



**Construction Pre-Bid Meeting and Walk-thru
Kupfrian 2nd Floor Renovation
NJIT Project No. 18-27
Date 3/20/18 @ 10:00AM**

Attendee Name	Company	E-mail address	Phone Number
Jerry Russano	GPC	jerry@grafas.net	201-618-8433
Jim Duffy	Molba Construction	jim@molbaconstruction.com	201-488-6555 973-714-1404
Stefan Djuric	Slate Construction	slate.construct@gmail.com	973-696-4161
Rica Turner	Brahma	rturner1968@hotmail.com	908-591-9172
Nick Burgagni	SMBA Construction, LLC	smbacobids@gmail.com	201-424-3202
Victor Campusano	Frankoski Construction	victor@frankoski.com	973-414-9224
Peter Iaroshenko	Oxford	oxfordelectric@yahoo.com	973-979-4763
Travis Claus	GL group	pm2@glgroupinc.com	201-710-9725
Clint Hall	Hall Building Corp	chall@hallbuilding.com	732-938-3399
Craig Kirschner	ICC	ckirschner@icc-hvac.com	609-819-3463
Joe Tartaglia	New Jersey Institute of Technology	Tartaglia@njit.edu	973-596-3068
Alexandra Carreras	New Jersey Institute of Technology	carreras@njit.edu	973-820-3110
Mark Demareski	New Jersey Institute of Technology	Mark.g.demareski@njit.edu	973-596-3187
Wujun Li	New Jersey Institute of Technology	liw@njit.edu	973-596-8176
Peter Teklinski	New Jersey Institute of Technology	pt@njit.edu	973-596-2908
John Calabrese	Cambridge Construction Management	jcalabrese@cambridgecm.com	908-343-6751
Additional Copy to:			
Dan Connelly	Cambridge Construction Management	dconnelly@cambridgecm.com	908-623-0487
Gregory Romero	Cambridge Construction Management	gromero@cambridgecm.com	908-638-9700

MINUTES OF MEETING

The meeting started at 10:00 am with the introduction of the NJIT project team. All attendees acknowledged by signing the "sign-in sheet".

1. Discussion of the time line schedule for pre-construction and construction:
 - Last day for questions: 03/27/2018
 - Bid due date: 04/09/2018
 - Bid opening: 04/09/2018
 - Notice of Award: 04/16/2018
 - Substantial Completion: 08/14/2018

2. The contract documents were reviewed, including the two add alternates. Cambridge noted that both a bid bond and a payment and performance bond were required.

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3. Cambridge stated that all potential bidders must make sure their City of Newark Business License is current. Cambridge stated that the City of Newark will not entertain permit applications from any contractor if they do not have a license, if the license is expired, or if the license is in the renewal process but has not yet been released. Delays receiving permits, including delays due to Newark Business Licensing, will not be grounds for project time extensions.
4. Cambridge stated that the current bid documents are currently under preliminary review at the Newark Permit office. Cambridge will assist, but not be responsible, for the permit process. NJIT will provide a check for the permit fees, contractor responsible for obtaining the permits.
5. All product substitutions must be proposed via the product equivalent approval processes set forth in the RFB to be considered.
6. All questions, and any requests for substitutions, must be received, per the RFP, no later than 03/27/2018. Replies to all questions, meeting minutes and addendum will be issued to all bidders by 04/02/2018.
7. Cambridge noted that the scope of work included, but not limited to: demolition, telecom wiring and components with the exception of the wireless access devices themselves (to be furnished by NJIT, installed by contractor), glass and glazing, walls, doors and hardware, flooring, lighting, electrical, Ductwork, and fire protection as stated in the contract documents.
8. Cambridge stated a telecomm scope of work is included in the contract documents.
9. Cambridge stated the CCTV system is not in scope, however, the conduits and pull strings shall be provided as per the contract documents.
10. Per the contract documents, the telecom installer must have a registered communications distribution designer assigned to the project, and be a certified Systemax and Corning installer. Certifications to be provided with bid response.
11. The meeting concluded with a site walk-thru at Kupfrian second floor and associated areas.

This confirms and records our interpretation of the discussions which occurred and our understanding reached during the meeting.

Prepared by:

Cambridge Construction Management
John Calabrese
Project Manager