



Wes Moore, Governor
Aruna Miller, Lt. Governor
Josh Kurtz, Secretary
David Goshorn, Deputy Secretary

PRE-BID CONFERENCE SUMMARY
October 21, 2025, 11:00 AM
Project No. EC25-09022-36 BPM#052979

Project Title: Smallwood State Park – Replace Pavilion #2

Ladies/Gentlemen:

The Department of Natural Resources conducted a Pre-Bid Conference for the Smallwood State Park – Replace Pavilion #2 at 2750 Sweden Point Road, Marbury, MD 20658 on October 21, 2025. An attendance list with the names of attendees has been distributed along with this Summary.

This Summary is being issued to document the Pre-Bid Conference. The Procurement Officer, Jackie Truffer, convened the conference at approximately 11:10 AM, and reminded all vendors to make sure to sign the attendance list. State personnel present and vendor representatives introduced themselves at the start of the meeting.

Ms. Truffer reviewed the following sections of the IFB:

- Qualifications of the Contractor from the Project Manual.
- Review of SBR (Small Business Reserve), MBE, VSBE Program requirements.
- Review of the procurement instructions and proposal formats.

During the conference, the following points were emphasized:

- Follow-up questions and comments by prospective vendors are encouraged to be submitted by Monday, October 27, 2025 5:00 PM EST. (*note: see Amendment 2 for updated due dates*).
- Answers to questions will be provided if the questions are submitted in writing, preferably by e-mail.

Mr. Artis reviewed the Scope of Work.

Questions were raised regarding items related to the Scope of Work.

The attendees were reminded that responses given verbally and other general discussions were provided to help give a better understanding of the State's requirements. Ms. Truffer further reiterated that any question asked and answered at the conference should be submitted formally, to her, by e-mail if the questioner wanted a coordinated, official response.

The conference was concluded at approximately 11:30 AM.

Tawes State Office Building – 580 Taylor Avenue – Annapolis, Maryland 21401
410-260-8DNR or toll free in Maryland 877-620-8DNR – dnr.maryland.gov – TTY Users Call via the Maryland Relay

Date Issued: October 27, 2025

By: *jacquelyn truffer*

Jacquelyn Truffer

Procurement Officer I