

ITEM #1 (pages total)

RECORD OF PRE-BID CONFERENCE

PROJECT: Westside Façade Program Phase V
50/50 Matching Grant or Deferred Loan
Atlantic City, NJ

Date-Time-Location: Monday, 5/8/06;
Office of the ACIA, 5909 Main Street, 2nd Floor,
Mays Landing, NJ; 2:00 p.m.

Attendees: A copy of the one page conference
sign in sheet appears as attached
“A” to this record.

N.B. – This record is intended to be a representation of the issues discussed, questions asked, and answers given at the conference but not a verbatim account of the proceedings.

Ms. Annie Reid of the Atlantic County Improvement Authority (ACIA) initiated the conference with information relative to the Westside Façade Program 50/50 Matching Grant. She also introduced the attendees from Sykes O’Connor Salerno Hazaveh Architects, (SOSH), and the Atlantic County Improvement Authority (ACIA).

Annie Reid of the ACIA explained that she would review “front end” items, and Mr. Alex Cohen (SOSH) addressed the property bid sheets in Section M with a question period opportunity open to attendees after presentation.

1). ACIA “front end/boiler plate” – Project Manual

- Bid Opening Date and Time – Thursday, May 25, 2006 2:00 p.m. (Sharp)
- Location – Office of the ACIA, 5909 Main Street, 2nd Floor, Mays Landing, NJ
- Members of the ACIA staff will be in the office of the ACIA from 12:00 Noon to 2:00 p.m. for receipt of bid submissions on 5/25/06.
- Bidding Documents are available in the ACIA Office (lobby area) 5909 Main Street, 2nd Floor, Mays Landing, NJ (old Atlantic County Courthouse) for a non-refundable fee of \$20.00 (company checks to be made payable to the ACIA).
- Section C of the Project Manual (Form of Proposal) indicates that the award of contract will be made on the basis of the total lump sum bid by the successful contractor plus fully completed Property Bid Sheets as provided in the Project Manual.
- During the bid cycle, contractor shall follow the instructions regarding requests for interpretations and the routing of such in Section B (Project Manual) on pages B-6 and B-7.
- The deadline for bidders’ questions is May 10th so that the last addendum can be forwarded to all document holders by May 15th (i.e. seven full business days before the bid opening).
- The bid bond requirement is 10% of the amount bid not to exceed \$20,000.00.
- There is a 100% Performance – Payment Bond required for the project.
- The duration of construction shall be 90 calendar days from the date of commencement to be listed in the Notice to Proceed issued by the ACIA.

- The project is governed by New Jersey Prevailing Wage determinations and it should be noted that the N.J.D.O.L. web address listed on page B-9 should read <http://www.nj.gov/labor/lssc/lspubcon.html>
- PAGE C-3 – N.B. – this page should be utilized to ensure a responsive and responsible bid submission. Contractors should familiarize themselves thoroughly with Page C-3. All pages of Section C and all Property Bid Sheets must be part of the bid submission.
- Section D is the bid bond.
- Sections E and F are AIA Documents A201 (1997) – Form of Agreement and General Conditions. These will be used as the basis of the Contract Documents. Section G is the ACIA Supplementary Conditions to A201-1997.
- In Section G there is indicated the retainage limit of 2% as per the N.J. Local Public Contracts Law.
- Pages G-6-7-8-9 delineate the insurance requirements which must be met by the successful bidder. These pages should be reviewed by any bidders' agent so that questions may be answered by the ACIA or its insurance consultant.
- Section K is the ACIA Affirmative Action Policy and Plan. The ACIA maintains a goal of 10% MBE/WBE participation by subcontractors and suppliers in a construction project (7% - MBE; 3% WBE). Ms. Annie Reid is the ACIA Affirmative Action Officer. Questions for her shall be routed as per all other requests for clarification (see Pages B-5 & 6 of the Instructions to Bidders). Pages K-15-16-17 and K-18 (duplicate K-18 as needed) must be included within a bid submission for it to be deemed responsive and responsible (i.e. absence of these will trigger a mandatory rejection of the bid submission).

The attendees has no questions regarding the “front end” presentation.

Mr. Alex Cohen of Sykes O'Connor Hazaveh Architects, gave an overview of the project scope, the drawings, and the technical specifications. The project is from Kentucky Avenue to Arkansas Avenue and Horace J. Bryant Jr. Drive to Leeds Avenue.

Attendees were encouraged to sign the sign-in sheet and were made aware of the bid package availability.

There were no questions for Mr. Cohen from the attendees.

The Pre-Bid conference itself adjourned at approximately 2:25 p.m.