



## Transmittal

**ID:** 00023  
**Date Sent:** 4/27/2009

**Project:** St. Elizabeths Nursing Ctr-Renovation  
**Number:** 08029

**To:** John Zera  
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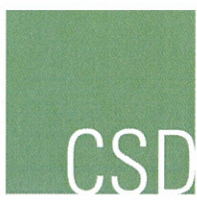
**From:** Curt Wilson  
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**Subject:** St. Elizabeth's Interior Renovations - Prebid Meeting  
**Via:** Info Exchange

**Purpose:** For your information

**Remarks:** We have posted minutes from the Prebid Meeting for your information.

**CC:** Burt English(Farrand & English, Inc.)  
Carol Norris(CAM Construction Co., Inc.)  
Christine Mour(St. Elizabeth Rehabilitation and Nursing Center)  
Chuck McCann(Harkins Builders, Inc.)  
Francis Grooms(St. Elizabeth Rehabilitation and Nursing Center)  
Fred Morabito(Morabito Consultants, Inc.)  
Jeff Parish(Lopez-Parish Interiors)  
Blair Farrand(Farrand & English, Inc.)  
Jen Schildtknecht(Mullan Contracting Company)  
Maria Lopez(Lopez-Parish Interiors)  
Mark Schulz(Catholic Charities)  
Rick Hichew(James Posey Associates, Inc.)



## MEMORANDUM

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PROJECT NO:	08029	DATE:	April 20, 2009
RE:	St. Elizabeth's Interior Renovations Prebid Meeting	COPY:	Christine Mour Mark Schulz Francis Grooms Maria Lopez Rick Hichew Fred Morabito Burt English
TO:	Marc Munafo - CAM Construction Co., Inc.. Larry Kraemer - Harkins Builders, Inc. John Zera - Mullan Contracting Company		
FROM:	Curt Wilson		

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A pre-bid meeting was held at the project site from 2:00 to 3:30pm on April 23, 2009. It was attended by the Owner, Architect, Interior Designer the three General Contractors Bidders and a number of subcontractors. A copy of the sign-in sheet is attached.

The Owner described limitations on access to and use of the building. These requirements will be further clarified by Addendum. The most significant requirements discussed include:

- A five-space parking area behind the building will be made available to the Contractor.
- Additional outside space behind the Power Plant building will be available for Contractor's use.
- Within the two areas above, the Contractor will be limited to two trailers and one dumpster. The balance of these areas is available for Contractor parking.
- Work on the resident floors will be limited to the hours between 8:00am-5:30pm. Residents will be moved from the rooms in corridors under construction for these hours. The Contractor must allow for occasional staff escorted resident access to their rooms during these hours.
- Significant utility shut-downs must be scheduled between 8:00pm and 5:00am.
- Work in the main lobby area on the 1<sup>st</sup> floor will be limited to the hours between 8:00pm and 5:00am.
- Dust barriers must be provided to separate work areas from occupied areas.

There was discussion of the sequence of Work. The Architect advised that the Bid Form includes a requirement for the Contractor to provide a brief description of the proposed sequence and that the Owner is open to alternate approaches. Several sensitive issues relating to sequence were discussed.

- No more than one resident corridor per floor may be removed from service at any one time during the Work.
- No more than two bathing rooms per floor may be removed from service at any one time during the Work.
- The existing nurse station must remain in service until alternate work stations for nurses are available in renovated corridors.
- The Owner will be willing to discuss adjustments to the proposed sequence during the Work.

The Interior Designer presented samples of finish materials to be included in this project. The selections are proprietary and materials must be provided as specified. All materials specified

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are believed to be currently available. If select materials become discontinued during construction, alternate selections will be made.

The Bidders all confirmed receipt of the Bid Alternate package for the outdoor pavilion. The Architect noted that the base bid is to be for the interior renovations. The alternate to construct the outdoor pavilion is to be submitted as an addition to the base bid.

The Owner led a tour through the existing facility, identifying significant building features, limitations on use and generally discussing the scope of work in the various sections of the building.

The Owner and Architect responded to other specific questions.

- It is the Owner's intention to enter into an agreement and begin work as soon as possible after submission of bids, subject to bids being within budget. The Architect anticipates receipt of a building permit prior to the bid date.
- The Owner will approve payment for materials stored and insured, on or off site.
- The Architect has a copy of the original construction documents for the existing building. These documents will be posted on CSD's file transfer website for the General Contractors' information.
- There is no thought to delaying the bid due date at this time.
- The design team will make every effort to release any applicable revisions to the bidding documents one week prior to the bid due date.
- The Architect advised that it is not the intent of the Engineered Metal Buildings specification for the pavilion to be proprietary. The Bidders were advised to refer to Paragraph 1.03B. of this Section for requirements associated with any proposed alternate providers.
- The Bidders may visit the site again prior to the bid due date. Bidders are requested to contact Francis Grooms at cell phone: 410-598-4571 to schedule any additional visits.

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ST. ELIZABETH'S INTERIOR RENOVATIONS  
 PRE-BID MEETING APRIL 23, 2009

SIGN-IN SHEET

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