

For All Seasons - Renovation Project

PRE-BID MEETING Bid No. 24-19 CDBG Grant MD-25-CD-27

Meeting location: 300 Talbot Street, Easton, MD

Date/Time: March 12, 2025, 2:30PM

ATTENDEES:

Mary Kay Verdery – Talbot County, Grants Administrator

Virginia Richardson – Rauch

Beth Anne Dorman – For All Seasons, Inc.

Patti Cannon – For All Seasons, Inc.

Bonnie Thomas – For All Seasons, Inc.

Erica Batson – For All Seasons, Inc.

Lauren Weber - For All Seasons, Inc.

Alex Valenzuela – Prisma, LLC

Karen Valenzuela – Prisma, LLC

Robin Schurman – BRS Consultins, Inc.

Ronald Markey – Harper & Sons

Matt Chaffier – Harper & Sons

Andrew Formo – Micon Construction

Briand Wood – Willow Construction

Brent Jones – PCS

George Wood – AIM Services

Jonathan Farmer – Delmarva Veteran Builders

Charles Guldberg – J&J

Mike Garretson – Eastern Contracting Services, Inc.

Jihwan Lee – Bennett Group

Michael McIntosh – BGC

MEETING MINUTES:

Mary Kay discussed the CDBG funding element and requirements. All required bid documents are located on the County website at: www.talbotcountymd.gov/cdbg. Sealed bids need to be submitted to the County Courthouse by 11:00 a.m. Friday, March 28. Complete and accurate bids shall incorporate all required documents to include cover form, bid form, affidavit, BABA, statement of assurances, Section 3 clause and Section 3 hiring/labor forms, and 5% bid bond. Mary Kay reviewed HUD 4010 labor standards, Davis Bacon Wages, debarment checks, contracts and agreements.

A copy of the complete bid package and reference documents to include Addendums 1, 2 and 3 are available on the County website.

Patti Cannon of For All Seasons reviewed the scope of work consisting of renovating an approximately 15,500 square foot mental healthcare facility, including therapy and psychiatry, victim and crisis support and comprehensive education and outreach, located at 300 Talbot Street, Easton, Maryland. Phase I

renovation work includes: HVAC replacements and upgrades, including duct work; Renovation of four (4) bathrooms to comply with ADA and CARF requirements; Replacement of four (4) emergency exit doors; Installation of insulation to increase energy efficiency and sound reduction; Interior refurbishments to include: painting, wallpaper, carpet, tile work, lighting fixtures, ceiling tiles; Server room enhancements to improve ventilation and temperature control; Space reconfiguration and new office layout; and exterior fence construction. Phase II work includes additional interior space reconfiguration to improve the space efficiencies of existing office layouts and create more functional service areas; Installation of eight (8) skylights; and Exterior power washing. After the meeting a guided tour of the interior and exterior of the facility was provided for the attendees.

Various comments and questions were noted during and after the meeting to include the following:

1. This site provides mental health and rape crisis services. **Confidentiality and privacy are of utmost importance. Workers will be subject to background checks and will be required to maintain discretion at all times.**
2. Will contractors be responsible for moving furniture. **RESPONSE: Yes, for existing furnishings – Refer to note A2.7 on sheet A101 for scope of work. FAS will coordinate space within the building to temporarily store the furniture.**
3. Hazardous Materials – **RESPONSE: Hazardous Materials are not anticipated in this building; however, the building has not been tested for Hazardous Material. During construction, if material is suspected, GC shall stop work and test material.**
4. Exterior staging area and fencing – **RESPONSE: Exterior areas for dumpster and material storage are highlighted in pink below. Remove existing fences and replace with 6' high board wood fence along the south property line. Provide 3' wide gate and hardware on the west side near the egress stairs. (See yellow line in snapshot below). Provide survey services to confirm exact location.**



5. Will all (4) bathrooms or bathroom areas be available to be renovated at one time? If not does (1) bathroom on each floor need to remain in service at any time? **RESPONSE: The bathrooms can be demolished by floor while maintaining at least one working bathroom per floor would be FAS preferred method, open to other options to ensure that bathroom facilities are available for clients and employees.**
6. Will the elevator be available or can it be shut down over a period of time to perform the elevator cab work. **RESPONSE: Contractor shall advise the estimated down time so that the occupants can adjust accordingly. The elevator can be shut down for work, but FAS would prefer it if work could be completed after hours/on weekends, if possible, as to ensure ADA compliance. If not, GC will need to coordinate so FAS can advise clients accordingly.**
7. Will noisy activities have to be completed during off hours/weekends? **RESPONSE: Fridays are low volume activities for For All Season staff and clients. Noisy activities such as demolition, core drilling, etc. are preferred to be conducted during early morning hours and Fridays. However, the occupants are flexible. GC to identify noisy activities and their durations so that the Owner can adjust accordingly. The building will generally be occupied during construction activities. After Hour Work /Hours of Operation - refer to Note A1.7 sheet A-101. Please bid hours and pay accordingly.**
8. Are there any occasions when the occupants have late or evening hours? **RESPONSE: No, during this time FAS will ensure no appointments after 5:00 pm.**
9. Has it been confirmed if the existing roof top unit curb and roof opening can be reused for the new replacement roof top unit? If the existing curb is not being reused, please provide structural details to reframe roof structural elements. **RESPONSE: New curbing was replaced on the roof in 2022 by FA Taylor & Son. Expectation was that the existing unit would be removed and replaced.**
10. Is there any information available for the existing roof system and warranty? New skylight openings will need to be cut into the existing membrane roof, will these openings need to be covered by the existing warranty? **RESPONSE: All roof penetrations shall be performed by or in accordance with the roof subcontractor that holds the warranty, which is FA Taylor and Son.**
11. Does the entire sprinkler system need to be replaced? **RESPONSE: No, only sprinklers in core area as noted on drawings.**
12. On the bid form pricing breakout, under which Bid Proposal item shall the sprinkler system modification cost go? Please provide as built for the sprinkler system for head relocation purposes. **RESPONSE: Provide a separate line item for fire suppression modification costs. As built-s are not available at this time.**
13. Will the contractor be required to perform "fire watch" services when the sprinkler system is shut down or out of service? **RESPONSE: Fire watch will be required if the system is down beyond the construction workday.**

