



BID #2016-010 Newtown Tennis Courts

Meeting Minutes – Wednesday, June 29, 2016 – 10:00 am

Meeting Location: At Site – Woodrow Wilson Middle School, 370 Hunting Hill Ave

Project Name: Newtown Tennis Courts

Re: Pre-Bid Meeting

Meeting Date/Time: Wednesday, June 29, 2016 at 10:00 am

Attendees: **\*\*See Attendees list**

Donna Imme, Purchasing Supervisor, City of Middletown

Chris Holden, Deputy Director of Public Works, City of Middletown

Michael Doherty, L.A Milone & MacBroom

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

- Project Base Bid estimate is approx. \$750,000.00. Please refer to page 4 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 apply to this project as it is over \$100,000.00
- Contractors shall hold prequalification certificate from the State Department of Administrative Services (DAS). If not certified, application can be made to DAS.
- Out of State Contractors please refer to “Information For Bidders; page 7; F-Tax Bonds”
- The Project is City Funded; therefore Local Bidder Acceptance applies to this project. (Please refer to page 11, Chapter 78 “Section 78-8 M Bid Preference for Local Vendors”, of our city ordinance.

\*\*\*\*\* Affidavit of Local Vendors form is on page 17 and shall be submitted with your bid if you are a "local vendor".

- All questions shall be submitted to the Supervisor of Purchases via fax 860-638-1995 or email [purchase@middletownct.gov](mailto:purchase@middletownct.gov). The deadline for receipt of questions is Friday, July 8th, 2016 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 prior to submitting their bid. All submittals shall acknowledge receipt of addenda(s) where indicated on the proposal pages. \*\*\*Website is [www.middletownct.gov](http://www.middletownct.gov)
- Bid bond in the amount of 10% of the total bid is required with all bid submittals.
- The contract time is 120 calendar days to completion. \*\*The City of Middletown's goal is to award and issue a NTP with a start date of August 1, 2016 or, if possible, sooner. Therefore, contractors need to be aware of our scheduling needs and plan accordingly.
- The plan holders list is posted on the City's website and updated daily. In addition, plans/spec's are available and require a \$100.00 deposit. All plan/specs that are returned within 2 weeks of bid opening are refundable.
- 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 on page 17 in the Bid specification booklet).
- The bid opening is on Thursday, July 21, 2016 at 11:00, Municipal Building, Council Chambers, 245 DeKoven Drive, Middletown, CT

Chris Holden, Deputy Director, City of Middletown made the following comments:

- The City is very excited to complete this project
- Post tensioned concrete is very technical and requires experience as outlined in the Bid Documents.

Mike Doherty of Milone & Macbroom, Inc. stated the following:

- If an additional bid item regarding site removals not performed by the city is determined; it will be addressed in a future addendum.
- The awarded contractor, or included subcontractors, shall be qualified and meet the requirements set forth in the bid document; including but not limited to American Sports Builders Association and Post Tension Concrete Certifications, prior work experience, and references.
- The bid and plans contain Add Alternates. Bidders need to ensure all requested information is filled out.
- The wetlands permit and conditions of approval are included on the plans and should be reviewed.
- Geotechnical report is included in the Project Manual and should be reviewed.
- The contractor needs to minimize construction vehicles in, and over-compaction, of rain garden and general landscape areas.

- The site is in a residential neighborhood and care needs to be taken to reduce noise and dust. A clean site will need to be kept daily.

Meeting Adjourned: 11:00 am

Sincerely,

Donna Imme, CPPB  
City of Middletown  
Purchasing Supervisor