in an addendum to be issued and posted to our city website at a later date.

Meeting Adjourned: 11:15 AM

Sincerely,

Donna Imme, CPPB
City of Middletown
Purchasing Supervisor

PREBID MEETING ATTENDANCE LIST

PROJECT: BID #2014-016 Arcade Parking Garage Improvements

DATE: Friday, June 13, 2014, 2014 at 10:00 AM

COMPANY NAME	TYPE (GC/SUB)	ADDRESS	TEL # FAX #	REPRESENTATIVE NAME AND EMAIL ADDRESS
Frank Capasso & Sons, Inc.	G.C.	1003 Middletown Ave. Northford, CT 06472	(203) 234-2355 (203) 234-0031	arun@frankcapassoandsons.com
Xenelis Const.	GC	30 Old Indian Trail Middlefield	860-347-5823 860-349-1636	mikewernzimmer@xenelis.com
Jerry Blank	GC	Structural Preservation 1755 Highland Ave Cheshire, CT	203 269 7552	JblankC@Structural.net
Casey Blank	GC	Structural Preservation 1755 Highland Ave. Cheshire, CT 06410	203 859 8054	Cblank@Structural.net
Donna Immer		City Purchasing Supervisor	860-638-4895	Purchase@Middletown.gov
STEVE DRECHSLER		ALFRED BENESCH & CO.	860-633-8341	SDRECHSLER@BENESCH.COM

COMPANY NAME	TYPE (GC/SUB)	ADDRESS	TEL # FAX #	REPRESENTATIVE NAME AND EMAIL ADDRESS
Geen Thazhampallah		245 Dekoven DR	8606384926	City Parking Office geen.thaz@middletown.ct.gov
Roger Belivieau		245 Dekoven DR	8606384924	City Parking Office Roger.Belivieau@middletown.ct.gov

Frank Capasso & Sons, Inc.

Arun Saluja
Project Manager

1003 Middletown Avenue
Phone (203) 234-2355

Northford, CT 06472
Fax (203) 234-0031

structural
A Structural Group Company

Jerry Blank
Business Development
Structural Preservation Systems, LLC

1755 Highland Avenue
Building B
Cheshire, CT 06410
Direct: 203-303-5179
Mobile: 203-887-7583

www.structural.net

jblank@structural.net