

# **Pamela P. Gardner, AIA**

**PO Box 971** **Easton, Maryland 21601**

January 30, 2019

## **THE REPAIR & RENOVATION OF THE FRONT FACADE OF THE HERITAGE CENTER**

### **MINUTES OF PRE-BID MEETING**

A pre-bid meeting was held on Tuesday, January 29<sup>th</sup> 2019 at 9:00 a.m. at the Heritage Center, Denton, MD. The Architect, Pamela P. Gardner AIA, and her associate, Thomas Benson, introduced themselves and explained the Scope of the Work. The Architect also explained chain of command, RFI's, project limits and handling of hazardous materials. This was followed by a tour of the Project Area and a questions and answers period.

The meeting adjourned about 10:15 a.m.

The following were in attendance.

### **ATTENDANCE**

<b>Name:</b>	<b>Company:</b>	<b>Phone:</b>	<b>E-mail:</b>
Pam Gardner	PPG/AIA	(410)-820-7973	ppgaia@verizon.net
Tom Benson	PPG/AIA	(410)-820-7973	ppgtgb@verizon.net
Matt Harris	CSI	(202)-740-3472	mattharris@contractingspecialists.com
Ron Markey	Harper & Sons	(410)-820-2000	rmarkey@harperandson.com
Katie Wilhelm	Bathon Builders	(410)-398-0800	kwilhelm@bathonbuilders.com
Dyke Booze	Potomac Valley Brick	(443)786-0126	dbooze@pvbrick.com

The following questions and/or issues were discussed:

### **ADDENDUM # 1**

1. All pre-bid questions must be submitted in writing to Pamela Gardner at [ppgaia@verizon.net](mailto:ppgaia@verizon.net). Responses will be as timely as I can make them and delivered by e-mail to all attendees and appropriate interested parties.
2. Access to the building is available upon 72 hours notice by contacting Tom Benson at 410-820-7973, or [ppgtgb@verizon.net](mailto:ppgtgb@verizon.net) or Don Mulrine at 410-479-2050, or [DMulrine@dentonmaryland.com](mailto:DMulrine@dentonmaryland.com)
3. Don Mulrine will be the Owner's Representative for the duration of the Project.
4. We will attempt to make definitive brick selections (3-4 colors) to match existing as soon as possible to facilitate bids.
5. Demolition: Add to Exterior Work
  - a. Remove 2 water hydrants in yard on 3<sup>rd</sup> street. Cap off water lines.
  - b. Brick pavers shall be carefully removed and stacked for the Town's use.
6. Demolition : Add to Interior Work
  - a. Remove and save all radiators located adjacent to east wall on second floor. Store safely in area directed by Owner.
  - b. Remove base moulding on east wall.

**phone: (410)820 7973**  
**fax: (410)820 7413**

- c. Remove portions of ceiling tiles and tin ceilings at first and second floor to enable access to the Work Area.
  - d. Remove minimal portion of plywood sheathed wall to permit access to the Work Area. Replace studs to maintain structural integrity.
7. It is assumed that lead, asbestos and other hazardous material may be present in the existing structure. The Contractor shall identify all suspected hazardous material in the Project area and notify the Owner. The Owner shall test and remove or encapsulate the hazardous substance. All cutting, sanding, etc. of areas which may contain hazardous matter shall be done in an EPA approved manner and disposed of in an environmentally safe manner. The Architect shall assume no responsibility, nor direct the work, nor specifically disclaim all liability for claims arising from hazardous material issues. See Section 02060.
  8. The Owner, Architect and Contractor shall establish a limit of Project Area which shall represent the minimum area needed by the Contractor to perform the work.
  9. The Owner, Architect and Contractor shall determine interior and exterior areas for contractors use in storage materials and staging the work. The Owner shall remove all items which he wishes to save from this area. All remaining items may be removed, discarded, or salvaged by the Contractor.
  10. The new sidewalk shall be brick pavers set on a concrete slab. The actual design and brick selection shall be made as soon as possible.
  11. Firehouse Doors:
    - a. See comments above on hazardous materials.
    - b. The doors will be repaired. Epoxy may be judiciously used, but not to impair the historic integrity of the doors.
    - c. The doors will be operable.
    - d. The doors will be re-glazed per the specifications.
    - e. New wrought iron hardware maybe needed as infill and or replacement hardware. The Contractor shall submit shop drawings for approval prior to fabrication of all new hardware.
  12. Roof flashing for parapet to roof tie in will be necessary. Portions of the roof are shingle and the other part is a single ply membrane roofing. The Contractor shall submit proposed details of how this is to be accomplished.
  13. The roof trusses are under structured and have been compromised. The roof will be replaced as funds permit. The Contractor shall walk on the roof at his own peril and shall not use the roof as a work area or staging area to perform the work.

*These minutes are the official record of the meeting and represent the understanding of the writer of items discussed and decisions made during the meeting. We shall assume our understanding to be correct unless written notice to the contrary is brought to our attention within five (5) days.*

Respectfully Submitted,

Pamela P. Gardner, AIA