

**DATE:** August 15, 2019  
**TIME:** 10:00 AM

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**PROJECT:** Monroe Housing Commission  
Greenwood Site Concrete Repairs  
**PROJECT NO:** 201924

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**IN ATTENDANCE:**

Brandon	Monroe Housing Commission Maintenance
Jeanette Marrs	Jacobs Architects
Ignazio Cuccia	Innovative Construction
Justin Butler	Cross Renovation

**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. Invitation to Bid was emailed to General Contractors and Owner 08-05-19.
    - 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 08-15-19. Bid Proposal is to be submitted in duplicate to the office of the Architect prior to 3:00 PM the date bids are due, September 4, 2019.
    - 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 September 4, 2019. Security Bond is also to be submitted with the Bid Proposal.
    - i. **Notice of Award** following submittal and opening of bids, September 4<sup>th</sup>, Owner and Architect shall review Bids during the week of September 9, 2019 with the signing of the Contract for Construction to Owner by September 13, 2019. Pre-Construction Meeting with Awarded Bidder, September 13, 2019 or to be held 15 days post signing of the Contract.
    - j. **Permits** 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.

**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 August 9, 2019 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

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 identified portions of damaged concrete. The work includes sidewalks, driveways, curbing, parking lot, & Greenwood Avenue. Also, there are 4 Alternates listed in this project as well.
  - b. **Temporary Facilities.** Contractor to provide Porta-Johns for use by Contractor and Employees. Power and water is okay to use in the Unit.
  - 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.
  - f. **Alternates, Allowances, and Unit Prices.** There are 4 Alternates included in the documents as follows:
    - 1) Alternate No.1 – Level 2 Concrete removal and replacement
    - 2) Alternate No.2 – Greenwood Avenue tapered drive and apron removal, disposal and replacement.
    - 3) Alternate No.3 – Greenwood Avenue north side concrete curb and sidewalk removal, disposal, and replacement.
    - 4) Alternate No.4 – Removal, disposal and replacement of Greenwood Avenue internal parking island and reconstruction of 2 storm sewers structures.
  - g. **Substitutions following award.** At the discretion of the Owner and Architect.
5. **Separate Contracts:**
- a. **Work by Owner** None
  - b. **Work of Other Contracts.** There are no other separate contracts with the Owner
6. **Schedule:**
- a. **Project Schedule.** Work to commence as soon as possible. But due to the nature of the work and the possible acceptance of any of the alternates that this will have to phased and split between this year and next. There is to be no cold weather work as requested by the owner.
  - b. **Contract Time.** Construction Contract Between Owner and Contractor to be signed on or before September 13, 2019. Pre-Construction Meeting September 13, 2019 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.**
    - 1) What areas get what type of finish as there are three kinds specified
      - a) All new concrete to receive medium to fine broomed finish – Addendum to follow
    - 2) The specifications and the drawings conflict as for the concrete mix design to be used...which is mix design is to be used?
      - a) All concrete is to have a mix design of 4000 PSI – Addendum to follow
    - 3) If a concrete truck breaks concrete that it drives on to set new concrete is the cost added to the contract or is the contractor responsible for the cracked flags?
      - a) The contractor is responsible for any damage done to any concrete not included in the project documents as stated in section 017700 3.2 Repair of Work in the bid manual.
    - 4) Who is responsible for the coordination of tenants parking and dumpster removal/relocation?
      - a) A notice will go out to all tenants from the housing commission to move their vehicles and if they do not have it moved it will be towed at their expense. If there are issues of parked cars during any part of the

replacement the contractor is to contact Joe Rodziewicz – Maintenance Supervisor to contact their towing company to move any vehicles. The dumpster relocation the responsibility of the contractor to contact company for relocation during the time of the project.

- 5) Joint sealant at remaining concrete flags of parking area where work of Alternate No. 4 is currently deteriorating – remove and replace?
  - a) Yes remove and replace joint sealant as necessary – Addendum to follow
- 6) Alternate No.4 – Who is responsible for relocating signage in grass island to be removed?
  - a) Contractor to remove and relocate to other side of Greenwood Avenue – Addendum to follow
- 7) Alternate No.2 – Is the area of the new access road that is not receiving concrete to get new top soil?
  - a) Please see sheet C-1 Overall Site Plan as it states there is to be new top soil.
- 8) Alternate No.2 – Is there to be any civil planning or staking for new access drive?
  - a) Currently JSJA does not have a survey of this area and if the contractor requires any staking or civil services to layout the drive that is the responsibility of the contractor.
- 9) Is the striping to be included in the base bid?
  - a) For the west and east parking lots only. Striping for Alterate No. 4 is not to be included in base bid but included in the pricing for Alternate No.4.

e. **Owner to send each tenant** a letter stating what work will be completed as well as time frame in which it will commence.

7. **Site/facility visit or walk through.** Provided for during Pre-Bid Conference August 15, 2019. Bidders are required by the Instructions to Bidders to visit the Greenwood Townhouse site. The site is available for inspection 10:00 AM, Thursday, August 15, 2019. During the Pre-Bid Conference and, by appointment, from August 15th through September 2nd 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. Monroe Housing Commission Website.