



**Pre-Bid Contractors Meeting- Townsend PD Building
February 5th, 2025 @ 12:00 pm
Town Hall and via Conference Call**

12:00 pm – Bid Meeting

I. Opening:

- A. Roll Call: Mayor Lobdell, Town Manager Goodyear, Town Clerk Gallagher, Chief Longo.
- B. Visitor Acknowledgement: Christina Kelley of GGA, Stephan Beachy of Delmarva Buildings, Buddy Messick of J&B Electric, and Melissa Welsh of Tricon Construction Management.

II. Q & A:

- A. Question- Stephan Beachy: Will Permitting and civil engineering be included from the town?
 - 1. Answer: Mayor Lobdell states most likely and the additional utilities (I.e. sewer connection, electric hook up) would be set up by the Town.
- B. Question- Buddy Messick: Will the new building have an upgraded service and extend the service to the same meter? Also, what type of access controls are needed for doors, offices, both? Will it be a full installation or just labor?
 - 1. Answer: Yes, the building will have upgraded service to the same meter. The security company for the Police department is Advantech. They may do a full installation and setup.
- C. Question- Melissa Welsh: How many locker rooms, bathrooms, breakrooms needed?
 - 1. Answer: Chief Longo states he is needing whatever can be supplied for men, women, and kitchen. Nothing fancy is needed but a new layout for the kitchen/breakroom would be great.
- D. Question- Buddy Messick: Inside the building would we want value engineered lighting? Also, will include provisions on emergency lighting, generator back up, and alternate parking lot lighting as well.
 - 1. Answer: Chief Longo states that those items would be just fine and agrees that parking lighting would be nice to include. States after meeting, the contractors can go down and look at and around the building for their reference to decipher Priority vs. alternate.
- E. Question- Stephan Beachy: Would the parking lot be included in the bid?

1. Answer: Mayor Lobdell would prefer to keep the parking lot out of the bid.

F. Question- Melissa Welsh: Which rooms are a priority to have?

1. Answer: Chief Longo states his priority rooms would be a lobby and multipurpose room.

G. Question- Buddy Messick: Are flooring provisions needed for electrical outlets to accommodate desks? Will a humidifier need to be installed in the armory?

1. Answer: Chief Longo states, no, flooring provisions and humidifier are not needed. He also stated he would not be upset with any upgrades that are in the budget. He also re stated that his main priority is the multipurpose room.

H. Question- Stephan Beachy: Will there need to be provisions for safety and strength on the building? Also, will the sally port need a drain?

1. Answer: Chief Longo states no for the building provisions and yes that the sally port will need a drain.

I. Question- Melissa Welsh: Are there records of asbestos and lead paint records for the police station?

1. Answer: Kelsey Gallagher researched this information in our internal files and shares that while we have no documented testing for lead or asbestos, the PD station was fully renovated in 1996, which would be many years after both items were banned.

J. Question- Melissa Welsh: What type of flooring and what type of bathroom?

1. Answer: Sargent McCloskey asks for simple and easy cleanup for both the shower and flooring. Preferably tile to tile bathroom.

K. Additional Information:

1. Connex boxes will be taken care of prior to construction by the Public Works Dept.
2. Start date preferably as soon as contract is signed and hopeful completion date by summer.
3. Prevailing Wages- See attached.
4. Budget totaling: \$375,000
5. Requiring Bonds- Yes.
6. Civil plans with permit flexibility
7. Sewer & Electric permitting – New Castle County.

8. Plumbing & Construction permitting- Town of Townsend
9. Possible room for more funding if needed.