

Mark J. Sobeck Roof Consulting, Inc.
Member – Roof Consultants Institute
161 Main Street, Suite 300
Luzerne, PA 18709
Phone 570-829-5777 Fax 1-866-221-5923
Email: mark.sobeck@marksobeck.com

Pre-Bid Meeting Minutes “Masonry Parapet Wall Restoration Project”

PROJECT NAME: Luzerne County Correctional Facility
99 Water Street
Wilkes-Barre, PA 18702
“Masonry Parapet Wall Restoration Project”

MEETING DATES & TIMES:

- Zoom Pre-Bid Meeting: Monday, May 16, 2022 / 11:00 A.M. – 11:50 A.M.
- On-Site Pre-Bid Meeting: Wednesday, May 18, 2022 / 10:00 A.M. – 11:10 A.M.

LOCATION: MJSRC Zoom Teleconference (May 16, 2022) and Luzerne County Correctional Facility (May 18, 2022)

In attendance:

- Justin Piontkowski, RRO / Project Manager – Mark J. Sobeck Roof Consulting, Inc.
(MJSRC)
 - Zoom Pre-Bid & On-Site Pre-Bid
- Val Timonti – Luzerne County Correctional Facility (LCCF)
 - Zoom Pre-Bid & On-Site Pre-Bid
- Lenny Lewis – Luzerne County Correctional Facility (LCCF)
 - On-Site Pre-Bid (only)
- Malik Carter – Jones Masonry (JM)
 - Zoom Pre-Bid (only)
- Eric Shudy – Pullman
 - Zoom Pre-Bid (only)
- Jeff Marshman – C&D Waterproofing Corp. (C&D)
 - Zoom Pre-Bid & On-Site Pre-Bid

- Nate Marencic – Caretti Restoration (CR)
 - On-Site Pre-Bid (only)
- Matt Ventin – Caretti Restoration (CR)
 - On-Site Pre-Bid (only)

Items of Discussion:

The meeting minutes outlined below summarize items of discussion during the Zoom pre-bid conference and on-site pre-bid meeting.

1. During Monday, May 16, 2022’s Zoom pre-bid meeting, the following was reviewed:
 - a. Project timeline, including bid due date, anticipated completion dates, and last day for questions.
 - b. Documents needing to be submitted with each Contractor’s bid, which include:
 - i. Bid Label affixed to bid submission envelopes
 - ii. Bid Questionnaire Form
 - iii. Signed copy of Instruction to Bidders form
 - iv. Bid Form
 - v. Schedule of Prices form
 - vi. 10% Bid Bond based upon the Contractor’s Base Bid amount
 - vii. Non-Collusion Affidavit
 - viii. Bidder’s Qualifications Statement
 - ix. Responsible Contractor Agreement
 - c. MJSRC provided overview of key project documents included in the Bid Package, including the Scope of Work, plans and details. Contractors were also made aware of the existing asbestos-containing asphalt emulsion coating and asphalt flashings on the interior and top surfaces of the Base Bid’s parapet walls, including proper abatement requirements and minimum insurance coverages required for such work.

2. During Wednesday, May 18, 2022’s On-Site pre-bid meeting, the following was reviewed:
 - a. Contractors were escorted throughout the facility on Roofs 8, 11, 15, 17, the prison yard, and exterior prison grounds to provide overview of all work areas and potential staging locations for materials, equipment, etc.
 - b. Awarded contractor’s personnel will be required to submit all necessary background checks to the county for review prior to any work being performed.
 - c. Awarded contractor will also need to furnish the prison with current equipment and tool inventory sheets, which must be updated to current statuses throughout the project.
 - d. Contractor personnel must sign-in at the front desk daily. Material and equipment deliveries can be made through the South security gate. Workers will be escorted

throughout the prison to each day's work area and will remain under a designated security duty throughout the project.

- e. Throughout the walk-thru, MJSRC provided review of the project's requirements. Items of discussion included:
 - i. The four (4) brick pier coping caps on the 5th floor yard are also included for coping cap replacement under Alternate #2. For this work, Contractor must coordinate any and all scaffolding erected in the 5th floor yard with LCCF in advance so operations could be adjusted. For this, traditional scaffolding or rolling scaffolds may be used. LCCF to determine if permanent scaffolding could be erected for the duration for the coping cap replacement on the 5th floor yard. If the 5th floor yard is shutdown during this work, LCCF to also temporarily remove and re-install all razor-wire along the interior wall surfaces for workers' safe access.
 - ii. Hand-held equipment and small materials could be stored inside the prison within the designated mechanical rooms adjacent to most work areas. These locations are completely secure.
 - iii. LCCF stated the main prison yard has had Luls, cranes, etc. staged within the yard and the ground could accommodate such loading. However, any Luls or cranes used within the main prison yard must be removed from outside the yard on a daily basis. Large material and equipment can be staged in the South corner of the prison between the security gate and main yard gate. Contractor to coordinate all staging requirements with LCCF.
 - iv. There is an access drive at the West (front) of the prison which could be used to move and stage heavy equipment, as this was constructed for vehicle access in a previous project.
 - v. During the grounds inspection at the end of the meeting, Contractors questioned access at the North (left) side of the prison, particularly around the former K-9 unit course. After discussion, LCCF stated the contractor may hire a fence sub-contractor to temporarily remove and re-install the North angled portion of fencing, as required, for vehicle and equipment access. Additionally, LCCF to determine if the former K-9 course could be disassembled and used for more long-term contractor access, staging etc.
 - vi. Security cameras on tower Roof 8 must remain operational throughout the work. Contractor to coordinate work areas with LCCF when work may affect security cameras. In these instances, cameras to be temporarily removed, as required, to remove existing stone coping, and have new wood blocking installed immediately so that the cameras could be re-installed as soon as possible.

The above is the writer's understanding of the items discussed during the Zoom and On-Site Pre-Bid Meetings. If anyone objects to any part, they shall do so in writing, within (3) days, otherwise the minutes will stand as written.

Prepared by: Justin Piontkowski, RRO – Mark J. Sobeck Roof Consulting, Inc.

END OF PRE-BID MEETING MINUTES