



600 State Street, Suite E | Portsmouth New Hampshire 03801

**PRE-BID MEETING MINUTES**  
**BUILD Main Wharf Rehabilitation**  
**Pease Development Authority – Division of Ports and Harbors**

Location: PDA Division of Ports & Harbors  
555 Market Street  
Portsmouth, New Hampshire

Date: September 17, 2021

Time: 10:00 a.m.

Representative(s) from Division of Ports & Harbors and Appledore Marine Engineering, LLC (AME), met with interested bidders for the project entitled “BUILD Main Wharf Rehabilitation”.

Robert Pantel (AME) opened the meeting with welcome and introductions of the following key persons present.

Geno Marconi, Directory of the Port  
Tracy Shattuck, Chief Security Officer  
Eric Levesque, PE AME Sr. Engineer  
Kyle Vandemoer, AME Sr. Engineer  
Vanessa Swasey, AME Office Manager  
Tara Demers, AME Deputy Office Manager

Overview of the following items:

1. Advertisement for Bids published September 10, 2021
  - a. Bids will be received until 10:00 a.m. Friday, October 8, 2021 at 555 Market Street
  - b. Bid Documents can be obtained at Issuing Office
  - c. Also available on PDA website
  
2. Instructions to Bidders please note the following highlights
  - a. Qualifications of Bidders - Required submittals with the bid.
  - b. Information at this pre-Bid conference does not alter the Contract Documents.
  - c. Examination of Site – A site walk was held as part of this pre-bid meeting. Other site visits must be coordinated with the Owner. Contact information is in the Instructions to Bidders.
  - d. Note the Owner’s Security and Safety Program that will govern site visits and work at the site – Appendix B, “Port Authority of the State of New Hampshire, Tenant Security and Safety Guide.” In addition to safety, this concerns entry control, access, deliveries, traffic and parking, escort requirements, etc.

- e. All questions as to meaning and intent must be submitted to the Engineer in writing. These questions shall be sent to Vanessa Swasey [vsawasey@appledoremachine.com](mailto:vsawasey@appledoremachine.com) as noted in Instruction to Bidders; Questions may NOT be submitted to the Owner or the PDA website.
  - f. Questions received less than seven (7) days prior to the bid opening may not be answered.
  - g. Requirements for Bid Security, Preparation of Bid, Basis of Bid, Submittal of Bid, etc. are detailed in the Instructions to Bidders.
  - h. In addition to the Bid Form, the project documents include forms for Bid Bond, General Information, and Qualifications Statements Schedules A, B, and C.
  - i. This is a Lump Sum Bid, with a Deductive Alternate and Unit Price Schedule.
  - j. Acknowledgement of all addenda is required on the Bid Form.
  - k. Schedule - Expected Project Duration is 480 days. Note the requirement for Substantial Completion at 420 days and Liquidated Damages as outlined in the Agreement, Article 4.
3. Safety & Environmental Considerations
- a. Safety is Job #1 and will be enforced at all levels
  - b. Safety and Environmental requirements are noted on the drawings and in the Specifications, including Sections 01 14 00 Work Restrictions, 01 35 26 Safety Requirements, 01 57 19 Temporary Environmental Controls, 02 41 00 Demolition, and 02 61 13 Excavation and Handling of Contaminated Material.
  - c. Other activity by the Owner and Tenants will be ongoing during the course of the work.
4. Summary of Work
- a. See Specification 01 11 00 Summary of Work. Major elements include
    - i. Repairs to the existing Main Wharf
    - ii. Removal of the existing North Access Bridge
    - iii. Construction of steel/concrete wharf infill
    - iv. Shoreside improvements, i.e. paving, drainage structures, modification of existing light pole foundations.
  - b. Deductive alternate is a portion of the wharf infill
  - c. Unit prices consist of excavation, temporary management and storage, and disposal of contaminated soils, asphalt, and related materials.
  - d. Also see Drawing G-101 Work Plan (Reduced size copies were provided to all attendees).
5. Remarks by the Owner
- a. Geno Marconi, Director, thanked all for their interest in the project. This is an important project for the Pease Development Authority, Division of Ports & Harbors, the region, and the State.
  - b. Will work with awarded contractor on schedule, etc. to ensure a positive outcome.
  - c. Stressed safety and security and called attention to the "Port Authority of the State of New Hampshire Tenant Security and Safety Guide". Robert Pantel noted that this document is provided as Appendix B in the project documents.
6. Questions
- a. Robert Pantel reminded all that Questions must be submitted in writing for response.

7. Site Visit – Following the meeting in the PDA Conference Room, Messrs. Marconi and Pantel led all attendees on a site visit.
  - a. The work area was toured giving time for note taking and photography at key vantage points.
  - b. A ship was at the wharf unloading salt, with active traffic by loaders and trucks. Safety was stressed.
  - c. In addition to the areas where work will be performed, other areas where utility connections are available and or Contractor offices, etc. might be located were noted.
8. Following the site visit at the return to the starting point another opportunity for questions was offered. Questions centered on interface with the project work and the docking and unloading of ships. These questions will be formally answered in Addenda distributed to all registered parties.

Bids are due on Friday, October 8<sup>th</sup> at 10:00 a.m. At that time the Bids received will be publicly opened and read.

Meeting adjourned at 1042

Attachment: Attendees List



# Appledore Marine Engineering, LLC

600 State Street, Suite E | Portsmouth New Hampshire 03801

## PRE-BID MEETING SIGN IN SHEET

Location: Pease Development Authority - 555 Market Street, Portsmouth, NH 03801  
 Date: Friday September 17, 2021  
 Time: 10:00 a.m.

Representative(s) from Pease Development Authority (PDA) and Appledore Marine Engineering, LLC (AME), met with interested bidders for the project entitled "BUILD Main Wharf Rehabilitation, Market Street Marine Terminal".

### ATTENDEES:

Name	Company	Contact Phone	Email
John Phillips	Reed + Reed Inc.	207-443-9747	jphillips@reed-reed.com
Philip Spindle	Manufact Transit	607-504-9915	Pspindle@ManufactTransit.com
SHARDEE MOORES	RIVERSIDE & PICKERING	603-427-2824	SHARDEE.RIVERSIDEANDPICKERING.COM
Max Gates	Manufact Transit	607 900 5825	Mgates@ManufactTransit.com
Brett Bryant	Caldwell Marine	732-620-4214	Brett.Bryant@CaldwellMarine.com
Math Mirabito	Mohawk Watercraft	475 235 8460	mmirabito@mohawkwatercraft.com
JOHN ALLEN	HB FLEMING	207-615-2503	jallen@hbflemming.com
SARAH MALIKOWSKI	Cianbro	207-858-5293	Smal.kowski@cianbro.com
Mat Foster	Cianbro	207-416-4560	mat.foster@cianbro.com

Pre-Bid mtg Sign In  
PDA Main W Mark Rehab.

3/17/2021

<u>Name</u>	<u>Company</u>	<u>Contact Phone</u>	<u>e Mail</u>
Darryl Coombs	Reed & Reed	207 602 1307	dcoombs@reed-reed.com
Dean Rafopoulos	PBC Environmental	603-427-4262	Dean@PBC-Env.com
GAELEN MAGEE	MAS BUILDING & BRIDGE	508 520 2277	GMALEE@MASBUILDINGANDBRIDGE.COM
Tom Browne	SPS NEW ENGLAND	978-462-6543	tbrowne@spshk.com
Jim Farese	SPS New England	978-62-9045	JFarese@SPSNE.com