

DATE: March 7, 2018
TIME: 10:00 AM

60 Units
PROJECT: MHC Greenwood Housing Phase 2
Kitchen Counter Tops, Cabinets & Flooring Replacement
PROJECT NO: 20178-1

IN ATTENDANCE:

Justin Butler	Cross Renovation
Dave Olah	Olah Homes
Noah Hiser	Phoenix Contractors
Bruce Beresh	The Beresh Group
Mhill Rranza	Six Brothers Construction
Connor Patton	First Contracting
Pat Bell	Karen's Carpetmax
Nancy Wain	Monroe Housing Commission
Joe Rodziewicz	Monroe Housing Commission Maintenance
Jeanette Marrs	Jacobs Architects
Val Johnson	Jacobs Architects

NOTE: All in attendance are plan holders, except Karen's Carpetmax who attended with First Contracting.

ISSUES DISCUSSED:

- A. Prebid meeting agenda will include review of topics that may affect proper preparation and submittal of bids, including the following:
1. **Procurement and Contracting Requirements:**
 - a. **Advertisement for Bids** located in the Project Bid Manual along with the Invitation to Bid. Monroe News advertisement February 21st and 28th 2018. Advertisement for Bids and Invitation to Bid was emailed to General Contractors and Owner 02-28-18.
 - b. **Instructions to Bidders** HUD & AIA Documents in Project Bid Manual.
 - c. **Bidder Qualifications** because General Contractors were invited to bid, does not mean they are pre-qualified for the Work. They are to read through the HUD requirements for bidding a construction project and comply with requirements.
 - d. **Bonding** as stated in the Contract Documents, a 5% Bid Security Bond is required and shall be secured from a Surety Company. 100% Performance & Payment Bond.
 - e. **Insurance** is detailed in the Section Supplementary Conditions to AIA Document A105-2017 Agreement Between Owner and Contractor. The seven page document follows the draft of AIA105-2017 in the Project Bid Manual.
 - f. **Bid Security.** No other form of Bond is acceptable. The Security Bond is to be included in the Bid Proposal Package
 - g. **Bid Form and Attachments** two copies distributed to General Contractors at the Pre-Bid Conferences 03-07-18. Bid Proposal are to be submitted in duplicate to the Monroe Housing Commission prior to 3:00 PM the date bids are due, March 28, 2018..
 - h. **Bid Submittal Requirements** General Contractors are to submit and comply with Section 3 HUD requirements. The Index of the Bid Project Manual details several HUD documents requested by the Owner to be completed and submitted with the General Contractor's Proposal prior to 3:00 PM March 28, 2018. Security Bond is also to be submitted with the Bid Proposal.
 - i. **Notice of Award** following submittal and opening of bids, March 28th, Owner and Architect shall review Bids during the week of April 2, 2018 with the signing of the

Contract for Construction to Owner by April 6, 2018. Pre-Construction Meeting with Awarded Bidder, April 6, 2018 or to be held 15 days post signing of the Contract.

2. Communication during Bidding Period:

- a. **Obtaining documents.** One set distributed to each General Contractor at the Pre-Bid Meeting.
- b. **Access to Project Web site** <http://monroehousing.org/contracts/> Monroe Housing Commission was up and running 8:00 AM March 2, 2018 with the posting of the Project Bid Manual and Drawings. Additional Bid Documents will be placed on that website as part of the bid process. General Contractors are to check the website frequently.
- c. **Bidder's Requests for Information** are to be directed to the office of the Architect, only. No contact is to be made with the Owner, the Owner's Representatives, Employees or Tenants of the Greenwood Housing Complex. All requests for information are to be made on the General Contractors "form" for Request for Information (RFI)s. When applicable, responses will be issued by Addendum and placed on the MHC Website and transmitted to Bidders of Record.
- d. **Bidder Substitution Request(s)** are to be noted on the Bid Form. Prior Approval Request(s) – Bidder is to follow Contract Documents as detailed in Section 012500 Substitution Procedures otherwise they may submit a voluntary substitution on the Bid For chart titled "Substitutions". Unapproved substitutions shall not be part of Bid but may be offered for consideration as an ADD or DEDUCT to the proposal. Bidder shall Bid specified scope of Work. The General Contractor is encouraged to bid products as specified on the drawings and in the Bid Project Manual and bid accordingly. Bidder can offer substitutions by providing the information in the Section Substitutions on the Bid Form.
- e. **Addenda** will be issued as appropriate for clarifications, responses to RFIs, Changes to the Drawings and any other issue germane to the bidding of the project. The receipt of Addenda and their corresponding numbers are to be noted on the Bid Form. Addenda will be placed on the Monroe Housing Commission Website and transmitted to Bidders of record.

