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# Phase 2: Mechanical Upgrades & Museum Abatement Pre-Proposal Meeting Minutes

**Project** State of Maine Cultural Building Asbestos Abatement & Mechanical Upgrades, Augusta, Maine

**Subject:** Phase 1: Early Abatement Pre-Proposal Meeting Minutes

**Location:** State of Maine Cultural Building      **Date:** **February 1, 2022, at 9:00 a.m.**

**Attendees:**

<b>Name</b>	<b>Company</b>	<b>Phone</b>	<b>Email</b>
Jill Instasi	Bureau of General Services	207-624-7341	Jill.Instasi@maine.gov
Sheila McDonald	Maine State Museum	207-287-6603	Sheila.McDonald@maine.gov
Theresa Myers	Maine State Museum		
Ryan Walker	Maine State Museum		
Kelly Meissner	Wood		Kelly.Meissner@woodplc.com
Ted Krush	Wood	207-828-2909	Ted.krush@woodplc.com

## 1. GENERAL PROJECT INFORMATION

A. Project Description

- 1) The Phase 2 project work consists of asbestos abatement throughout selected areas of the Cultural Building, primarily in the Museum, including abatement of asbestos-containing materials (ACM) and contaminated materials; and limited removal of the mechanical system components, electrical and fire alarm fixtures, and devices, and architectural features to support the abatement work. The work also consists of partial renovation throughout the entire building, including areas previously or currently abated under a separate Phase 1 contract. Upgrades include the replacement of the mechanical system, electrical and architectural upgrades as necessitated by the abatement and mechanical work, minor structural repairs, and other Work included in the Contract Documents. The work also includes protection of identified exhibits within the Museum galleries to protect the collections and facilitate the abatement and construction activities.





## B. Project Responsibilities

- 1) Wood's general responsibilities and duties:
  - a) Lead the Preproposal meeting and provide responses to submitted pre-bid questions (Reminder: All RFIS, questions, clarifications MUST be submitted electronically).
  - b) Process RFIs and issue revised Project Documents as necessary.
  - c) Process the Contractor's Division 1 and material submittals.
  - d) Perform Site Observations as agreed upon by the BGS.
  - e) Review the Contractor's Daily reports.
  - f) Review Contractor Pay Apps (Invoices) including verification of Project Schedule, Schedule of Values, and other items necessary for validation.
  - g) Execute the Final Inspection and provide a report documenting findings and items requiring correction.
  - h) Review the Closeout documents required by BGS standards.
- 2) State of Maine Bureau of General Services (BGS) responsibilities:
  - a) Solicit and award the construction contract to the successful bidder.
  - b) Confirm Submittal reviews including Division 1 administrative submittals.
  - c) Confirm site reports and photographs from site visits.
  - d) Confirm minutes from Telecon meetings.
  - e) Review of General Contractor Weekly status reports.
  - f) Confirm Pay App reviews of General Contractor Backup documents.
  - g) Confirm the correction of punch list items.
  - h) Confirm Closeout documents.
- 3) The Contractor's Responsibilities  
Frequently there is a disconnect between the Contractor's field operations and administrative functions. Contractors are reminded that contract documents and Division 1 Specifications require specific administrative functions.
  - a) Submit within 7 days of Notification of Contract award: all bonds, certificates of insurance, schedule of values, project schedule. Reference Section 011000 for the recommended Phasing Plan.
  - b) Submit submittal schedule within 7 days of Notification of Contract award as per 013300 with listing all required submittals in accordance with Project Specifications. Reference Sections 013300 - Submittal Procedures, 017700 - Closeout Procedures, and 017839 - Project Record Documents.
  - c) Background security screening is required for employees of the Contractor as per the Solicitation Documents, refer to Section 011000 – Summary. Employees will receive card access badges to access the building.
  - d) Submit pay applications, certified payroll, project progress photos, and closeout documents in a timely fashion. Reference Section 012900 - Payment Procedures.
  - e) Daily reports are required and shall be submitted weekly as per Specification Section 013200.
  - f) A competent project superintendent of the Contractor shall be continuously on-site during all work of this contract.
  - g) Note that the Fair Minimum Wage Rates apply to this project. Refer to Section 007346 Wage Determination Schedule for further information.
  - h) Show respect for the State of Maine employees and patrons as you share their workspace.

