

**Town of Georgetown Advance Metering Infrastructure (AMI)
Town of Georgetown
March 8, 2023
DBF # 0319A078.A01**

In Attendance:

Name	Organization	Phone	Email
Stephen Kurek	Ferguson	(410) 808-7309	stephen.kurek@ferguson.com
Bob Johns	Ferguson	(443) 336-7221	bob.johns@ferguson.com
Rob Mourlas	Utility Service	(410) 443-1429	robert.mourhas@veolia.com
Chris Quinn	Utility Service	(610) 368-0612	christopher.quinn@veolia.com

Items of Discussion:

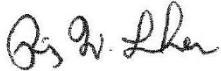
1. On Thursday, March 2, 2023, a non-mandatory pre-bid meeting was held at 1:30 PM in the Town of Georgetown Mayor and Council Chambers. A sign-in sheet was completed and are attached. Additional attendees included:
 - a. Ring Lardner, Davis, Bowen & Friedel, Inc.
 - b. Gene Dvornick, Town of Georgetown Town Manager
 - c. Laura Givens, Town of Georgetown Finance Specialist II
 - d. Jeff Ward, Town of Georgetown Construction Coordinator
 - e. Rick Hudson, Town of Georgetown Water Supervisor

2. The following information was reviewed:
 - a. All bids are due to the Town of Georgetown at 2:00 PM on Thursday, April 13, 2023.
 - b. The bids are in two parts with each part in a sealed envelope and both sealed envelopes within a sealed envelope.
 - c. Part 1 of the bid is the technical review and the criteria can be found in Exhibit 1. A minimum score is required to be considered for the next part.
 - d. Part 2 of the bid is the priced proposal.
 - e. Parts 1 and 2 will be totaled and create the order of merit list.
 - f. Interviews may be held with Mayor and Council along with additional negotiations.
 - g. The RFP is similar to how the Town of Berlin recently completed their purchase.
 - h. All questions are to be submitted to Ring Lardner at rw1@dbfinc.com. Answers to questions will be placed on the Town's website.
 - i. Attendees asked some general questions about the project but they should be followed

up in writing.

The foregoing represents the writer's best recollection of the items discussed at the pre-bid meeting. Should anyone take exception to any portion of these minutes, they are requested to do so in writing within five (5) days of receipt of these minutes.

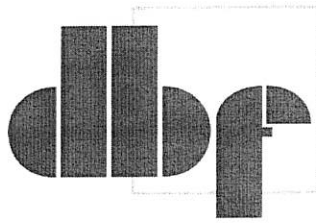
Sincerely,
DAVIS, BOWEN & FRIEDEL, INC.

A handwritten signature in cursive script, appearing to read "Ring W. Lardner".

Ring W. Lardner, P.E.
Principal

L:\0319 Georgetown\0319A078.000 Automated Metering Infrastructure\ADMIN\Meeting Minutes\2023-03-08 Pre-Bid Meeting Minutes\Town of Georgetown AMI Pre-Bid Minutes.docx

cc: All Attendees



Sign-In Sheet

MEETING: Pre-Bid Meeting

LOCATION: Town of Georgetown

PROJECT NAME: Water Meter Replacement

DBF #: #0319A078.000

DATE (mm/dd/yyyy): 03/02/2023

Name	Organization	Phone	Email
Stephen Kurek	Ferguson	410 808 7309	Stephen.Kurek@Ferguson.com
Bob Johns	Ferguson	443 336 7221	Bob.Johns@Ferguson.com
Bob Mathias	Utility Service	410-443-1429	Robert.Mathias@veolia.com
Chris Quinn	Utility Service	610-368-0612	christopher.quinn@veolia.com