

**Pre-bid Meeting Minutes**  
**RFP #2016-033**  
**Consulting Svc to Perform Feasibility Study for WWMS**

**Date: Tuesday, December 27, 2016 at 10:30 am**

**Adjourned: 11:30 am**

**Meeting Location: at site, WWMS, Middletown, CT**

**Attendees: See attached list**

**Donna Imme, Purchasing Supervisor opened the meeting and discussed the following:**

1. Proposals are due **Friday, January 13, 2017 by 3:00 pm**
2. All questions shall be submitted to the Supervisor of Purchases via fax 860-638-1995 or email [purchase@middletownct.gov](mailto:purchase@middletownct.gov). **The deadline for receipt of questions is Thursday, January 5, 2017 by Noon.**
3. All Addenda's, pre-bid meeting minutes, etc. shall be posted to the City's website. Bidders shall be responsible for checking the website for all additional information and all addenda's and shall also acknowledge the addenda in their bid where indicated on the proposal pages. Website is [www.middletownct.gov](http://www.middletownct.gov) Again; it is the responsibility of all bidders to visit the website prior to submitting their final bid.
4. John Cross, Facilities Director provided two handouts; "Building Square Feet & Staffing Analysis" and an "Enrollment Report" both of which will be posted on our website.
5. Page 15 of the RFP includes a Respondent checklist of documents that are to be included and submitted along with the proposal pages (16-17).

**John Cross, Facilities Director shared the following information:**

Building drawings and Asbestos Management plans are available for review; please contact John at 860-638-1408 to schedule a time to do so. In addition, if you want to schedule another walkthrough of the building, please contact him as well. (Complete contact information for John Cross is provided on the "Attendee List")

Existing site plan and assessor's plan are sufficient for this proposal.

**Gene Nocera, Building Committee and member of the Common Council stated the following:**

The first phase of the 32,000,000 City wide Parks and Fields referendum improvements is set to start across from the WWMS site. It will include; a six new tennis courts, new track and field, bleachers, rest rooms, storage, outdoor basketball court, pavilions for booster club, walking trails, lighted baseball and softball fields, multi-purpose fields, that will include soccer fields, benches, parking for 125 cars, security system, scoreboard, fencing both interior exterior. Work is scheduled start in March or April, 2017.

Design work is being done by Milone and MacBroom located in Cheshire CT