## C. Bidding Information

- 1) Requests for Information (during the Solicitation Process)
  - a) All RFIS, questions, clarifications MUST be submitted electronically to **Lorrie Picard of Wood**, email address is **lorrie.picard@woodplc.com**.
  - b) The deadline for Bidding RFIs/Questions is **2:00 pm EST, February 10, 2022**, ~~January 26, 2022~~.
  - c) Amendments, if required, will be issued in accordance with the Solicitation.





- 2) Site Visits
  - a) Interested bidders requesting additional site visits during solicitation can be scheduled with the Facility Manager. If required, the additional site visit will occur before the submission of RFIs are due. Approval and scheduling of these are at the sole discretion and permission of the Facility Manager. The point of Contact is **Jill Instasi – 207-624-7341**.
  - b) Bidders are to **provide 24-hour notice** of site visits.
  - c) Please note that portion of the building under the Phase 1 abatement project and visits to those areas of the building will require coordination with EnviroVantage.
- 3) Type of Contract: Project will be constructed utilizing a **single prime contract**.
  - a) Refer to Section 007213 General Conditions for liquidated damages.
  - b) Refer to Section 012100 Allowances for a schedule of Allowances which consist of \$40,000.00 Lump-Sum Allowance for the infill, patch, and repair of existing fire-rated penetrations, not otherwise noted or required to be reused or infilled as part of the contract.
  - c) Refer to Section 012300 Alternates for a schedule of alternates which consist of four Alternates: Emergency Generator Replacement, Exterior Door and Window Upgrades, Exterior Veneer and Joint Repair, and Exterior Surface Cleaning.
- 4) Submission of Bids
  - a) Bidders are reminded to complete and submit all forms, certificates, etc. required in the Solicitation request.
  - b) Bidders are reminded to bid all parts: Base Bid, Alternate Bids, and include the completed Schedule of Values (SOV) with their bid. Bidders must completely fill in all the information requested included in the Solicitation Documents.
  - c) **Exclude** Maine State sales and use tax for materials incorporated into the project. The project is tax-exempt.
  - d) Include insurance premiums and costs for 100% Performance, Labor, and Payment Bonds.
  - e) **Proposals are due: 2:00 pm EST, February 24, 2022, February 10, 2022**, and shall be submitted electronically. The Bid selection meeting is to be held via video virtual conference (zoom)
- 5) The Proposed Start of Construction is March 1, 2022.
- 6) The Work of this Contract shall be completed on or before the **Final Completion date of June 15, 2023**.

## 2. PROJECT-SITE SPECIFIC INFORMATION

### A. Site Logistics, Operations, and Requirements

- 1) The Maine Bureau of General Services (BGS) will continue to operate the facility during the performance of the work. The Contractor's work, staging, and use of the site must not interfere with the daily operations of the facility. Accordingly, the Contractor must arrange and schedule work operations to facilitate such continued use and operations. The facility manager has the authority to intercede with the operations of the work should there be a safety concern for employees or impact on the operations.
- 2) The Contractor shall provide temporary toilets for the use of its employees throughout construction.
- 3) **On-Site Work Hours: Limit work to between 7:00 a.m. and 6:00 p.m., Monday through Friday**, unless otherwise approved.
- 4) This is an OSHA-compliant project.
- 5) The Contractor shall be aware of and consider any local ordinances that may affect work operations.
- 6) The Contractor shall photo and or video document throughout the construction process including but not limited to Preconstruction photographs, Concealed Work photographs, Periodic construction photographs, and Final Completion construction photographs. Photographs and videos shall be keyed to the key plan of the Project site and building with notations of vantage points marked for location and direction of each photograph and video recording.
- 7) Temporary Utilities may be available for Contractors' use, however, installation, removal, and restoration for temporary facilities shall be included in the Contract Sum unless otherwise indicated. Refer to Section 015000 - Temporary Facilities and Controls.





- 8) Temporary Heating, Cooling, and Dehumidification: The Owner has furnished and installed temporary space heaters throughout the building for the 2021 to 2022 heating season. The Contractor shall maintain water and power to the heaters for the 2021 to 2022 heating season. The Contractor shall provide temporary heating for the 2022 to 2023 heating season. Refer to Section 015000 - Temporary Facilities and Controls.
- 9) Temporary Dehumidification: The Owner has furnished and installed portable dehumidification units, connected to the building drainage system, throughout the building to maintain relative humidity below 60 percent. The Contractor shall continue to provide power and drainage until the building's permanent systems are functional and online. Refer to Section 015000 - Temporary Facilities and Controls.

