

January 24, 2017

**Grand Bay Coastal Resources Center Decking
Mississippi Department of Marine Resources
Jackson County, Mississippi**

Pre-Bid Meeting – held Tuesday, January 24, 2017 at 10:00 am

Location: Project Site

Attendees: See attached sign-in sheet.

Meeting Minutes:

1. Announced the bid date for Tuesday, February 7, 2017 until 2:00 p.m. Bids will be received by the Department of Marine Resources, 1141 Bayview Avenue, Biloxi, Mississippi in the 2nd Floor Coastal Restoration and Resiliency Conference Room, Bolton State Office Building.
2. Noted Instructions to Bidders, Division 0 of the specifications, including:
 - a. All questions should be directed to the Architect. Should a bidder find any discrepancies in, or omissions from the drawings or project manual, or be in doubt as to their meaning, the bidder should immediately notify the professional.
 - b. Non-resident bidder: If the non-resident bidder's state has a resident bidder preference law, a copy of that law shall be submitted w/ the proposal form; Or if the state has no such law then a statement indicating this shall be submitted with the proposal form.
 - c. Bidders, at the time of bid opening, will be presumed to have inspected the site, read and become thoroughly familiar with the drawings and project manual including all addenda.
 - d. Bidders shall fill all applicable blank spaces on the proposal forms including alternates.
 - e. Any addenda to the drawings or project manual issued before or during the time of bidding shall be included in the proposal and become a part of the contract.
 - f. Bids will be publicly opened shortly after the time stated in the advertisement for bids.
 - g. Any protest must be delivered in writing to the Owner within 24 hours after the bid opening.
 - h. Any claim of error and request for release of bid must be delivered to the Owner within 24 hours after the bid opening. The bidder shall provide sufficient documentation with the written request clearly proving an error was made.

3. Contract time for the project is to be filled in by the Bidder on the Proposal Form and will be a consideration in the bid determination. There will be a \$250/day liquidated damages penalty.
4. Noted that the Base Bid scope of work includes the demolition, removal and replacement of the existing wood decking, treads, risers, bleacher seating, top rails, and edge protection (bottom board at all railings). Remove, store and reinstall any items as required, including aluminum handrails and lighting. Remove existing metal walk-off grates and infill w/ framing and new decking. Rework loading dock and ramp as indicated on the plans, including new dock railings and gate. Any questions regarding scope should be directed to the Architect prior to bid. All work is considered Base Bid scope.
5. There are no Alternates for the project.
6. Noted that the Contractor shall exercise care and take appropriate precautionary measures to prevent any damage to the existing building and site, including but not limited to landscaping, sidewalks, utilities, communications, etc. throughout the contract period.
7. Care should be taken at interface between demolition and existing construction to remain. After removal of materials to be demolished, patch and repair any damage to any existing adjacent walls, porches, framing, cable railing, etc. to a like new condition.
8. All work shall be coordinated with the Owner to maintain access to the building for scheduled events and operations.
9. It was requested that all RFI's be turned in to the professional by the end of business on Wednesday, February 1, 2017 so that answers can be provided prior to the addenda deadline.
10. Following the meeting, attendees walked the project site and reviewed the scope of work.

End of Minutes.

cc: Attendees

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Attendees:

<i>Name:</i>	<i>Representing:</i>	<i>Email:</i>
1. Hoppy Allred	ALLRED ARCH.	HOPPY@ALLREDARCHITECTURALGROUP.COM
2. Chris Hilbun	ALAMISS CONST INC.	ALAMISS.CHRISS@GMAIL.COM
3. Erin Gallagher	MDMR	Erin.Gallagher@dmr.ms.gov
4. Michelle Williams	MDMR	Michelle.Williams@dmr.ms.gov
5. Valerie McWilliams	MDMR	valerie.McWilliams@dmr.ms.gov
6. Brian Hurst	GBNERR	Brian.Hurst@dmr.ms.gov
7. MIKE CARMAN	SMITH CONTRACTING	MCARMAN@SMITHCONTRACTING.CO
8. GLENN HIGGS	SMITH CONTRACTING	ghiggs@SMITHCONTRACTING.CO
9. TANNY FLETCHER	AAB	
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