



## Pre-Bid Conference Meeting Notes

**PROJECT:** RENOVATIONS MONTGOMERY COUNTY  
HEALTH DEPARTMENT

**DATE:** April 2, 2024 – 10:00 AM

**LOCATION:** Montgomery Co. Health Department  
330 Pageant Lane  
Clarksville, TN 37040

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- Introduction of Owner (MCGTN) represented by Doug Jones (Architect w/MCG Engineering), Nick Powell (Chief County Engineer), Amanda Bush (Executive Assistant/ADA Coordinator), Elizabeth Black (MCG Purchasing Agent), and Joey Smith (Director, Montgomery Health Department)
- Addendum No. 1 has been issued.
  - Due to grant funding requirements, today's Pre-Bid Meeting is not mandatory.
  - There are some additional State of TN forms required by the low bidder.
  - The awarded Contractor must be registered on SAM.gov prior to contract signing. It is encouraged to go ahead and begin this process if you have not already done so.
  - There are some clarifications to the roller shades.
- If any contractors have not requested the plans and specifications, please do so following the instructions in the bid advertisement.
- Email will be the primary means of communication for this project.
- An email will be sent out within a day or two that contains meeting minutes of this pre-bid conference. These meeting minutes will become a part of the construction documents.
- The project is Renovations Montgomery County Health Department. There are two parts to this Project. Base Bid A to remove wallpaper and paint walls throughout the Health Department and W.I.C. Clinic and Base Bid B to enclose the existing exterior patio.
- Questions and/or plan discrepancies should be addressed to the team as soon as possible.
  - Questions must be received by 2:00 pm on Wednesday, April 10, 2024, in order to be considered and answered. These should be addressed to Elizabeth Black ([elblack@mcgtn.net](mailto:elblack@mcgtn.net)), Doug Jones ([dajones@mcgtn.net](mailto:dajones@mcgtn.net)), and ([engineer@mcgtn.net](mailto:engineer@mcgtn.net)).
  - A final Addenda or clarification to questions will be issued no later than Friday, April 12, 2024, at 2:00pm.

- Any additional addenda or clarifications will be emailed to those attending today’s meeting, as well as contractors, subcontractors and suppliers that have formally requested plans.
  - It will go out to the email address that has been provided at today’s meeting.
  - Interested contractors please return read receipts as requested.
- The bid form includes a space to acknowledge addendums. Please be aware of this and be sure this section is filled out.
- Bid packets shall be picked up at the conclusion of the pre-bid meeting. The bid packets are expected to be completed as per the Instructions to Bidders and Bid Envelope instructions.
- All information provided to the bidders should be returned to the Owner on bid day.
  - If another bid packet is needed for any reason, please contact us to receive a new cover sheet or a new packet. This will need to be done prior to bid day, and we will not pay for shipping cost to send these out.
  - Submit bids in the bid envelope provided. We will not accept bids that are submitted in envelopes without the exact information as required on the bid envelope. This is to maintain consistency with the submitted information.
  - The electronic version of the plans is available at no cost to bidders, sub-contractors and suppliers by request.
  - Any partial plan orders or partial plans distributed to sub-contractors or suppliers are the responsibility of the contractor. We encourage all bidders to supply full sets of plans to sub-contractors and suppliers.
- The bid opening will be held on **Tuesday April 16, 2024**, at **2:00pm**. All bids must be received in the Montgomery County Purchasing Office located at 350 Pageant Lane, Suite 101-E, Clarksville, TN by 2:00 pm this day. No late bids will be accepted regardless of reason. Bids are time-stamped in.
  - If bids are being mailed in, it is the bidder’s responsibility to ensure that enough time is given for it to be delivered and to be sure the complete mailing address is correct, including suite number.
  - Do not mail it in the bid envelope. Seal and place the bid envelope inside an outer envelope addressed to Purchasing and note on it that it is for the **“RENOVATIONS MONTGOMERY COUNTY HEALTH DEPARTMENT”** Bid.
  - Electronic Bids shall be email to [mocobids@mcgtn.net](mailto:mocobids@mcgtn.net) and shall have **“BID for RENOVATIONS MONTGOMERY COUNTY HEALTH DEPARTMENT”** in the subject line. These emails will not be opened until bid day, but Purchasing will send a confirmation of receipt of the email.
  - Electronic bids must be submitted in enough time to account for any delay of delivery. Time stamps are from the time of receipt, not the time sent.
  - Electronic bids shall have the bid envelope and bid form scanned in with all information on them filled out and attached to the email.