B. Project Scope

The Cultural Building Asbestos Abatement & Mechanical Upgrades Phase 2: Scope of work includes the following:

- 1) Refer to Section 011000 for Work Performed by Owner both proceeding and concurrent with the contract involving furniture, equipment, and collections in the areas of Work identified for Contractor access.
  - a) Furnishings on the fifth level will remain in the space during construction. The Owner will coordinate with the Contractor for the limited moving of items within the space; at minimum Owner will move furnishings off the exterior wall to facilitate access.
- 2) Refer to Section 011000 for Work Performed Under Owner's Separate Contracts for both proceeding and concurrent with the contract and those are:
  - a) Phase 1 Early Asbestos Abatement at the Cultural Building with EnviroVantage, Inc. for work including asbestos abatement, mechanical system demolition, and architectural finish demolition in the Library and Archives sections of the building. The Final Completion Date is scheduled for February 28, 2022.
  - b) Center Building Renovation for Temporary Storage at the AMHI Campus, Hospital Street, Augusta to prepare temporary storage space at the Center Building for the Owner to remove additional Museum collections from the Cultural Building prior to Contractor access to Museum spaces in the Cultural Building. The work is planned to be substantially complete on March 25, 2022.
- 3) Owner-Furnished/Contractor-Installed (OFICI) Products
  - a) Temporary Wireless Fire Alarm Devices: For use by the Contractor during construction when a portion(s) of the building fire alarm system is disabled or removed to facilitate the Work.
  - b) Reference Section 015000 - Temporary Facilities and Controls.
- 4) Owner-Furnished/Owner-Installed (OFOI) Products; are Data Loggers in four locations, Temporary Space Heaters, Portable Dehumidification Units, and Data cabling in Contractor-installed raceways.
- 5) Protection For Museum Exhibits
  - a) The Museum exhibits remaining in the Cultural Building during construction contain highly sensitive historic collections and require special care while navigating the galleries before protection systems are installed; during construction of protection systems; and for the duration of abatement and construction activities.
  - b) Submittals include an exhibit protection work plan, a delegated design of the intended protection system for each exhibit identified on the Drawings, integrated mockups, and a preinstallation meeting are required by other Division 01 Specification Sections prior to construction of exhibit protection.
  - c) During abatement and construction activities, daily reports are required with photographic documentation through vision panels in protection enclosures. Following abatement activities and receipt of clearance for each area containing exhibits, exhibit protection enclosures will be unsealed to allow the Owner to enter the enclosures and check on the protected exhibits prior to resealing the enclosures for the duration of remaining construction activities.
  - d) Refer to Section 013516 - Alteration Project Procedures.





- 6) Abatement of asbestos-containing spray-applied fireproofing to the underside of the floor and roof decks and structural framing.
  - a) Reference 1.1 Scope of Work within Section 022600 – Asbestos Abatement
    - i. The Contractor is required to provide independent air monitoring, visual evaluations, and clearances.
    - ii. Table 1 - Summary of Identified Asbestos Containing Materials. Square Footage Quantities listed are area (floor) footprint where abatement is to occur -not the square footage of abatement.
  - b) Reference 1.4 Submittals within Section 022600 for required submittals.
  - c) Reference the 2019 Report “Assessment of Conditions Relating to Asbestos Containing Surfacing Materials” conducted by Northeast Test Consultants for additional information.
- 7) Selective Demolition as necessary to support the abatement work.
  - a) Items indicated to be selective demolition are, but not limited to, building structure, salvage of existing Owner items, piping, HVAC ducts, lighting fixtures, electrical components, fire protection, and alarm devices.
  - b) The Contractor is required to provide Documentation of the Existing Fire Alarm Circuitry.
  - c) Reference Section 024119 - Selective Demolition and Drawings.
- 8) Mechanical Scope: The base bid includes but is not limited to the following:
  - a) The existing chilled water/steam ducted HVAC systems will be replaced with air-source variable refrigerant flow (VRF) heating and cooling systems.
  - b) The museum spaces at the back of the building will be served by three AHUs located in the 4<sup>th</sup>-floor mechanical room, ducted to the exhibits.
  - c) The existing rooftop heating and ventilation unit that serves the Atrium will be replaced with a new rooftop HVAC unit connected to the existing ductwork and heated from the glycol hot water loop.
  - d) Outdoor ventilation air will be conditioned using energy recovery units and dedicated outdoor air systems for ventilation air and controlling indoor humidity year-round. Humidity will be added using electric steam humidifiers that are provided with demineralized water from a new RO system that treats city water.
  - e) Heat will be provided building-wide using recirculated hot water and propylene glycol loops heated by the existing low-pressure steam supply located in the basement mechanical room. The VRF condensing units will be located in the existing mechanical rooms. The mechanical rooms will be maintained at 40°F or above using hydronic unit heaters.
  - f) The existing HVAC controls will be completely replaced with a new BACnet DDC control system that interfaces with the VRF systems and with the existing State of Maine Building Control Center (BCC) using the existing Honeywell Enterprise Building Integrator to provide notifications and remote access to the building controls.
  - g) The plumbing scope is limited to providing a new domestic hot water (DHW) heater in the basement mechanical room and connected to the existing plumbing system, makeup water for the hydronic heating loop and RO system, and fan coil unit condensate collection and drainage. The existing plumbing piping and fixtures and stormwater drains will remain as is.
  - h) Remove existing cooling towers.
- 9) Electrical Scope: The base bid includes, but is not limited to, the following:
  - a) Remove existing light fixtures where indicated and reinstall or provide new LED Light fixtures where indicated.
  - b) Remove existing switchboard and provide new switchboard in its place. Reconnect existing service entrance conductors.
  - c) Remove existing Motor Control Centers in mechanical rooms indicated. Provide new panelboards and feeders as indicated and provide connections to mechanical equipment where indicated.
  - d) Extend existing conduit, wiring, and device boxes for devices where the furring of exterior walls occurs.
  - e) Refer to Alternate No 01 for the replacement of the existing emergency generator.





