

BALTIMORE COUNTY, MARYLAND
DEPARTMENT OF PUBLIC WORKS AND TRANSPORTATION
DIVISION OF CONSTRUCTION CONTRACTS ADMINISTRATION
111 WEST CHESAPEAKE AVENUE
TOWSON, MARYLAND 21204



Contract No. 25033 GX0
Project No.
10000865

Rockdale Park Renovations & Enhancements –
3326 North Rolling Road, Gwynn Oak, Maryland 21244
Gwynn Oak – District 2c4

ADDENDUM NO. 2

DATE: 9/25/2025

Contact: Anthony Crews, 410-887-3531, tcrews@baltimorecountymd.gov

To All Bidders

This addendum is hereby made a part of the Proposal and the Special Provisions, and is hereby incorporated into the Contract. Should this addendum conflict with any portion of the Special Provisions, the Proposal, or any prior addenda, this addendum shall supersede and control.

Please note the attached changes, corrections, and/or information in connection with the contract and submit bids and be otherwise governed accordingly.

For Your Information

Attached are the pre-bid meeting minutes along with the list of attendees that was held on Wednesday, September 24, 2025 @ 10:00 A.M. EST. via WebEx. Also attached are the pre-bid site visit meeting minutes along with the list of attendees that was held on Thursday, September 25, 2025 @ 11:00 A.M. EST.

Attachments – 8

Please sign below acknowledging receipt of this addendum and return with your bid.

Company Name

Signature



Baltimore County Office of Budget & Finance

Property Management Division

PRE-BID MEETING MINUTES

Rockdale Park – Revitalization
Job Order #: PROJ-10000865

September 24, 2025
WO#: 908636

Time: 10:00 am
Location: Webex

1.0 Introduction of Project

1.1 Matthew Leebel introduced project as Rockdale Park – Revitalization under contract number 25033 GX0, Baltimore County work order number and Job Order number.

2.0 Attendees

- 2.1 David Earling – Baltimore County Property Management
- 2.2 Matthew Leebel – Baltimore County Property Management
- 2.3 Amy Horning – Baltimore County Property Management
- 2.4 Gary Brown – Baltimore County Minority Business Enterprise
- 2.5 Shane Harbo – Baltimore County Prevailing Wage
- 2.6 Ryan Martin – Keller Brothers
- 2.7 Daniel Kapaska – Honeycove Landscape
- 2.8 Hunter Parrott – North Point Builders.
- 2.9 Andrew Pakora – Allied Contractors Incorporated
- 2.10 Shane Hornberger – DSM Contracting
- 2.11 Grisel Munoz – Mardell Contracting

3.0 MWBE Presentation

- 3.1 Presentation of MWBE information made by Gary Brown.
- 3.2 Introduced project MWBE Goal is 25%.
- 3.3 Only MDOT certified or Baltimore City Minorities approved qualify towards goal.
- 3.4 Minority owned prime may self-perform up to 50% of the goal.
- 3.5 Supplies can only count towards 60% of the goal.
- 3.6 Prime is expected to submit a monthly goal and monthly payment reports.
- 3.7 Mr. Brown will be making periodic visits to the project and/or contractor's office.
- 3.8 Any changes to the MWBE plan must be approved after plans have been previously approved.
- 3.9 Monthly reports must be submitted by prime and subcontractors even if no work was performed.
- 3.10 Opportunity provided for additional MWBE questions; none asked.



