

**GATEWAY PARK  
PRE-BID MEETING  
SEPTEMBER 27, 2013**

Mr. Ingersoll called the pre-bid meeting to order at 10:00 a.m. In attendance were Kees de Mooy, Zoning Administrator, Jennifer Mulligan, Stenographer and guests. The sign-up sheet of guests is attached to this document. There were six (6) separate firms represented at the meeting.

Mr. Ingersoll stated there had already been some questions concerning whether a full survey would be required. He stated that surveying the property was not part of the bid.

Mr. Perry Otwell of McCrone, Inc. asked if the Town had topography maps of the site. Mr. Ingersoll stated that the property was not even in Town and there were no maps. Mr. Ingersoll noted that the Town was not concerned with engineering of the several acres of wetlands that were supposedly part of this property.

Ms. Patricia Sawicki of LAS asked if there was any wetlands delineation work performed on site. Mr. Ingersoll said that there was not, noting that the use of the property would be on the fast lands.

Ms. Sawicki asked about permitting for construction. Mr. Ingersoll stated that the Town would seek permits after plan documents were accepted.

Mr. Ingersoll stated that the concept of the Gateway Park submitted with the grant has been accepted as consistent with the Comprehensive Plan by the Planning Commission.

Mr. John Gonzalez of Landmark Science and Engineering asked about the Concept Plan for the Gateway Park. Mr. Ingersoll stated that the grant application laid out the activities and contained a color concept plan. He handed copies of the concept plan to the attendees.

Mr. Gonzalez asked if he could have a copy of the grant application. Mr. Ingersoll stated that he would scan and send the application to whoever wanted it.

Mr. Gonzalez asked about lighting. Mr. Ingersoll stated that the Town lighting in other areas was Grandville by Halophane.

Mr. Gonzalez asked about the proposed bridge. Mr. Ingersoll stated that the engineer would specify which type of pre-made bridge would work best. Mr. Gonzalez asked about soils testing. Mr. Ingersoll stated that soil testing was not in this contract and would be done by the Town if necessary.

Mr. Gonzales asked if there were any minority business enterprise requirements in this bid. Mr. Ingersoll stated that there were no Federal requirements as this was a State funded DNR Community Parks and Playground grant.

Mr. Gonzalez asked who should be used as a contact for the State Highway Administration. Mr. Ingersoll stated that it could be the District Engineer or his assistant.

Mr. Gonzalez asked what constituted a draft plan. Mr. Ingersoll stated that the draft plan should show where the activities would be located.

Mr. Gonzalez asked if bid base costs should be included, such as preparation of bid documents. Mr. Ingersoll stated that would be done by the Town. He said that there would be a separate contract for project inspection, if necessary.

Mr. Brian Morgan of KCI Technologies stated that schematic design was mentioned in the RFP but thought this should be a re-creation of the concept plan unless there was some reason why the configuration would not work. Mr. Ingersoll stated that the elements might be the same but they should explain their siting of the elements.

Mr. Morgan asked about the observation platform and if there were areas in mind in town limits to use for mitigation. Mr. Ingersoll stated that he did not want this as part of the contract, noting that they were trying to stay away from areas and activities that required mitigation.

Ms. Sawicki stated that she thought there would likely have to be wetland delineation in order to decide where to place the bridge.

Ms. Sawicki asked if the existing shed had any historic component to it. Mr. Ingersoll stated that it was actually the "Walk In Fall Out" bar at one point, though it may not be salvageable. He said that it was an existing structure and had history, but was not on the register of historic places.

Ms. Sawicki asked if the site could be accessed today. Mr. Ingersoll stated that everyone was welcome to visit the site.

Mr. Thomas Wilkes, Remington Vernick Engineers, asked if there was a plan for the open space across from the basketball court on the Town concept plan. Mr. Ingersoll stated that there was discussion of expanded parking, noting that he did not want the park to become an entire parking lot. Mr. Wilkes suggested a tot-lot.

Mr. Ingersoll stated that he was trying to keep the process simple and wanted to avoid addendums due to the fact that there might be bidders who got plans off the internet and would not know of changes.

Mr. Ingersoll stated that any questions could be answered by emails and said that if there were questions they should not to hesitate to ask them or use asterisks in their bid documents.

There being no further questions, the meeting was closed at 10:30 a.m.

