

**TOWN OF OLD LYME  
HAINS PARK BOATHOUSE**

**PREBID MEETING MINUTES**

**8 June 2016**

Held At: 166 Boston Post Road  
Old Lyme, CT  
Attendees: See Attached List

Date: 8 June 2016  
Time: 9:00 a.m.

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Paul Gianquinto, Co-Chairman of the Boathouse/Hains Park Improvement Committee (BHPIC), opened the meeting with an introduction of key Town personnel present and stated that the purpose of the meeting was to outline the bidding procedures, to clarify and highlight major items in the project, explain the scope of work, and answer any procedural questions that the bidders may have concerning the project. The following items were highlighted:

**A. General Instructions to Bidders**

1. Bids will be accepted at Old Lyme Town Hall, 52 Lyme Street, Old Lyme, CT 06371 until 2:00 p.m. local time 21 June 2016.
2. Proposal forms must be used and filled out completely; submit one original and one copy. Faxed or e-mailed proposals will be rejected.
3. Bidders were reminded that all questions must be submitted by e-mail to [selectmansoffice@oldlyme-ct.gov](mailto:selectmansoffice@oldlyme-ct.gov) with the words "Questions for Boathouse Project" in the subject heading no later than 4:30 p.m. on 10 June 2016. All questions and answers will be e-mailed to the bidders and posted to the Town's website <http://www.oldlyme-ct.gov> under Current Projects by 4:30 p.m. on 14 June 2016.
4. Documents are available after 9:00 a.m. on 6 June 2016 from the Old Lyme Town Hall for a non-refundable cost of \$50.00; bidders are encouraged to call Town Hall to confirm availability prior to stopping at Town Hall. Bid Documents are listed in Item 4 of the General Instructions to Bidders; if any bid documents are missing notify the Selectman's office immediately.
5. A five percent (5%) bid bond is required with the sealed bids.
6. The project is partially funded by an OPM STEAP Grant administered by the Department of Energy and Environmental Protection (DEEP).
7. All bidders must be pre-qualified with the DAS; submit your Qualification Update Statement with the sealed bid. Bidders were also reminded that any subcontract in excess of \$500,000 requires that the subcontractor is prequalified with DAS.
8. The successful bidder will be required to sign an AIA Document 101-1997 Standard Form of Agreement Between Owner and Contractor with the AIA Document A201-1997 General Conditions of the Contract for Construction as modified; modifications are included in the Bid Documents.

9. This project is tax exempt from Connecticut State sales and use tax as detailed within the State of Connecticut general statutes and regulations, but bidders are responsible for any/all applicable taxes.
10. A one hundred percent (100%) Performance Bond and a 100% Labor and Material Payment bond will be required from the successful bidder. The cost of the bonds must be included in the bid. These bonds must be on the forms provided and must be submitted with the executed contract.
11. The Contractor will be responsible for securing all permits, but all Town permit fees will be waived. The Contractor is responsible for any/all State permit fees.
12. All successful bidders must comply with the Insurance requirements stipulated in the Instructions to Bidders and shall include all costs to provide the specified coverage with the Town and State named as additional insureds.
13. Each bidder shall carry the cost of providing their own temporary facilities; the Toilet Building will not be available for use by the Contractor's personnel. Each bidder shall carry the cost of providing their own temporary utilities; the Town will pay for the electrical usage.
14. The successful bidder will be responsible for all engineering and layout required to complete the work.
15. All bidders are required to have an established Equal Employment Opportunity Program complying with all Federal, State and local regulations.
16. Because the contract is funded by a STEAP Grant, Contractors are reminded of the State's requirement to have 25% of their contract value set aside for subcontractors certified by DAS as Small Businesses and 25% of that set aside for Minority Businesses. Links to State websites providing information are provided in the General instructions to Bidders.
17. The project is a prevailing wage rate job; applicable wage rates will be forwarded to the bidders when provided by the State, and certified payrolls must be submitted weekly.
18. Retainage on the Project is five percent (5%).
19. All bidders must have an Experience Modification Rating (EMR) of 1.0 or lower.

#### **B. Bid Form and Scope of Work**

1. All Supplements will be e-mailed to bidders and posted on the Town's website under the Current Projects.
2. The following Milestone dates are currently anticipated, subject to change to accommodate the actual award date:

Contract Award	6 Jul 16
Demolition Start	8 Aug 16
Boat Bays Ready for Rack Installation (by Others)	31 Oct 16
2 Boat Bays Ready for Use by Owner	14 Nov 16
Final Completion	1 Dec 16

3. Liquidated damages of \$100/day will be assessed for missing the 31 Oct and 14 Nov milestone dates.
4. Alternates 1 through 4 were reviewed.
5. The Cost and Quantity Breakdowns in the Bid Form will be used to confirm the bidder's understand of the project and that they have included the complete scope.
6. Bidders are required to carry an Allowance of 500 linear feet of 8' temporary fence with three 8' wide gates for installation as directed by, and for the benefit of, the Owner. The intent is to create an area outside the limit of disturbance and segregated from the rest of the Park for boat/equipment storage for use by the rowing programs during the construction period.
7. The requirements for providing a project sign acknowledging funding provided by a STEAP Grant and for installing two dedication plaques, furnished by the Owner, were reviewed.
8. The exclusion of any work related to the boat storage rack system and the docks was confirmed.

### **C. Questions During Meeting**

1. **Q:** Is it correct that all questions are due by 10 June?  
**A:** That is the current deadline; if you require more time, submit a request for an extension.
2. **Q:** What are the permitted work hours?  
**A:** On site work shall start no earlier than 7:00 a.m. and end no later than 10:00 p.m., Monday through Saturday.
3. **Q:** Was the 25% SBE set aside requirement postponed for municipalities?  
**A:** No. The requirement was not postponed, is currently in effect for municipal work and Contractors must meet the goals or be able to document good faith efforts to meet them.
4. **Q:** Who is responsible for demolition of the building?  
**A:** The Contractor is responsible for demolition and proper disposal of the existing structure. The building will be empty when turned over for demolition.
5. **Q:** Are there any hazardous material in the building?  
**A:** No.
6. **Q:** Is any Special Testing required?  
**A:** There is no Special Testing required. The Town Building Official will perform inspections of excavations, rebar, framing, sheathing, electrical, etc. The Town will retain a testing lab for concrete cylinders.

NOTICE TO ALL PRESENT -- IF ANY OF THE FOLLOWING ITEMS ARE INCORRECT OR FAIL TO RECORD DISCUSSIONS AT THE MEETING, PLEASE CONTACT THE WRITER OF THESE MINUTES IMMEDIATELY.

Respectfully submitted,  
Boathouse/Hains Park Improvement Committee  
Paul Gianquinto – Co-Chairman

cc: Attendees  
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