

## Engineering and Technical Consultants, Inc.

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August 30, 2023

Braniff Property Management Company  
4201 Coastal Highway  
PO Box 799  
Ocean City, Maryland 21843

ATTENTION: Mr. Connor Braniff

SUBJECT: Pre-Bid Meeting Minutes – Exterior Rehabilitation Project  
Club Ocean Villas I  
Ocean City, Maryland  
ETC Project M2-4717

Dear Mr. Braniff:

The purpose of this letter is to summarize the discussions held as part of the on-site pre-bid meeting on August 18, 2023, for the above referenced project. This letter will become the official record of the meeting and will become an integral part of the contract (for the exterior rehabilitation work), which will amend or supersede noted items in the contract documents.

A summary of issues reviewed in this meeting are as follows:

- I. Items regarding scope of work, specification, etc.
  1. The scope of work was reviewed. The following items were clarified.
    - a. The siding type and location was reviewed. Please see attached updated elevation drawings for more information.
      - The siding work will also be performed on the exterior of the mailbox kiosk.
    - b. The location of the faux stone panels was reviewed. No stone panels are to be installed on Building 5. Please see attached site plan for more information.

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- c. The existing soffits are to be removed and replaced with new vented soffit assemblies. This includes the sloped sections as well.
  - d. The existing fascia and rake boards will be wrapped with color-coated metal.
2. The following clarifications were made to the specification, drawings, and bid form.
- a. The basis of the siding specification is CertainTeed but alternate manufacturers will be accepted provided they meet or exceed the listed requirements.
  - b. The fences will need to be removed and replaced as needed to facilitate the work. This includes the pool fence along Building 5.
  - c. All items secured to the siding, except individual owners signage shall be removed and reinstalled.
  - d. PVC blocking shall be provided at the following locations.
    - Building number signs
    - Light fixtures
    - HVAC shutoffs
  - e. Work at or around the sheds was reviewed.
    - Sheds that are not attached or up against the building will be removed by others prior to the start of work to allow for the siding work behind them.
    - Sheds that are attached will be left in place. New apron flashing will be installed along the top siding to roof transition. See attached detail. The siding on the walls of the sheds will not be replaced as part of the base work.
  - f. The sheds over the electric meters will be detailed as follows.
    - New apron flashing will be installed along the siding to roof transition. See attached detail.
    - The siding will be removed along the sides of the sheds and new “L” flashing and PVC panels will be installed on the sides. The new panel shall extend to the same depth as existing.
    - New vertical PVC trim will be installed along the fronts.
    - Aluminum wrap will be installed on the front fascia.

- g. Storm doors will be removed by others.
- h. Gutters and downspouts are to remain but will need to be temporarily disconnected to install the new aluminum wrapping.
- i. The trim shall be PVC and installed as shown on the elevation drawings. The following widths shall be used.
  - Window and door perimeters - 4" nominal
  - Corners - 4" nominal
  - Horizontal bands - 8"
- j. J-Channel shall be used where the siding abuts horizontal and vertical trim.
- k. The sliding glass door size is 6'-0" by 6'-8".
- l. To install the new ledger flashing at the balconies, including along the first floor, the first deck board shall be removed and replaced. The new deck board shall either 2x6 pressure treated wood or 5/4x6 composite board. Staining of the new wood board is not to be included. See attached detail.
- m. Unit owners will be required to remove all window and door blinds and treatments as well as to provide 4' clearance in front of the windows and doors.

## II. Contract Terms

1. The selected Contractor will be required to sign a contract with the Owner. This contract will be AIA Document A104, the 2017 edition of "Standard Form of Agreement Between Owner and Contractor for Construction Projects of Limited Scope where the Basis of Payment is a Stipulated Sum". A copy of the intended contract is included in the bid package. All contractors are to review the document and include any areas of concern they may have on their bid submission.
2. The Liquidated Damages clause is set at \$500.00 for each calendar day of delay beyond the scheduled completion date that any work area has not achieved substantial completion, and any work or storage areas not fully returned to the Owner. Approved delays due to inclement weather and/or material delivery delays will extend the project duration day-for-day for each full day missed.
3. The pricing shall include the various requested labor and material warranties for the work.

4. The project will have payments made on a monthly basis according to the work performed (in-place materials), with ten (10) percent retainage. Final payment of the retainage will only be approved once the punch list is complete and after all close-out documents are submitted and approved.

### III. Schedule

1. The Contract will be based on a calendar day schedule. The bidders will need to provide their proposed start and completion dates for the work on the provided bid form.
2. The project is expected to be performed in 2024; however, no work will be allowed during between Memorial Day and Labor Day. If the work splits this time, any remobilization fee shall be included in the base pricing.
3. In general, the Work will be permitted between 7:00 a.m. and 7:00 p.m. Noise producing work must comply with the Town of Ocean City's ordinances. Weekend work will be permitted with advance notice. Weekend work will not commence before 9:00 a.m.

### IV. Storage, Parking, and Work Areas

1. Limited site storage and parking will be allowed on the property. It is expected that the Contractor will be allowed to park equipment, dumpsters, etc., in an agreed upon location at the site. All space closures must be coordinated with the Owner prior to commencement of work.

### V. Facilities

1. Water service will be provided by the Owner, where available.
2. Electricity will not be provided by the Owner. Contractors shall supply generators for all their electricity needs.
3. Portable toilets must be provided by the Contractor and can be stored within the designated storage area.

### VI. Safety/Security Issues

1. The Contractor is solely responsible for safety and security onsite. Proper constructions fencing should be used to prevent residents from entering the work zone, and all materials/equipment should be locked up at the end of each workday.
2. Safe access/egress to/from the units must be provided at all times. Additionally, access to the parking lot associated with the repairs shall remain accessible at all times.

### VII. Submittals

1. A full list of intended subcontractors should be submitted with the bid form.

2. The Contractor will be required to submit a Certificate of Insurance indicating the Management Company, Property and Engineer as additionally insured.
3. Color samples shall be provided for all major products – siding, trim, sealant, metal, etc.
4. Material Safety Data Sheets shall be provided and maintained at the site at all times.

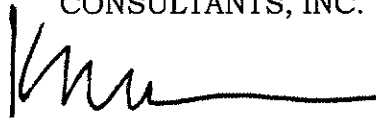
VIII. Bid Due Date

1. The bid due date was revised to 4:00 pm, September 8, 2023.
2. Questions should be provided no later than September 1, 2023

Please let us know if there are any questions.

Very truly yours,

ENGINEERING AND TECHNICAL  
CONSULTANTS, INC.



Kirk R. Parsons  
Vice President

ATTACHMENTS: Drawing R-1A  
Revised Drawing R-5  
Revised Bid Form

cc: All in Attendance