



**Construction Pre-Bid Meeting and Walk-thru
GITC 4th Floor Core Area Renovation
NJIT Project No. 18-17
Date 1/26/18 @ 10:00AM**

Attendee Name	Company	E-mail address	Phone Number
Carlos Amaral	Precision building and construction	admin@precisionbldg.com	732-302-9595
Jerry Russano	GPC	jerry@grafas.net	201-618-8433
Michelle Altmatura	Molba Construction	molba@molbaconstruction.com	201-488-6555
Diana Djuric	Slate Construction	slate.construct@gmail.com	973-696-4161
Frank Melhus	Brockwell & Carrington	fmelhus@brockwellcarrington.com	973-237-1222
Nick Burgagni	SMBA Construction, LLC	smbacobids@gmail.com	201-424-3202
Steven Jones	Bennett Company Inc	johnbennett@thebennettcompany.com	973-472-1578
Victor Campusano	Frankoski Construction	victor@frankoski.com	973-414-9224
Osbaldo Pacheco	McGowan Builders	ojpacheco@mcgowanbuilders.com	201-865-4666
Maiko Lopez	Multi Phase Electrical	mlopez@mpesinc.com	201-297-7870
Chris Graham	Caravella Demolition	chrisg@caravellademo.com	973-884-4900
Travis Claus	GL group	pm2@glgroupinc.com	201-710-9725
Gokola Krishnan	LB Electric	qbaskaran@lbelectricco.com	973-393-1292
John Hall	Hall Building Corp	mail@hallbuilding.com	732-938-3399
Nick Burgagni	SMBA Construction	smbacobids@gmail.com	201-998-2300
Alex Kenny	Del-Sano Construction	akenny@delsano.com	908-688-8891
John Calabrese	Cambridge Construction Management	jcalabrese@cambridgecm.com	908-343-6751
Additional Copy To:			
Jeanie Regencio	New Jersey Institute of Technology	regencio@njit.edu	973-596-3068
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Dan Connelly	Cambridge Construction Management	dconnelly@cambridgecm.com	908-623-0487
Gregory Romero	Cambridge Construction Management	gromero@cambridgecm.com	908-638-9700
Peyton Riley	Cambridge Construction Management	priley@cambridgecm.com	908-884-4126

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".

- Discussion of the time line schedule for pre-construction and construction:
 - Last day for questions: 02/02/2018
 - Bid due date: 02/15/2018
 - Bid opening: 02/15/2018
 - Notice of Award: 02/23/2018
 - Substantial Completion: 06/22/2018

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2. The contract documents were reviewed, including the one deduct and one add alternate. Cambridge noted that both a bid bond and a payment and performance bond were required.
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 questions, and any requests for substitutions, must be received, per the RFP, no later than 02/02/2018. Replies to all questions, meeting minutes and addendum which will include additional telecom information will be issued to all bidders by 02/07/2018.
6. Cambridge noted that the scope of work included, but not limited to: demolition, all audio/video components, 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, plumbing, VAV/Ductwork, and fire protection as stated in the contract documents.
7. Cambridge stated a telecomm scope of work for both the base bid and add alternate #1 will be forthcoming with the answers to all questions in addendum #1
8. Dumpster location and use of the freight elevator was discussed, a formal answer will be issued with the answers to questions.
9. 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.
10. All product substitutions must be proposed via the product equivalent approval processes set forth in the RFB to be considered.
11. The meeting concluded with a site walk-thru at GITC 4th floor and associated areas.

This confirms and records our interpretation of the discussions which occurred and our understanding reached during the meeting. Unless notified in writing (3) calendar days of the date issued, the minutes will become record.

Prepared by:
Cambridge Construction Management
John Calabrese
Project Manager