- f) Remove existing fire alarm system as required and reinstall or provide new devices as indicated.
- g) Remove existing PA and security devices as required and reinstall as per notes.
- 10) Architectural Scope: The base bid includes, but is not limited to, the following:
  - a) Sprayed Fire-Resistive Material coating to replace existing that was removed.
  - b) New ceiling finishes where indicated.
  - c) Exterior Finish and Insulation System (EFIS) applied to the exterior walls of the lower three floors of the museum. The scope includes the cleaning and preservation measure of the existing.
  - d) The furring of the interior face of the exterior walls with insulation, framing, and gypsum sheathing where walls are exposed above grade.
  - e) New thermal upgrades to the Cold Storage Room of the Archives.
  - f) New rooftop enclosures with louvers for the new HVAC equipment.
- 11) Structural Scope: The base bid includes, but is not limited to, the following:
  - a) Multiply light framing and housekeeping pads for mechanical equipment.
  - b) Ventilation enclosure structure.
  - c) The 4<sup>th</sup>-floor mechanical room will receive a Structural Platform for mechanical and new louver openings in the exterior wall.
  - d) Support for mechanical equipment.
  - e) Reconstructing the deteriorated CMU walls in the second-floor electrical room in the museum.
- 12) Project Specific Items
  - a) Plumbing chases associated with restrooms and janitor's closets may be opened/exposed during ceiling system removal. Openings shall be cleaned to facilitate sealing with two layers of 6-mil polyethylene (poly) sheeting.
  - b) Sheetrock fascia/soffits to be removed to facilitate asbestos abatement.
  - c) Remove and dispose of ceiling-mounted steel baffles.
- 13) Additional Information
  - a) All work shall be in accordance with applicable codes and local regulations that may apply. In case of conflict in or between the Contract Documents and a governing code or ordinance, the more stringent standard shall apply. Bidders are required to notify Wood and the Owner of any discrepancies discovered during bidding via the RFI process.
  - b) Where excessive traffic over new or existing flooring is unavoidable, provide temporary protection to protect components in place.

### 3. PROJECT-SITE WALK

- A. Attendees were allowed the opportunity to walk the site and review conditions.

### 4. COMMENTS (All questions must be submitted electronically).

- A. None

**PLEASE NOTE:** The Minutes was prepared by Ted Krush. If there are any comments or amendments to be made to these meeting notes, please bring them to the notice of Wood in writing promptly.





