

## Upper Pottsgrove Admin and PD Pre-Bid Meeting Minutes: Meeting #1

**Meeting Date** Apr 22, 2025 **Meeting Time** 11:00 am - 12:30 pm Eastern Time (US & Canada)

**Meeting Location** 1409 Farmington Avenue Pottstown, PA 19464

**Overview**

1. Introductions
2. Sign in Sheet
3. Bid Documents and Schedule
4. Communication
5. Project Overview
6. Construction Overview
7. Site Visits
8. Questions

**Notes**

**Attachments**

### Scheduled Attendees

Name	Company	Phone Number	Email	Attendance
Christian Hoffer	Alloy5 Architecture	P: (610) 419-4055	choffer@alloy5.com	
Nikki Cuocco	Boyle Construction Inc.	P: (484) 223-0726	ncuocco@boyleconstruction.com	
Christian Donovan	Boyle Construction Inc.	P: (484) 223-0726	cdonovan@boyleconstruction.com	
Tony Ganguzza	Boyle Construction Inc.	P: (484) 223-0726	tganguzza@boyleconstruction.com	
Robert Lenosky	Boyle Construction Inc.	P: (484) 223-0726	rlenosky@boyleconstruction.com	
Jim Schultz	Boyle Construction Inc.	P: (484) 223-0726	jschultz@boyleconstruction.com	
Raz Gulea	Project X Design Group	P: (610) 365-2436	razgulea@projectxdg.com	
Michelle Reddick	Upper Pottsgrove Township		mreddick@uptownship.org	

### Bid Documents and Bidding Schedule

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
1.1	1	Plan availability	Christian Donovan (Boyle Construction Inc.)	Mar 31, 2025	Medium	Open
<b>Official Documented Meeting Minutes</b> <ol style="list-style-type: none"> <li>1. Bid Documents are available through PennBid as of 3/31/25</li> <li>2. HOP plans will be issued in Addendum#2 this week.               <ol style="list-style-type: none"> <li>1. Driveway HOP Permit is expected by the end of 2025.</li> <li>2. Driveway HOP work to be completed in Spring of 2026.</li> </ol> </li> <li>3. Pre-bid Attendance list will be included with Addendum #2/Pre-bid meeting minutes</li> <li>4. The Current Bid Schedule for the Project is as follows:</li> </ol>						

1. 3/31/25 Bid Documents available to Bidders
2. 4/22/25 Pre-Bid Conference
3. 5/12/25 Last Day for Bid RFI's at 5PM
4. 5/16/25 Final Addendum to be issued.
5. 5/22/25 Bids due through Pennbid at 2PM
6. 6/16/25 Anticipated Award
7. 7/1/25 Preconstruction Conference
8. 7/10/25 Contracts complete
9. 7/14/25 Construction Start pending issuance of NPDES permit
10. 6/14/26 Substantial Completion
11. 7/14/26 Project Closeout

## Communications

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.1	1	Bid Questions and responses	Nikki Cuocco (Boyle Construction Inc.)	May 12, 2025	High	Open
<b>Official Documented Meeting Minutes</b> <ol style="list-style-type: none"> <li>1. All Bid Questions/RFI's must be submitted in writing through PennBid</li> <li>2. RFI's will be answered via written Addendum only. <ol style="list-style-type: none"> <li>1. RFI Deadline is 5/12/25 at 5PM</li> </ol> </li> <li>3. Verbal questions and answers will be considered invalid and non-binding.</li> <li>4. Upon Contract award, All RFI's, Submittals, scheduling concerns, as built documentation, meetings, meeting minutes, task assignments, punch-lists, etc. will be managed through Procore. <ol style="list-style-type: none"> <li>1. There is no fee to use the Procore system.</li> </ol> </li> </ol>						

## Project Overview

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.1	1	Project Description	Christian Hoffer (Alloy5 Architecture) Christian Donovan (Boyle Construction Inc.)	Apr 22, 2025	Medium	Open
<b>Official Documented Meeting Minutes</b> <ol style="list-style-type: none"> <li>1. Project Consists of Construction of a new Police and Administration Building with an Alternate for a new Public works Building.</li> <li>2. Multiple Prime Contracts to include Site, General, Mechanical, Plumbing, and Electrical Contracts.</li> <li>3. Prevailing Wage rates Apply</li> <li>4. By Submitting a bid, all contractors acknowledge they have visited the job site and completely understand all existing conditions and all requirements for the project.</li> <li>5. A Complete bid is to include the following: <ol style="list-style-type: none"> <li>1. Signed Bid Form</li> <li>2. Non-Collusion Affidavit</li> <li>3. Public Works verification Form</li> <li>4. Non Discrimination Form</li> <li>5. Each Bid will be accompanied by a 10% Bid Security <ol style="list-style-type: none"> <li>1. Power of Attorney</li> <li>2. Consent of Surety</li> </ol> </li> </ol> </li> <li>6. <b><i>Do not Alter the Bid Form in any way. Altered or qualified bid forms will be considered invalid.</i></b></li> <li>6. Bonds are required</li> </ol>						

1. 10% Bid Security or Bond
2. 100% performance and payment bonds will be required from the awarded contractors
3. 10% maintenance Bond for 18 months following substantial completion is required.
7. Please review specifications for Allowances and Unit Prices.
8. O&P on Allowance items is to be included in the base bid.
9. Draft SOV will be required from the 3 lowest Bidders within 48 hours of submission.
10. Brief Overview of plans and Specifications by Architect and Engineer
1. Carefully review the Summary (01.1000) and Summary of Multiple Contracts (01.1250) Sections of the specifications.