- The substantial completion contract time for this project will be 210 days (7 months) from the date of the Notice to Proceed.
  - We plan on issuing the Notice to Proceed as soon as contracts can be finalized.
  - If for any reason you feel as though we will be paying a premium for this timeframe as it is too restrictive or there will be issues in procuring specified materials or equipment, please let us know during the question period.
- Liquidated damages will be \$300 per day.
- Bid Bond and Performance & Payment Bonds ARE required on this project.
- This project is within the city limits. The County cannot waive the cost of any City required Building, Electrical, or Mechanical permits so the bidders will be responsible for including the cost of required permits into their bid.
- The plans will be sent via PDF to Clarksville Building & Codes for review. We hope that review will be completed by the time you apply for the building permit. If Building & Codes needs paper copies, please include this in your bid along with the permit costs.
  - There is no anticipated demolition that should require an asbestos survey. If one is required for permitting, the County will provide at no cost to contractor.
- Contractor Use of Premises: The Contractor will have access to the workspace during the normal business hours of the Health Department. Work requiring after hours, or weekend access will be at the director's discretion and must be arranged in advanced as they will have to have someone present.
- Owner Occupancy: The Health Department and W.I.C. Clinic will remain open throughout the construction period.
  - A Sequence of Work is included in the documents and will be further refined with the awarded contractor at a pre-construction meeting. Contractor shall perform the work to interfere with the Owner's operations as little as possible.
  - Maintain existing exits unless otherwise indicated.
  - Fire alarm shall remain operational.
- Work Restrictions:
  - Coordinate operations that may result in high levels of noise and vibration, odors, or other disruption to Owner occupancy with Owner.
    - The contractor may have to coordinate loud and/or odor producing work that would disturb the adjacent active employee / client areas.
  - Maintain dust partitions during the project to keep active employee /client areas clean.
- The successful contractor will have access to the water and electricity within the building, so long as they are not abused.
- Existing public toilets located in the building are available for Contractor's use, so long as they are not abused and maintained in a clean condition acceptable to Owner
- Contractor parking will be available in the building's adjacent lot with specific locations noted during the pre-construction meeting.

- Staging and storage of materials should be accommodated in the parking lot and /or inside active working space.
- Trash, dust, and debris must be kept under control at all times and shall be cleaned on a daily basis for any work that creates such product. Existing finishes to remain shall be protected and maintained in the condition they are.
- Nonsmoking Facility: Smoking is not permitted inside buildings or within 25 feet of an entrance on the project site.
- Controlled Substances: Use of controlled substances on project site is not permitted.
- The Health Department and W.I.C. Clinic are public places with many people, including children, present. Proper dress and decorum in public spaces is required.
- The bid form includes a space for (2) Lump Sum Base Bids - A & B and (1) Total Bid. This is to protect the project budget. We will not award to multiple contractors. There are no Alternate Bids for this project.
- If there is a discrepancy in the drawings, and it is not addressed during the bid process, the more expensive and complete process or product will be expected, so that is what should be bid.
- A list of subcontractors and material providers will be required of the low bidder and possibly the 2nd low bidder within 24 hours of the bid for evaluation.
- A formal award will not be made on bid day until the 24-hour documents can be checked.
- If bids are within our budget, we plan to issue a Notice of Award within a few days of the bid opening.
- We will schedule a pre-construction meeting with the successful bidder to sign the contracts and issue the Notice to Proceed at a mutually agreeably time.
- Project Scope of work:
  - The Scope of Work for this project includes demolition and renovations to the existing Montgomery County Health Department to remove existing vinyl wall coverings, prep and paint existing walls, and enclose existing covered patio to create a new staff break room.
- **CONTRACTOR QUESTIONS:**
  - Per office policy, project budgets are not provided.
- Final Comments & Purchasing Department Comments:
  - Bids are considered confidential until the bid is awarded.
  - Electronic bids are allowable but must contain all information on the bid envelope and documentation within the envelope.
  - Be sure that whatever bid method you choose to submit your bid, it must be in by the deadline. No late bids are accepted.
  - The Owner reserves the right the reject any and all bids.
- **Site Visit:**
  - A tour of the building was conducted at the conclusion of the meeting.
  - A second chance to view the space will be scheduled for Tuesday April 9<sup>th</sup> at 10:00am.

- This will be the only other opportunity to view the space and no questions will be answered on this day. If questions arise, they must be formally asked through email.
  - During review of the exam rooms, it was determined that the existing cabinets will remain in place with contractors cutting wallpaper around them. The County Facilities and Maintenance Department will remove sensitive items from the walls. Large items can be moved to the center of the rooms and properly protected.
  - Mr. Jones stated he would address the instructions for the vinyl base in an addendum. The drawings call for the contractor to protect finishes not scheduled for removal but through discussion, there was a conversation that removing and replacing may be less labor intensive, therefore a cost-saving method.
  - Mr. Jones stated he would clarify in an addendum to fill in all wall holes and to make new ones when adding décor, equipment, etc. back to walls.
  - A question was asked about using dust control joint compound. Mr. Jones will address in an addendum if a change to the specification needs to be made.
- Bid packets were distributed to each general contractor in attendance. Bids must be returned in these packets as per the Instructions to Bidders.
  - Being no further questions or comments the meeting was adjourned.
  - The attendance sheet for this pre-bid meeting is attached with the meeting minutes.