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4.0 PWLH Presentation

- 4.1 Prevailing Wage Local Hire information presented by Shane Harbo.
- 4.2 Baltimore County's Prevailing Wage and Local Hiring legislation is currently in effect. The law requires the payment of Prevailing wages on county funded construction in excess of \$300,000 and County subsidized capital projects receiving assistance over \$5,000,000. The law also requires new hires to be Baltimore County residents. Baltimore County's Prevailing Wage and Local Hire unit is the county's designated authority to enforce the Prevailing Wage and Local Hiring laws.
- 4.3 Violations of these laws may be subject to liquidated damages, withholding of payment, and in some cases could cause the contract to be terminated or debarment for one year
- 4.4 The contractor selected to perform the construction project will be required to adhere to the County's Prevailing wage and local hiring laws, policies and procedures which include but are not limited to:
- 4.5 Performing construction work onsite or an adjacent site subject to the contract terms
- 4.6 All contractors must register with the Baltimore County preferred Certified Payroll system, LCP tracker, and certified payrolls are to be submitted within 14 days after the CPR week ending date.
- 4.7 If your company is selected, we will detail the required information to submit on the certified payrolls
- 4.8 Workers will be properly classified by the work performed and are paid on the type of tools used throughout the workday, not job titles. Evaluate the Wage rate sheet attached to the bid, if unable to locate a proper classification on the list please notify the Prevailing Wage and Local Hire Unit at PrevailingWage@BaltimoreCountyMD.gov
- 4.9 We encourage using Apprentices and require the proper ratio of workers to supervision will be followed pursuant to Maryland law, which is currently 1 to 1 as well as Apprentice wage rates in accordance with your programs Standards.
- 4.10 Workers classified as helpers are not allowed on county projects.
- 4.11 Overtime is paid for more than 8 hours in a day and more than 40 hours in one week. Overtime is also paid for ALL work on Sundays and Holidays
- 4.12 Overtime is 1.5 times the base rate and only 1 time on fringes
- 4.13 You must Permit Baltimore County or their designee CCMI access to the worksite for audits as necessary, monthly.
- 4.14 You must do your due diligence to hire according to the Local Hiring requirement.
- 4.15 Before a Notice to Proceed is issued all contractors on the project MUST perform an employment analysis, the analysis is used to determine how many jobs will be required to complete the project and evaluate the current staffing availability. A monthly local hire report is also required for local hire workforce compliance.
- 4.16 Our County PWLH unit website has resources to help gain an understanding of the county PWLH policies and law. It is strongly advisable to do additional research on prevailing wage to gain an understanding prior to bidding.
- 4.17 The county Prevailing wage website:



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Property Management Division

www.baltimorecountymd.gov/departments/prevailing-wage/ or enter prevailing wage I the search box on the county website and it will also direct you.

4.18 Opportunity to ask questions presented to contractors, none asked.

5.0 **Schedule presented by Matthew Leebel**

5.1 Pre-Bid site meeting is tomorrow 9/25/25 at 11am. 3326 N. Rolling Road Gwynn Oak, MD 21244.

5.2 RFIs due from contractors 10/1/25.

5.3 RFIs should be sent to the design team, copying in Matt Leebel and David Earling

5.4 RFI responses issued via Addendum by COB 10/8/25.

5.5 Bid Opening: 10:30am, October 16, 2025.

5.6 Late Bid Submittals will not be opened.

6.0 **Meeting Adjournment**

6.1 Opportunity for questions provided, no questions asked.

6.2 Meeting ended 10:12am



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Sign-in Sheet

Project Name: Rockdale Park - Revitalization Work Order# 908636 Contract: 25033 GX0 Job Order: PROJ-10000865				
Date of Meeting: September 25, 2025, 11:00am Location: 3326 N. Rolling Road Gwynn Oak, MD 21244				
Name (Please Print)	Company	Phone	Initials	Email Address
Mark Bauer	DSM	410-499-8365	MB	MARK.BAUER@DSM-CONTRACTING.COM
Hunter Parrott	NPB	410-477-8541	HP	estimating@npbinc.com
Michael Clark	Keller Brothers	301-607-9300	MC	martin@kellerbrothers.com mclark@kellerbrothers.com
Daniel Kapaska II	Honey Cove Landscaping	240-425-0509	DK	dkapaska@honeycovelandscape.com
Matt Leibel	BCPM	410 887 3834	ML	mleibel@baltimorecountymd.gov

Name (Please Print)	Company	Phone	Initials	Email Address



Baltimore County Office of Budget & Finance

Property Management Division

PRE-BID SITE MEETING MINUTES

Rockdale Park – Revitalization
Job Order #: PROJ-10000865

September 25, 2025
WO#: 908636

Time: 11:00 am

Location: 3326 N. Rolling Road Gwynn Oak, MD 21244

1.0 Role of Baltimore County Property Management

Baltimore County Property Management will administer the contract, inspect the work and authorize payment with the Consultant's aid.