PRE-PROPOSAL MEETING SIGN-IN SHEET (ATTENDEES)

PROJECT NAME:	State of Maine Cultural Building Asbestos Abatement & Mechanical Upgrades. Phase 2: Mechanical Upgrades & Museum Abatement Augusta, Maine			DATE:	02/01/2022
<u>COMPANY</u>	<u>JOB TITLE</u>	<u>NAME</u>	<u>PHONE</u>	<u>EMAIL</u>	
Doten's Construction	Senior Estimator	Tyler Coffin	207-233-9005	Tyler@dotens.com	
S+R Corp	Estimator	Brian Ventullo	603-234-5824	Fluff121373@gmail	
Air Quality Experts	Pm	Mike Dickard	603-943-2905	m.dickard@AQENH.com	
<del>DATA WHITNEY</del> SHERIDAN CONSTRUCTION	Regional Manager	DAVID WHITNEY	207-453-9311	dwhitney@sheridancor.com	
HOBEN	SALE & MGR	TOM SMITH	603-530-2064	thomas.smith2@hoben.com	
PM CONCEPTS	CHIEF ESTIMATOR	KARL W. ISAK	207-423-2000	KISAK@PMCONSTRUCTIONS.COM	
DAMON MECHANICAL	PRESIDENT	MICHAEL BROCHU	207-784-7461	mbrochu@DAMONMECHANICAL.COM	
COTE CRANE & RIGGING	PROJECT MANAGER	MIKE MICHAUD	207-577-2631	MMICHAUD@COTECRANE.COM	
CIAMBRO	SUPERINTENDENT	DAVE NICHOLS	207-708-0591	d nichols@ciambro.com	
Pendscot General Contractors	OWNER	Clay Walker	207-838-8071	cwalker@pendscotgc.com	
BLANE CASEY BLDG CON. INC.	ESTIMATOR	JEFF BECKER	207-622-5666	JBECKER@BLANCASEY.COM	

PRE-PROPOSAL MEETING SIGN-IN SHEET (ATTENDEES)

PROJECT NAME:	State of Maine Cultural Building Asbestos Abatement & Mechanical Upgrades. Phase 2: Mechanical Upgrades & Museum Abatement Augusta, Maine			DATE: 02/01/2022
<u>COMPANY</u>	<u>JOB TITLE</u>	<u>NAME</u>	<u>PHONE</u>	<u>EMAIL</u>
NA Preble Co.	President	Stephen Mocheval	696-5581	steve@norrispreble.com
DAMON MECH	PRESIDENT	BRUCE DAMON	784-7461	BDAMON@DAMONMECHANICAL.COM
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TRANS	CONTROLS ACCOUNT MGR	DON TAYLOR	207 838 1369	DONTAYLOR@TRANS.COM
ENVIRONMENTAL	VENDOR	VIN MARCISSO	207 749 9393	vmarci@environmental.com
Jill Instasi	State BLS	State of Maine	207-319-0811	Jill.Instasi@maine.gov
Byron Lemon	SUPER	AQE	978387949	



PRE-PROPOSAL MEETING SIGN-IN SHEET (ATTENDEES)

PROJECT NAME:	State of Maine Cultural Building Asbestos Abatement & Mechanical Upgrades. Phase 2: Mechanical Upgrades & Museum Abatement Augusta, Maine			DATE: 01/19/2022
<u>COMPANY</u>	<u>JOB TITLE</u>	<u>NAME</u>	<u>PHONE</u>	<u>EMAIL</u>
Environmental	P.M.	David Miasari	603-793-7117	David@environmental.com
AQRE	ESTIMATOR	CHRIS THOMPSON	603-874-6465	CTHOMPSON@AQRENA.COM
Hire Quality Experts	"	Milce D. Richard	603-943-2905	M.D.RICHARD@AQRENA.COM
BLANE CASEY BLD. CONT.	ESTIMATOR	JEFF BECKER	207-622-5600	JBECKER@BLANECASEY.COM
Lakeside Concrete Cutting & Abatement Professionals	President	Ryan Peters	773-1276	estimating@lakesideap.com
lakeside concrete	Project Manager	KRIS RICKOFF	773-1276	estimating@lakesideap.com
RJ Enterprises, Inc	President	Liz Stover	3770744	info@rjenterprisesinc.net
XL Automation <sup>Controls</sup>	Sales Manager	Bob Masland	745-5248	bmasland@xlautomation.com
Environmental Advantage	Sales	Scott San Soube	603 231-7049	Scott@environmentaladvantage.com
Jill INSTAS	Bldg Svr. PM	Jill INSTAS	207-319-0811	Jill.INSTAS@maine-jul
Tim McDonald	Project coordinator	Wood		