



**Godwin Middle School Renewal**  
**Pre-Bid Meeting Minutes**  
**April 21, 2009**

**Present at Meeting:**

Ms. Laurie Baber	Prince William County Schools – Purchasing
Mr. Brian Burtner	Prince William County Schools – Purchasing
Mr. Don Mason	Prince William County Schools – Construction
Mr. Rodney Clayborn	Prince William County Schools – Construction
Mr. John Windley	Prince William County Schools – Construction
Mr. Danny Murrin	Prince William County Schools – Construction
Mr. Art Staus	Hubert Construction
Mr. Paul Betz	R.J. Crowley Co., Inc.
Mr. George Neckar	Miller Brothers, Inc.
Mr. Billy Shannon	Miller Brothers, Inc.
Mr. Steve Ogunwo	Afam Construction, Inc.
Mr. Matt Truschel	TAFT Construction
Mr. Joseph W. Muhr II	John L. Mattingly Construction
Mr. Keith Malos	Uniter Allied
Ms. Sherry Piercy	Milestone Construction Services
Mr. J. Doug Nichols	EEReed Construction
Mr. Mike Quadros	EEReed Construction
Mr. Robert Shapalis	Sigal Construction
Ms. Brittany Zellars	ASIL Services
Mr. Pat Greaney	Donohoe Connstruction
Mr. John Livesdy	Aames Draperies, Inc.
Mr. Tucker Conaboy	Caldwell & Santmyer, Inc.
Mr. Tommy Boschen	A.D. Wittaker Construction
Mr. Anthony Ribas	Creative Finishes, Inc.
Ms. Kelly Cummings	Dustin Construction
Mr. Patrick Brown	Son Construction Corp.
Mr. Todd Daniel	HITT Contracting
Mr. Wes Hoyt	HITT Contracting
Mr. Kenneth Robertson	Texelsdl
Mr. Dan Dellinger	Chamberlain Construction Corp.
Mr. Larry Kempler	Chamberlain Construction Corp.
Mr. Ray DeMember	V.F. Pavone Construction
Mr. Greg Schmitz	Sumter Construction Corp.
Mr. Tom Christison	Fiber Plus, Inc.
Mr. Chris Flaherty	Hess Construction + Engineering Services
Mr. Ed Watkins	Ehitener and Jackson
Mr. Ernie Settles	S3E Klingemann
Mr. Bruce Kim	S3E Klingemann
Mr. Brian Ulbrich	Architecture, Inc.

***Minutes:***

1. Laurie Baber opened the meeting.
2. Mr. Brian Burtner will be managing the bidding of the project.
3. Mr. Don Mason Project Manager for PWCPS, Mr. Rodney Clayborn Project Manager for PWCPS, Danny Murrin, Project Manager for PWCPS, Mr. John Windley, Project Manager for PWCPS, Mr. Ernie Settles Project Manager for S3E Klingemann, Mr. Bruce Kim Project Manager for S3E Klingemann and Mr. Brian Ulbrich Project Manager for Architecture, Inc.
4. This is a mandatory Pre-Bid meeting for all general contractors wishing to place a bid. The company name which you signed in with is the company which is allowed to place a bid. No one will be allowed to sign in once the meeting is over.
5. The bid opening is 3:00pm, May 7, 2009.
6. Please note that the location of the Prince William County Schools Purchasing Department has changed. The new location is 14715 Bristow Road, Manassas, VA. To get to the purchasing department will require submitting an ID at the reception desk and then proceed through the building to the Purchasing Department. Please allow sufficient time to get through this. You will not be able to run into the building at the last minute and clock in at Purchasing.
7. Late bids will not be accepted.
8. All addendum will be posted on the Prince William County Schools web site. No drawings will be posted on the web site. The Prince William County Schools web site is the official location of all addendum. The plans rooms are not official information sources.
9. The bid form must be legible.
10. The bid form must acknowledge all addendums.
11. A copy of the General Contractors, contractor's license must be included with the bid.
12. The bid bond must be included with the bid.
13. The allowances shall be included in the base bid amount.
14. The cost items must be included in the base bid amount. These cost items may be used as a deduct alternate.
15. The School Board is scheduled to meet and decide on this contract on May 20, 2009.
16. The A305 Financial form shall be required in 1 day.
17. AIA A201 is an integral part of these Contract Documents.
18. All persons visiting the school are required to check in and get a visitors badge. There shall be no interaction with students or staff.
19. Specifications Section 00800, 11.5.4 deals with bonding requirements of the Sub-Contractors. Verify the requirements and make sure you have the proper bonding.
20. Revisions will be made to the flush valve acceptable manufacturers.

21. The switchgear is on order and expected to be on site between June 22, 2009 and July 13, 2009. The Owner is providing the switchgear. The Contractor shall receive, unload, store and install the switchgear. Information on the switchgear will be included in an addendum.
22. Prior to painting, all walls must be cleaned.
23. Three other contractors will be working in the facility. Activities shall be coordinated between all contractors: Mechanical System Renewal Contractors, Asbestos Abatement Contractor, Locker Replacement Contractor and the Building Renewal Contractor.
24. During the school year, coordination with the schools schedule will dictate when work can be done.
25. Contractors are allowed to walk the building today.
26. Photos are allowed, as long as no students are in the picture.
27. Notify Mr. Don Mason if you are planning on coming at the end of the school day, 3:00 pm. So that he can notify the school that there will be contractors in the building.
28. The meeting was open to questions.
29. Prince William County Public Schools will hold the equipment warranty on the switchgear.
30. Mr. Don Mason will be the coordinator between the different contractors who will be working in the building at the same time.
31. The different projects have different permits.
32. The Mechanical Renewal Project consists of: Adding a new air handler with piping back to the mechanical room, replacement of the boilers and replacement of the roof top unit serving the Main Office. This work is scheduled to be completed in August of 2009.
33. If part of the switchgear is missing, the Owner is responsible.
34. All staging for the different projects shall be in the same area.
32. The meeting was closed by Laurie Baber.

Compiled by:



Brian N. Ulbrich  
Senior Associate