



PRE-BID MEETING MEMORANDUM

PROJECT: Keeley Park – Phase II Renovations
Stewart Project# X16071

ATTENDEES:

City of Greensboro:

- Vonda Martin, Park Planner
- Jerome Williams, Project Manager
- Shawna Tillery, Parks & Recreation Division Manager
- Jeff Shaver - Keeley Park Superintendent
- David Robinette - Keeley Park Assistant Manager
- Tony Royal – Regional Parks Manager?
- Gwen Carter, MWBE Office
- Allison Staton, MWBE Office

Design Team:

- Emily Blackwell, PLA, Project Manager – Stewart
- Shermin Ata – Shermin Ata, Architect, PLLC

Playground Consultants:

- Josh Hammond – Cunningham Recreation / GameTime
- Jason Kovarik – Cunningham Recreation / GameTime

Contractors/Sub-Contractors:

- See attached sign-in sheets

LOCATION: Keeley Park

MEETING DATE: Thursday, August 15, 2019, 2:00 PM

A Pre-Bid Meeting was held on this date and the following topics were discussed:

- 1) Introductions/Sign In
 - a) Emily Blackwell with Stewart, Project Manager and Landscape Architect, began a round table introduction. Everyone in attendance was asked to sign in and provide a business card.
 - b) All attendees representing City of Greensboro also introduced themselves
- 2) Review Scope of Work - A brief overview of the project was conducted by Emily Blackwell:
 - a) The base bid work will include but not limited to demolition, grading, utilities, playground, sidewalks, parking lot, cornhole area, fitness equipment, trails, shelters, restroom building etc.
- 3) Delivery Method, Concurrent contracts, Alternates, Contingency, Unit Prices, Bonds, and Permits were reviewed per the Agenda. [See attached]
- 4) MWBE office presented the goals as follows:
 - a) 10% MBE
 - b) 10% WBE
 - c) The state bifurcated bidding process described at the meeting has been retracted. Bids will NOT be bifurcated.**
 - d) Per the MWBE office, prospective bidders will need to conduct telephone follow up with M/WBE firms that are local in Greensboro MSA for this project only.



- 5) Project Schedule (Anticipated)
 - a) Questions from bidders will be accepted until Friday, August 23rd at 5PM.
 - b) Bid Opening: Thursday, September 5th, 2PM
 - i) Construction Start date anticipated to be at beginning of November
 - (1) The NTP date will be coordinated with the successful bidder after the city's contract approval process is complete
- 6) Contractor Questions:
 - a) See attachment for all Questions gathered as of 8/16/19
 - b) Questions have been answered or noted that they will be addressed in the next addendum.
- 7) Other
 - a) All questions are to be in writing and shall be directed to Emily Blackwell at Stewart by email at ebblackwell@stewartinc.com. You may also contact Emily at 704-909-3512.
 - b) The cut-off date for questions is Wednesday, June 13th at 5PM.
 - c) All plans and addendums are being issued as pdfs only. Contractors are responsible for printing their own hardcopies as needed.

Please notify this office should there be any additions, deletions, or revisions needed within the next five days.

END OF MEMORANDUM

Submitted By: Emily Blackwell

Date August 16, 2018

cc: All Present
All plan-holders

Attachments:

- Pre-Bid Agenda
- Sign-in Sheet chart
- Scan of original sign-in sheet & Business Cards provided