



**Westfield Architects
& Preservation Consultants**

425 White Horse Pike
Haddon Heights, NJ 08035

Phone: (856) 547-0465

Margaret Westfield, RA
NJ Cert. #10185

Michael M. Westfield, RA
NJ Cert. #10186

Bathroom Demolition & East Wall Restoration, Gabriel Daveis Tavern

MINUTES FROM PRE-BID MEETING of 13 November 2024

Present: Al Moschella, Department of Public Works, Gloucester Township
Mike Epfiano, Triad Assos., Grants Admin for Gloucester Township
Phil Aliano, Aliano Brothers Construction
George Rodriguez, Ocean Construction
Herb Campbell, MPG
Nick Virgilio, Merrill & Garaguso
Dean Peck, Knapp Masonry
Jeramie Muff, Knapp Masonry
Brian Wentz, PE, Keast & Hood, Structural Engineers
Margaret Westfield, RA, Westfield Architects & Preservation Consultants

Meeting Summary:

The above-referenced individuals met at the site at 10:00 AM for the pre-bid meeting for the Bathroom Demolition & East Wall Restoration Project at the Gabriel Daveis Tavern.

I began the meeting by explaining that all bidders need to complete their contact information on the Gloucester Township website under "Doing Business with Gloucester Township" with reference to this specific bid so that the Township can provide Addenda and other communication with all bidders. I explained that there were both drawings and a Project Manual with specifications and that careful review of both documents was necessary to understand the project as there is a significant amount of masonry work on the east wall that is only specified and not shown on the structural drawings. I then reviewed the scope of work for the historic 1756 building as listed in the Project Overview in Part 1 of the Project Manual. I reviewed the Base Bid, the Deduct-Alternate, and the two Add-Alternates for this project, and noted that Allowances and Unit Prices had been included for bidding purposes. The Bid Form where all the Alternate and Unit Prices are to be completed by the bidder is in Appendix B of the Project Manual. (There is also a Bid Proposal Form among the Township-issued bidding documents and that should also be completed as it requests other information.) Bids will not be considered complete unless both forms are submitted.

I explained that funding for the work on this local landmark was being provided by the Camden County Open Space and Historic Preservation Trust Fund, and that this was part of a larger project, for which the Township will be applying to the NJ Historic Trust in April 2025. Therefore, all work must follow the Secretary of the Interior's *Standards* and the contractor must meet the Trust's qualification requirements. This requires that all bidders demonstrate that they have successfully completed two projects of similar scope

and character within the past 5 years. There is a Bidder's Questionnaire in Appendix B of the Project Manual that is one of the required forms to be submitted with the bid where this qualification information must be presented by the bidder.

Mike Epifanio of Triad Associates, the Township's Grants Administrators, then explained about the project's schedule. The County grant that is funding the work requires that the successful bidder sign a contract with the Township before the end of the calendar year. Accordingly, bids are due on December 4th at 10:30am to the Township, and the plan is to award the bid at the Township meeting scheduled for December 9th. However, the construction work doesn't have to be undertaken this year -- the contractors should indicate their availability to do the work on the bid form.

Brian Wentz, the project's structural engineer, then went over his drawings, explaining that the entire bathroom addition, including the foundations, are to be removed, and building systems capped where they connect to the building or to the cess pool that will be abandoned in place. (The Township will have the cess pool drained and filled with gravel after the project is completed.)

I then reiterated that this is a Public Bid, that prevailing wage and all public bidding laws apply.

We then moved inside and viewed the doorway to the bathroom that will have to be infilled with matching brick masonry, plastered, and completed with matching baseboard. Then the entire room will be painted to match the existing colors, including walls, ceiling, trim, both sides of the two doors, and the entire door surround into the adjacent room to the south (including the continuous trim on the south side of the wall). Existing cracks in the wall plaster should be patched before painting. (Nails in the plaster walls can be left in place and painted over.) The two historic doors to the bathroom and bathroom closet, including their hardware, are to be salvaged for the Owner.

Questions are due to the architect (Margaret@wa-pc.com) no later than Wednesday, November 20th. Addenda will be issued as required, including one with answers to questions raised during this pre-bid meeting. To return to see the interior of the building during the bidding period, call Al Moschella of the Township's Public Works Department at 609-820-1581. (There's no need to arrange a visit to just see the exterior of the building -- the site is open.)

Thank you for your interest in this project; please let me know if you have any questions after you review the bidding documents.

Distribution: all attendees, Christie Ehret, Tom Cardis, file.

Prepared by: Margaret Westfield, Westfield Architects & Preservation Consultants

Note: these minutes are issued as an informal summary of the conversations that took place at the Pre-Bid Meeting but are not part of the Contract Documents. Changes to the Contract Documents will be formalized in the forthcoming Addendum.