## Construction Overview

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
4.1	1	General	Christian Donovan (Boyle Construction Inc.)	Apr 22, 2025	Medium	Open
<b>Official Documented Meeting Minutes</b> <ol style="list-style-type: none"> <li>1. Site Contractor will perform rough Grading and E&amp;S measures, then prepare the building pad for the other trades to begin.</li> <li>2. Aqua will be responsible for water install from connection at existing main to the water meter.</li> <li>3. Existing well to serve PW for washdowns and external use.</li> <li>4. Existing Septic System is to be removed.</li> <li>5. The Township will upgrade the panel at the existing house. EC will run temporary electric from this panel</li> <li>6. Existing House to be used for construction office. There are no facilities in the house, porta potties will be required. GC to provide necessary desks and tables for CM and GC, as well as meeting space.</li> <li>7. Construction Schedule will be the GC's responsibility, but Boyle will maintain the schedule in Outbuild and Procore.</li> <li>8. Work Hours are 7AM to 5PM Monday through Friday. Additional hours can be scheduled, but will not be considered extra to the contract, and will be directed by the owner and construction manager..</li> <li>9. All Prime Contractors and their subcontractors are required to cooperate fully with All other prime contractors so work under all contracts can be carried out smoothly without delay or interruption. Coordinate the work of Each prime Contract with the work under separate contracts.</li> <li>10. Plan Review, Permit, and Inspection fees will be paid by owner. Contractor to pay for any township required licenses or registrations.</li> <li>11. NPDES Permits are in the works.</li> </ol>						

## Alternate Bid Items

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
5.1	1	Alternates and Unit Prices	Christian Donovan (Boyle Construction Inc.)	Apr 22, 2025	High	Open
<b>Official Documented Meeting Minutes</b> <ol style="list-style-type: none"> <li>1. See Bid forms for full description of Alternate Bid Items.</li> <li>2. Alternate #1-New Public Works Building - All Prime Contracts affected.</li> <li>3. Alternate#2-Sally Port Addition-All Prime Contracts affected.</li> <li>4. Alternate #3-Premanufactured Carport-All Prime Contracts affected.</li> <li>5. Alternate #4-Epoxy Flooring-Key Resin at EP-01 and EWB-01 in PD and Admin-Applies to GC only.</li> <li>6. Alternate #5-Epoxy Flooring-Key Resin at EP-01 and EWB-01 in Garage 112, and Open Storage 114-Applies to GC only.</li> <li>7. Alternate #6-Linear Wood Ceiling in 009, 013, 114, 115-GC, MC, PC, and EC affected.</li> <li>8. Alternate #7-Metal Panel ceiling system in garage 112, open storage 114, and Mezzanine 115-GC, MC, PC, and EC affected.</li> <li>9. Alternate #8-New Access drive from Police department to parking to Moyer Road-All Prime Contracts affected.</li> <li>10. Alternate #9-Wash Bay 113-All Prime Contracts Affected.</li> <li>11. Alternate #10-Mezzanine 115-GC, MC, EC, PC Affected.</li> <li>12. Alternate #11-Ramp to Existing house-All Prime Contracts Affected.</li> <li>13. Alternate #12-PATH and Bollard lighting between Admin and PW building-GC, EC, and SC affected.</li> <li>14. Unit Prices listed for each Contract. Please be sure to include with bid submission.</li> </ol>						

**Additional Site Visits**

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
6.1	1	General	Jim Schultz (Boyle Construction Inc.) Robert Lenosky (Boyle Construction Inc.)	Apr 22, 2025	Medium	Open
<b>Official Documented Meeting Minutes</b> <ol style="list-style-type: none"> <li>All Bidders should be familiar with the entire site.</li> <li>Bidders are free to walk the site after the pre-bid conference <ol style="list-style-type: none"> <li>If additional site visits are required, Please contact Christian Donovan <a href="mailto:cdonovan@boyleconstruction.com">cdonovan@boyleconstruction.com</a> or 484-387-8948 to schedule.</li> </ol> </li> </ol>						

**Questions**

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
7.1	1	BID RFI's				Open
<b>Official Documented Meeting Minutes</b> <ol style="list-style-type: none"> <li>Submit all questions in writing. <ol style="list-style-type: none"> <li>RFI's will be answered and distributed to all Bidders as an addendum through Penn Bid</li> </ol> </li> </ol>						

These meeting minutes are believed to be an accurate reflection of those items discussed and the conclusions that were reached during the referenced meeting.  
Please contact Boyle Construction if there are any discrepancies or questions with the content of these minutes.