14. Please confirm that ceilings tiles will need to be removed in all areas of new duct work even if not shown on new reflected ceiling plans. **RESPONSE: Ceiling system shall be removed and replaced as required by new duct work. Coordinate with demolition and HVAC work.**
15. In phase 1 work scope summary, please provide specification for raised floor system in server room. Who is responsible for raising, connecting/disconnecting IT equipment. **RESPONSE: All movement of IT equipment and scope of work decisions and timelines must be coordinated with FAS and FAS's IT Consultant. This must be coordinated through Erica Batson.**
16. Per note M23.1 on drawing A-102, "Server Rooms to have Separate, Independent systems" will an independent HVAC system(s) be required in server rooms? If so, please specify system(s). **RESPONSE: The server room will need a 1-ton high wall mini split system to combat the heat coming off of the server equipment.**
17. Please confirm in Phase 1 work summary which walls are to be extended for "energy efficiency and sound reduction". Partition types as shown on drawing A-004 indicates wall types A & B "up to structure", please provide clarity on "up to structure" (i.e. Bar joist, roof deck, etc.). **RESPONSE: Partitions are to extend to underside of floor structure. Energy efficiency is more in line with the heating and air to ensure proper air flow and rooms must have proper insulation and sound proofing.**
18. Please confirm if the work indicated within attached "Improvement Plans FAS" has been incorporated within the Addendum #3 drawings. **RESPONSE: Yes, all work noted in the improvement plans and within the answers to the RFI's have been incorporated into the revised drawings (Addendum #3).**
19. Please confirm if mechanical & electrical notes/requirements as shown on drawing A102 are incorporated into the mechanical design. **RESPONSE: Yes, the notes are incorporated in the Mechanical design.**
20. Have the bid drawings been reviewed by the Fire Marshal? Have the egress routes for the hallways been considered in the current phasing breakouts? Are existing walls fire rated? **RESPONSE: No, the drawings are pending submission to the fire marshal office for review. The selected contractor(s) will be responsible for obtaining building permits, fire marshal review and any other preconstruction requirements.**
21. Will temporary HVAC be maintained when areas are under construction, or can HVAC be shut down in adjacent areas or will adjacent areas of construction be vacated to avoid temporary HVAC requirements. **RESPONSE: HVAC under construction can be shut down by Zone or Floors for temporary requirements. Coordination with FAS will be required to ensure plans are implemented.**
22. Will duct trunk lines at replacement roof top unit need to be modified to make connections to new RTU? **RESPONSE: Yes, they will need to be slightly modified at the connection points as the new Return and Supply flanges are slightly different sizes.**
23. The bidder form under HVAC states "replace duct work for quality air flow (entire building)". Please confirm ductwork replacement is limited to the new work outlined in the proposed

mechanical layout for first floor and second floor per drawings M-101 & M-102. **RESPONSE:** Yes, the ductwork replacement is only limited to the areas shown on the mechanical plans.

24. What is being spec'd for CPT1, LVT1, and T1. If no specifications are available, what allowance should be used?

RESPONSE:

- CPT1 - Provide a material allowance of \$3.25 sf
- LVT1 - Provide a material allowance of \$3.25 sf
- T1 - match T2 as per finish schedule

25. Is there an expected number of phases? Or will one floor at a time be allowed. **RESPONSE:** GC to provide a project schedule with a competition date no later than 12-15-25. The phasing identified on the scope of work is associated with funding priorities.

26. Do you have the cab height at For All Seasons? **RESPONSE:** Assume 8' +/- cab height.

27. There have been three addendums to the For All Seasons invitation to bid. For more information visit, www.talbotcountymd.gov/cdbg.

- Addendum #1 (issued on December 11, 2024) revised bid due date.
- Addendum #2 (posted February 2025) Scope Drawings
- Addendum #3 (posted March 2025) Architectural and Engineering Drawings.

The meeting concluded at approximately 3:35 PM.

Email questions from the following are also included in responses above:

Sara Gibbons – BuilderGuru Contracting, Gardiner & Gardiner Contracting, sgibbons@bgc-gandg.com

Ryan Martin – BuilderGuru Contracting, Gardiner & Gardiner Contracting, rmartin@bgc-gandg.com

Keith Short – Harper & Sons, Inc., kshort@harperandson.com

Brenda Cusack – Dodge Construction Network, brenda.cusack@construction.com