

SPILLMAN FARMER

a r c h i t e c t s

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Owner: East Stroudsburg University of Pennsylvania
Project: Eiler-Martin Scoreboard Renovation
SFA# 7374.13
Re: Pre Bid Conference
Date and Time: Tuesday, April 8, 2014 @ 10:00 am EST
Place: Facilities Department Complex

Present:
NAME/TITLE REPRESENTING

See Sign-In sheet, attached (attachment #1)

Items discussed:

- 1) Bill Pierson, ESU Asst. Director of Planning and Engineering did initial greetings and introduced key personnel for this project. Following the attached Agenda (attachment #2), Bill went over parking restrictions, the need for site cleanliness, etc.
- 2) Blaine Summitt, project manager for Spillman Farmer introduced the project scope and bid schedule: All RFI's must be provided by April 21st and bids are due by 2:00 pm on April 29th. Blaine noted that site location access and mobilization space will need to be negotiated with the successful bidder. Blaine noted that there will be one initial Addendum that will incorporate prevailing wage rates and Pre Bid Conference minutes. A second Addendum will incorporate all RFI questions.
- 3) Patricia Reich, Director of Procurement and Contracting, reminded bidders that the University is keen that contractors observe the University's standards of conduct while on the University property.
- 4) A site tour was conducted after the conference. Participants were able to see the site, access challenges, and the electrical panel.
- 5) 5) There are three alternatives for truck access to the scoreboard. They are: a) Open the fence at the corner of the field and use the concrete ramp from East Brown Street; b) drive behind the stadium bleachers, along the end of the softball field and up the concrete ramp into the field; or c) enter the field via the running track; the running track has an artificial surface that must be protected with plywood.

SPILLMAN FARMER ARCH

NOTE: Anyone taking exception to the statements in these minutes, including omissions, shall notify the Architect in writing within three (3) days of receipt of the minutes and list in detail the exception; otherwise, the minutes shall stand as written