

East Stroudsburg University of Pennsylvania

PRE-BID CONFERENCE

Agenda and Handout Sheet

**Date & Time:** 10:00 AM DST; 8 April 2014

**Project Number:** ESU 30-1462

**Project Title:** Replace Scoreboard, Eiler-Martin Stadium

**WELCOME:** Good Morning and welcome to East Stroudsburg University of Pennsylvania. Today we are holding a Pre-Bid Conference for Project Number ESU 30-1462.

**INTRODUCTION OF KEY PERSONNEL.**

University Contracting Officer: Patricia L. Reich, CPSM.C.P.M.

University Assistant Director of Planning and Engineering: William P. Pierson

University Project Manager: John Bloshinski II, Project Manager and University Architect

University Quality Assurance Coordinator: Mike Phillips

Design Professional Firm: Spillman Farmer Architects.

Spillman Farmer Architects Project Architect: Blaine Summitt, AIA

**PARKING.**

For this Pre-Bid Conference you should have obtained a temporary parking pass from Campus Police and parked in the Visitor Parking area in the last two rows in Parking Lot 'B' – Lot 29, the Parking Lot behind the Utility Plant. If you parked on Normal Street at a Parking Meter, you are okay as long as you feed the Borough parking meter. If you did not obtain a parking pass today, please see Mike Phillips for a temporary parking pass and move your vehicle to Lot 29.

There is a shortage of parking spaces on Campus. We have five to seven thousand people on Campus any given day and only twenty seven hundred parking spaces.

To park a private vehicle on the campus, it is necessary to obtain a parking permit from Campus Police and hunt for a parking place in the permit specified parking lot(s) like the rest of us.

Mike Phillips will arrange for a limited number of Contractor Company Vehicles (with markings) to park close to the Building where the work is to be performed.

**SITE CLEANLINESS.** This is an operating Campus and appearance is important to our ability to sell our services. Therefore, we expect our contractors to help us keep the Campus reasonably neat and orderly. We have two special emphasis days a year; Spring commencement and Winter commencement. These two days we expect our contractors to help us make an extra special effort to present the Campus at its best.

**PROCUREMENT CODE.** In accordance with ACT 1998-57, the Commonwealth Procurement Code of November 1998, **Contractors must pay subcontractors within 14 days after receipt of progress payments from contracting bodies**, less sums held for deficiencies. There is a 15 day grace period, but, after that time, **the contractor shall pay INTEREST** on late payments in accordance with Commonwealth law.

**BUILDING PERMITS.** The Design Professional will submit the contract drawings to the Pennsylvania Department of Labor and Industry (L&I) and obtain the required Building Permits. The University will pay any required Building Permit fees and related inspection fees. The Contractors will be responsible for coordination of all required inspections with the PA L&I assigned Building Inspector(s). The Contractors shall comply with the Uniform Construction Code (UCC).

**MBE/WBE REQUIREMENTS.** Although this project does not include MBE/WBE requirements; we strongly encourage MBE/WBE participation.

**QUESTIONS.** Do you have any questions regarding the administrative items just discussed?

If not, the program is now turned over to the **Design Professional's representative**, Blaine Summitt, for a discussion of the project scope of work and other issues.

**GENERAL SCOPE OF WORK BY PRIME CONTRACT.**  
(See Section 01010 – Summary of Work)

**UNUSUAL PROJECT CONDITONS.**

**PROJECT SCHEDULE.**

Bid due date: 2:00 PM DST, 29 April 2014.

All on site Work under this contract shall be completed between June 1, 2014 and August 1, 2014.

**LIQUIDATED DAMAGES.**

*If the Contractor fails to complete the work within the time specified in the contract, including any and all approved extensions or adjustments thereto that are properly executed under the procedures outlined by the Contract, the Contractor shall pay liquidated damages, not as a penalty, to the University in the amount of \$500.00 for each calendar day until the work is substantially completed and accepted.*

**WRITTEN QUESTIONS.** All questions are to be submitted in writing to the Design Professional.  
Note: Any informal questions discussed during this Pre-bid Conference or during the Site Walk and not documented in an Addendum are not binding on the University.

**DEADLINE FOR SUBMISSION OF WRITTEN QUESTIONS.** 21 April 2014.

**QUESTIONS.** Do you have any questions?

**CONDUCT SITE WALK.**