3. Contracting Requirements:

- a. **Agreement Between Owner and Contractor** will be AIA Document A105-2017 Agreement and the Supplementary Conditions (7 pages) contained in the Project Bid Manual.
- b. **The General Conditions:** A copy of HUD General Conditions 5370 is enclosed in the Project Bid Manual. The AIA Document A105-2017 is inclusive of its own General Conditions.
- c. **The Supplementary Conditions** for AIA A105-2017 is enclosed in the Project Bid Manual and follows the Draft of the Agreement.
- d. **Other Owner requirements** Contractor to comply with Section 3 and has been offered the following contacts as local agencies that could post employment opportunities for compliance.

Arthur Lesow Community Center
120 Eastchester
Monroe, Michigan 48161
(734) 241-4313

Monroe County Opportunity Program (MCOP)
Executive Director: Stephanie Zorn Kasprzak
1104 South Telegraph Road
Monroe, Michigan 48161
(734) 241-2775

Nancy Wain stated the Bidder is to make an effort to secure some resident workers from the community. If unable to, show of intention and effort is acceptable.

Davis Bacon Wages are to be revised each year as required.

4. **Construction Documents:**

- a. **Scope of Work** is detailed on the drawings. Removal and replacement of kitchen cabinets, counter tops and flooring throughout the first floor of each Unit. Bids are to be based on 5 (10) Unit and 2 (5) Unit Townhouses for a total of 60 Units. All square footage is described on the drawings.

Cabinet to right of sink to be custom made to accommodate door swing from hitting the stove handle. Cabinetry to be modified and repaired in the field to accommodate plumbing lines.

Vinyl Cove Base is to be installed only in the bathroom.

Wood Base only quarter round is to be removed and replaced throughout first floor of (F Unit would only be in kitchen/family room side.)

Flooring: Crawl space access panel located in the storage closet to receive new flooring same as specified for overall floor replacement.

New flooring will not be placed in the closet holding the water tank. Demolition of floor requires removing one layer of VCT and one layer of sub-floor down to the original tile.

Kitchen Light Over Sink to be hard wired to existing switch.

Electrical Fixture Face Plates on Kitchen Backsplash Wall: To be removed by Contractor. Replacements will be provided by Owner and installed by Contractor.

Backsplash to be 4 inches high x $\frac{3}{4}$ inch milled top as detailed on the drawings. Drywall finish behind the old backsplash will need to be patched. Put cost of Work in Bid.

Counter 25 $\frac{1}{2}$ inches deep

Kitchen Hoods are to be removed and reinstalled if found to be damaged or unusable, Owner will furnish new unit to be installed by Contractor.

Sink Faucets This is an Owner established standard. No alternative will be considered. They are to be the same throughout and bid as detailed on the drawings.

Electrical Wiring in the Soffit In the first Phase of Construction, holes were found in ceiling behind the soffit. If condition is found during Phase 2, the ceiling is to be patched, repaired and painted where exposed at area of cabinets only.

Stove and Refrigerator, owned by the Owner, in each Unit to be reused. Stoves are fairly new.

Asbestos For the Bid, Bidders are to assume no hazardous materials are present and Bid accordingly. Should removal of original flooring cause more than 10 square feet of the original tile to be removed, Contractor is to stop work, notify Architect and Owner immediately. Contractor is to secure a qualified Abatement Company prior to proceeding. This will be addressed via the Change Order process and is not to be incorporated into the Bid. It was noted that in the previous units remodeled, asbestos was found to be present in the glue, but not the tile. Bidder Question: Will prying up or nailing into original flooring cause possible exposure? JSJA Answer: It has been confirmed with the testing company during first phase, that there is no problem with either process causing exposure of the asbestos.

Tenant Notice Contractor needs to keep Owner abreast of schedule as the Owner is required to give a 48 hour notice to the Tenant of the Contractor's intent to enter the Unit to begin renovations and any other Work deemed appropriate to mobilizing for the remodeling.

Provision for Dust Control shall be made and is addressed in the Specifications.

- b. **Temporary Facilities.** Onsite storage. The assumption is all Units are occupied. Bidder to Bid in accordance with the Contract Documents. Contractor to provide Porta-Johns for use by Contractor and Employees. Power and water is okay to use in the Unit.

If a construction trailer is to be used, it is to be placed by area secured with a Security Camera in East Parking Lot.

Proposal is to reflect renovation/remodeling cost of (5) Ten Unit Townhouses & (2) Five Unit Townhouse including the cost of storage container units for tenant furnishings and equipment on site location. Contractor is to provide and pay for Storage Container Units.

