

PRE-BID MINUTES

HELD ON:

January 5, 2012, 10:00 A.M.,
Maryland Transit Administration
6 Saint Paul Street, Baltimore, MD
6th Floor Conference Room

ATTENDEES:

See the sign-in sheet in the handout attachment

TOPICS DISCUSSED

Administrative Requirements:

Was discussed by Marsha Turnipseed

- Introduction of Presenter/MTA Staff:
 - Doy Miller, Project Manager
 - Paula Cullings, Office of Fair Practices
- Description of the project: The Environmental Emergency Response, Compliance, Remediation, and Waste Management Services will be performed to maintain or achieve facility compliance with all applicable Federal and State of Maryland Environmental laws, regulations, permits and orders, and support efforts to identify and correct root causes of any areas of potential noncompliance (“On-call” shall be defined as response capabilities 24 hours per day and 7 days per week).
- This project has been estimated between \$2,500,000.00 to \$5,000,000.00;
- the contract duration is 5 years
- 50% of the work must be performed by the Contractor’s own forces
- An MBE subcontracting goal of 10% has been established for this project. Our Office of Fair Practices will have a discussion later in this meeting to address the MBE requirements for this project.
- This project is 100% State funded
- **Deadline for questions is January 20, 2012;** All questions ***must*** be directed to my attention at the Administration Offices or via Internet address mturnipseed@mta.maryland.gov. Faxed messages will not be accepted unless accompanied by telephone notification at (410) 767-3353. Our fax number is (410) 333-4810. An addendum will be issued after the deadline for questions has passed. The addendum will include responses to contractor’s written questions, planholders list and any changes which need to be made to the specifications. All planholders will be informed by e-mail when the addendum has been issued and ready to download from

MTA's web site. Bidders are required to acknowledge all addenda by signing a copy of each addendum cover letter and include it with their bid package. Do not return the signed cover letter after receiving the addendum.

- Bids are due on February 2, 2012 @ 2:00 p.m.: Bids should be sealed and addressed to the "Maryland Transit Administration, Procurement Division 6 St. Paul Street, Baltimore, Maryland 21202-1614 and marked "Bid for Contract No.: **T-8000-0358**". Hand delivered bids should be deposited in the Bid Box located on the 7th Floor before the 2:00 PM Deadline. At that time, Bids will be publicly opened and read aloud.
- Insurance Requirements: Prior to execution of the Contract, the Contractor must obtain at its own cost and expense and keep in force and effect during the term of this Contract, including all extensions, the insurance specified in Appendix B, which is incorporated herein and made a part of the Contract. Please Refer to Appendix B – Insurance Requirements
- Contractor's Questionnaire: This questionnaire is intended as a basis of establishing the Qualifications of contractors for undertaking Multi-Media Environmental Emergency Response, Remediation, and Waste Management Services under the jurisdiction of the Maryland Transit Administration (MTA). This Questionnaire Form is a part of the contractor's bid and failure to submit a completed questionnaire with each bid may be the basis for rejection of a bid.
- All bidders must submit with their bid the following documents. See Page BF 3 of 7
 - A fully executed Bid Bond on a form furnished by the Administration in the amount of five percent (5%) of the Bid Price; **or**
 - A fully executed Individual Surety Bid Bond in the Amount of 5% of the bid price (if applicable) and a fully executed Affidavit of Individual Surety (Attachment A) & Surety Affidavit (Attachment B).
 - A fully executed copy of the Contractor's Questionnaire
 - A fully executed copy of the Bid/Proposal Affidavit.
 - A fully executed copy of the Buy America Certificate.
 - A fully executed copy of the Certification Regarding Lobbying.
 - A fully executed copy of:
 - MDOT MBE Form A - Certified MBE Utilization and Fair Solicitation Affidavit; and
 - MDOT MBE Form B - MBE Participation Schedule
 - If the bidder fails to submit Attachment A & Attachment B with the bid as required, the procurement officer shall deem the bid non-responsive.
 - A signed copy of the Cover Letter for each Addendum issued by MTA; and
 - Living Wage Affidavit

MBE Requirements

Was discussed by Paula Cullings of the MTA's Office of Fair Practices
Paula discussed the completion of the new MBE Forms A – D and the
Office of Fair Practices role in the procurement process.

Scope of Work:

Was discussed by Doy Miller, the Project Manager for this solicitation. Mr.
Miller discussed the details of the work to be performed under this project.

Closing remarks:

delivered by Marsha Turnipseed

Attendees were reminded:

- To submit all questions in writing in order to receive the official position of the MTA. Any topic discussed today does not represent the official position of the MTA. Please submit your questions in writing to get the official position of the MTA.

The Pre-Bid Meeting was adjourned at 10:45 am.

MARYLAND TRANSIT ADMINISTRATION

PRE-BID ATTENDANCE

CONTRACT NO. T-8000-0358

On-Call Multi Media Environmental Emergency Response, Compliance,
Remediation, and Waste Management Services

January 5, 2012 @ 10:00

	CONTACT PERSON	NAME OF FIRM	TELEPHONE/FAX NO.
1	Musta Tumpseed	MTA	410 767 8329
2	Doy Miller	MTA-Safety	454-7295
3	Thomas J. Chisholm	MTA OSQIARM	410 454 7196
4	Chris Kertish	EA	(410) 322-5176
5	Sabrina Baum	EA	(410) 584-7000 x 2249
6	MARK F. Bollen	CVCC	410 215 0921
7	Doug Davis	CVCC	410 368 9170
8	Steve Bartlett	KCI	410-527-4407
9	Rob Rowley	Skelly & Loy Inc	(717) 232-0593/ (717) 232-1799
10	Mark Toos	Skelly and Loy Inc	717-232-0593 717-232-1700
11	Pete Bellman	BATA Environ. MBE	302-256-6664 pjrollman@hotmail.com
12	Bob Jones	PSC ENVIRONMENTAL	215-296-6951 BOB.JONES@PSCMDA.COM
13	GREG STRELL	EWMT	484-538-6144 484-275-6970

PRE-BID ATTENDANCE

CONTRACT NO. T-8000-0358

	CONTACT PERSON	NAME OF FIRM	TELEPHONE/FAX NO.
15	TAMAS S. JES	EPA ENGINEERING *MBE	410-504-6112
16	Chelsea France	EPA Engineering *MBE	410-504-6013
17	Audrey Kunkler	APEX Companies	301-417-0200
18	Andy Joy	TEI	(410) 458-4289
19	Rebecca Mason	ECS	410 859 4300
20	KEVIN HOWARD	CGS	410-740-1911
21	TOM DEL ZOPPO	ENVIRONMENTAL WASTE SPECIALISTS, INC	703-856-8504
22	Tim Pickering	BWS	410-627-7753
23	LYNN K. Poling	Lewis Environmental	302 547-3405
24	Paula B. Cullings	MTA/OPF	410 267-3934
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