Submitted by:

Jennifer Mulligan  
Stenographer

Please Sign in!  
9/27/13

Name	Address	e.mail / Phone
Thomas Wilkes	Remington, Vernick Beach Emj. 262 Chapman Rd Newark DE 19702	thomas.wilkes@erve.com 302 266 0212
PATRICIA SAWICKI LANDSCAPE ARCH. SERVICES	PO BOX 293 DOVER DE 19903	trisha@las-llc.net 302 284 4578
BRIAN MORGAN PETER BOURNE	KCI TECHNOLOGIES, INC. 1352 MARROWS RD. NEWARK, DE 19711	BRIAN.MORGAN@KCI.COM 302.731.9176
NICHOLE DAVIS	KCI TECHNOLOGIES, INC. 614 N. DUPONT HWY - STE 100 DOVER, DE 19901	nichole.davis@kci.com 302-747-5999
Perry Ottwell	McCrone, INC 320 Pennsylvania Ave Crestoville, MD 21617	potwell@mcrono-inc.com 410-758-2237
John Gonzalez	Landmark Science & Engineering 356 Congress Avenue, Suite 209 Havre de Grace, MD 21078	john@g@landmark-se.com 410-939-2844 443-307-3657
KEVIN KELMARTIN	UNITIV LANDSCAPE DESIGN/SCULPTURE 3621 GLAZIER HILL RD CHURCH HILL, MD 20623	kw.kel@unitiv.com 410.556.6414 410.556.6173

**TOWN OF CHESTERTOWN  
INVITATION TO BID  
SITE ENGINEERING AT 875 HIGH STREET, CHESTERTOWN**

The Town of Chestertown will receive sealed bids until 12:00 noon on Friday, September 6, 2013 for site engineering and design for the Gateway Park located at 875 High Street, near the intersection with MD 514.

The scope of the design work includes grading and landscaping, stone parking lot, ADA-accessible pathways and nature trail with a planned connection to the Gilchrest Rail Trail, a regulation size basketball court, park furniture and signage. The scope of work is derived from a draft plan submitted as part of a successful grant application to the DNR Community Parks and Playgrounds Program.

Engineers will be expected to show evidence of their ability to perform a project of this size in a timely manner, and a statement of qualifications and performance data using Standard Form 254.

Sealed bids should be addressed to the Town of Chestertown, 118 N. Cross Street, Chestertown, MD 21620 and marked "SEALED BID, GATEWAY PARK ENGINEERING." Electronic submissions will not be accepted.

The Town of Chestertown is an equal opportunity employer and reserves the right to accept or reject any and all bids.

By authority of  
Margo G. Bailey, Mayor

# TOWN OF CHESTERTOWN

## BID SPECIFICATIONS

### **BIDDER QUALIFICATIONS:**

1. Samples of five projects completed in the past five years, similar in scale and scope to the proposed work, including references. Recommendations concerning related or similar projects or from municipalities (optional).
2. Completed Standard Form 254, Architect-Engineer and Related Services Form.

### **SUBMISSION OF BIDS:**

1. Bids must be signed by the bidder and mailed or delivered by hand prior by 12:00 noon on Friday, September 6, 2013 in an envelope marked, "SEALED BID, GATEWAY PARK ENGINEERING" to:

Town of Chestertown  
118 N. Cross Street  
Chestertown MD 21620

2. Electronic submissions will not be accepted.
3. All bids will be opened on Friday, September 6, at 12:00 noon at the Town Office, 118 N. Cross Street, Chestertown. The Town of Chestertown is an equal opportunity employer and reserves the right to reject any and all bids.
4. A pre-bid meeting will be held on at the Town Hall, 118 N. Cross Street, Chestertown, MD. 21620, at 10 am on Friday August 30, 2013.

### **SUMMARY OF SERVICES AND JOB REQUIREMENTS :**

1. To provide draft/schematic plans and ultimately construction-ready plans for a community park on Town-owned land located at 875 High Street. The draft/schematic plans will be submitted to the Town for review and comment prior to the development of the final plans. The grant application that is funding the project can be used as an

outline for the listed amenities. Design and engineering services will also include all storm water, sediment and erosion control plans and other associated environmental requirements, including any required permitting.

2. Park amenities will include a gravel parking area, full court fenced basketball court, ADA-accessible nature trail and observation platform, bicycle racks, trash receptacles, native plant landscaping, security lighting and park signage.
3. Gateway Park will serve as a trail head for the Gilcrest Rail Trail via a pedestrian and bicycle bridge crossing over Radcliffe Creek. The location and engineering (elevation and footing locations) for the bridge crossing will be part of this scope of work. It is anticipated that the bridge construction will be prefabricated aluminum span with integral railings.
4. Create a vicinity plan showing neighboring properties, roadways, streams, and their relationship to the Gateway site plan.
5. Locate, describe and label all existing utilities on the site plan (or vicinity plan) including electric, communications (phone and fiber optics, public and private), water, sewer, and cable.
6. The landscaping plan shall be developed by a licensed Landscape Architect using native trees, plants and grasses.
7. Construction plans will include quantities and estimated costs for all construction items and activities: including excavation and topsoil fill or stone associated with the parking and landscaped areas, landscaping, pathway and observation platform, basketball court, park furniture, signage, and all other related items.
8. The entrance or entrances to the site will be developed in coordination with the Maryland State Highway Administration, which is currently developing plans for the provision of walking/biking trails on MD 514 and safe pedestrian crossing from MD 514 to the Gateway Park location.
9. A draft plan will be due no later than sixty (60) days after a contract has been awarded by the Town of Chestertown.
10. The final plans will be due no later than thirty (30) days after comments on the draft plans have been provided.