Contractor is to provide and pay for and locate on site; one container per unit under renovation.

Contractor is to unhook, move to storage container and re-hook up appliances; those being refrigerator, stove, hood over the stove, tenant washer and dryer.

Contractor to move all tenant furnishings and equipment located in kitchen, living room areas, closets and hallways of the first floor.

Tenant will be responsible for furnishing packing boxes and packing personal contents contained in the proposed renovated area.

Contractor shall be Responsible for all Material and Labor Costs, including Taxes, Shipping Charges and Storage Costs, etc.

- c. Provisions have been made in the Contract Document Specifications. Bid as detailed in the Contract Documents and Bid Form. Owner reserves the right to negotiate alternative means and methods for execution to work around the Unit appliances and tenant furnishings prior to or post award of contract. Bidder may provide a voluntary substitution on bid form for alternative approach. Bid Proposal Sum shall include cost as detailed in the Invitation to Bid
 - d. **Use of Site:** In accordance with the Specifications, Contractor to repair and pay for damage to landscape, sidewalks, or asphalt/concrete caused by the execution of the Contract Work.
 - e. **Work Restrictions.** Contractors are to assure Owner no employee, laborer, or outside resident worker is a registered sex offender. If was recommended by Nancy Wain they be checked by use of the OTIS site, placing last names in for the search.
 - f. **Alternates, Allowances, and Unit Prices.** None
 - g. **Substitutions following award.** At the discretion of the Owner and Architect.
5. **Separate Contracts:**
- a. **Work by Owner** to supply light plates in kitchen and conduct any other maintenance projects.
 - b. **Work of Other Contracts.** There are no other separate contracts with the Owner
6. **Schedule:**
- a. **Project Schedule.** Noted in the Bid Proposal: Contraction time to complete one (1) Unit and time to complete a total of sixty (60) Units. The construction time will be totally at the discretion of the General Contractor, however, time and schedule will be part of the selection process in consideration of the awarded General Contractor.
 - b. **Contract Time.** Construction Contract Between Owner and Contractor to be signed on or before April 6, 2018. Pre-Construction Meeting April 6, 2018 or to be held fifteen (15) days post signing of the Construction Contract.
 - c. **Liquidated Damages.** None presently included in the Bid proposal.
 - d. **Other Bidder Questions.** Permits are determined by the City of Monroe. Include cost of permits in the lump sum bid. Trades are to be licensed and shall obtain any Permits needed for their respective Work as well.
 - e. **Owner to send each tenant** a letter detailing their responsibility as to use of the Unit during construction. The hours of construction. Maintaining control over their children and pets. Maintaining a path for Tenant ingress and egress shall be the Contractor's responsibility. Tenant is expected to provide for own meals during construction. No food is to be left in the refrigerator.
 - f. **Nancy Wain, Executive Director, suggested the Contractor provide a waiver document** for Tenant signature which shall indemnify the Contractor for damages to Tenant possessions. The suggestion will be handled with the Contractor awarded the Contract.
7. **Site/facility visit or walk through.** Provided for during Pre-Bid Conference March 7, 2018. Bidders are required by the Instructions to Bidders to visit the Greenwood Townhouse site.

The site is available for inspection 10:00 AM, Wednesday, March 7, 2018 during the Pre-Bid Conference and, by appointment, from March 7th through March 14th Monday through Thursday between the hours of 10:00 AM and 3:30 PM. Appointments can be made by calling Monroe Housing Commission (734) 242-5880. A sign in sheet will be available at the site.

8. **Post-Meeting Addendum.** Addenda will be issued by the office of the Architect when responses to RFIs need to be disseminated to all parties.
- B. **Minutes:** Entity responsible for conducting meeting will record and distribute meeting minutes to attendees and others known by the issuing office to have received a complete set of Procurement and Contracting Documents. Minutes of meeting are issued as Available Information and do not constitute a modification to the Procurement and Contracting Documents. Modifications to the Procurement and Contracting Documents are issued by written Addendum only.
1. **Sign-in Sheet:** Minutes will include list of meeting attendees.
 2. **List of Plan holders:** Minutes will include list of plan holders to date.
 3. **Minutes** shall be distributed to all attendees by email and posted on the MHC Website <http://monroehousing.org/contracts/> as part of the Bid Documents.

Submitted by

Jeanette Marrs, Project Manager

The above represents the author's understanding of the items presented and discussed. If there are any changes or clarifications, please provide them to our office within 10 days of receipt. These minutes will be considered correct if no replies to the contrary are received.

DISTRIBUTION:

All in attendance