2.0 Project Team

2.1 Contact and address for Baltimore County Property Management:

Baltimore County Property Management (BCPM)
12200 Long Green Pike
Glen Arm, Maryland 21057

Senior Project Manager: David Earling
dearling@baltimorecountymd.gov
Office: 410-887-2964
Cell Phone: 443-901-6535

Project Manager: Matthew Leebel
mleebel@baltimorecountymd.gov
Office: 410-887-3834
Cell Phone: 443-761-4862

2.2 Contact and address for Consultant:

Mahan Rykiel Associates Inc.
3300 Clipper Mill Road, Ste. 200
Baltimore MD, 21211
Project Manager: Mia Quinto
mquinto@mahanrykiel.com
Office: 410-235-6001

3.0 Project Schedule

3.1

Pre-bid virtual meeting (PWLH & MWBE):	September 24, 2025 @ 10:00 am
Pre-bid site meeting:	September 25, 2025 @ 11:00am
Due Date for RFIs from contractors:	October 1, 2025 @ COB



Baltimore County Office of Budget & Finance

Property Management Division

RFI responses uploaded as Addendum: October 8, 2025 @ COB

Bids Opened: October 16, 2025 @ 10:30am

- **Late bid submissions will not be opened.**

Start of construction: January 12, 2026

Full and final completion of contract: January 18, 2027

- 3.2** Target dates are subject to the conditions encountered post bid. Period of Performance is 371 calendar days from NTP as noted in the bid documents. Liquidated Damages: \$1,500.00 per Calendar Day as noted in the bid documents.
- 3.3** Period of performance is required and may necessitate additional work days and hours to ensure completion.

4.0 Safety

- 4.1** It is the contractor's responsibility to comply with all State and Federal Safety requirements, and to provide a safe working place for their own personnel and those of all parties associated with this project.
- 4.2** Consultant, BCPM and BCPAI personnel are instructed not to enter any area where conditions are unsafe. Work not inspected, because of such conditions, will not be accepted and paid for until safe access is provided to inspection's personnel.

5.0 Discussion by BCPM

- 5.1** Using Agency will direct their questions and concerns to Property Management only. No correspondence between the Contractor, Consultant and the Using Agencies will not have any impact on the project's scope, terms or schedule without Baltimore County Property Management's knowledge and consent in writing.
- 5.2** Progress meetings will be held bi-weekly. The first meeting will be after the project starts. RFIs, submittal, and procurement logs to be updated for each progress meeting.
- 5.3** Contractor to submit CPM schedule within (30) days from award. Updated CPM schedule due with each pencil copy each month.
- 5.4** Contractor to submit schedule of values for approval. Contractor is to be paid from End of Month Report. Retainage will be 5%. Invoices due by the 15th of the month.
- 5.5** Contractor is to have a **full-time superintendent** on the project when work is in progress.
- 5.6** The Contractor to submit a 24-hour/7-day emergency contact telephone numbers.
- 5.7** Smoking, tobacco products or vaping are prohibited anywhere on site.
- 5.8** Refer to GC-21, Article 31 for information concerning permits and fees.
- 5.9** The Contractor is responsible to keep up to date as-built documents.
- 5.10** The Contractor is to notify the County no less than 14 days in advance of proposed utility or site access interruptions. Refer to the Contract Specifications.



Baltimore County Office of Budget & Finance Property Management Division

- 5.11 Change orders must be approved before proceeding.
- 5.12 Contractor will provide construction set up as described in the specifications.
- 5.13 Contractor to submit daily activity reports. Daily Report to include time and number of employees on-site.
- 5.14 Contractor to submit as-builts by professional surveyor, O & M manuals, and warranty information within 30 days of completion.
- 5.15 **ALL QUESTIONS should be submitted as RFIs via email** to Mia Quinto of Mahan Rykiel Associates, and copy Matt Leebel and David Earling.
- 5.16 Minutes and attendance sign-in sheet of this meeting will be uploaded as an addendum and included as part of the contract.
- 5.17 Contractors must comply with Baltimore County Prevailing Wage and Local Hiring Laws.
- 5.18 Project carries a 25% MWBE goal.
- 5.19 Meeting adjourned 11:15am

No proposal or project scope questions will be answered at this time. Please submit all questions as RFIs by October 1, 2025.

Thank you for your time and interest on this Project