

**DATE:** 07-25-19

**TIME:** 10:00am

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**PROJECT:** Luna Pier Housing Commission  
Roofing Replacement

**PROJECT NO:** 201938

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**IN ATTENDANCE:**

Nancy Wain (Luna Pier Housing Commission)  
Joe Rodziewicz (Monroe Housing Commission Maintenance)  
Jeanette Marrs (JSJA)  
Ignazio Cuccia (Innovative Construction)  
Phillip Gere (PG Contracting LLC)  
Mark Grancitelli, Jr (SRS Distribution)

**ISSUES DISCUSSED:**

- A. Prebid Meeting Agenda will include review of topics that may affect preparation and submittal of Bids, including the following:
1. **Procurement and Contracting Requirements:**
    - a. **Advertisement for Bids** Documents posted on city of Luna Pier Website. Invitation to Bid was emailed to General Contractors and Owner July 18<sup>th</sup> 2019.
    - b. **Instructions to Bidders** AIA Document 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 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 is required.
    - e. **Insurance** is detailed in Supplementary Conditions for A105-2017.
    - 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** copies are available on the City of Luna Pier's Website available to the General Contractors prior to the Pre-Bid Conferences 07-25-19. Bid Proposals are to be submitted in duplicate to the Office of the Architect at James S. Jacobs Architects, PLLC 25 Washington Street Monroe, Michigan 48161 Attn. Jeanette Marrs, Project Manager prior to 3:00 PM the date Bids are due, August 7, 2019 on the Form provided by the Architect.
    - h. **Bid Submittal Requirements** documents to be completed and submitted with the General Contractor's Proposal prior to 3:00 PM August 7, 2019. Security Bond is also to be submitted with the Bid Proposal.
    - i. **Notice of Award** following submittal and opening of Bids, August 7<sup>th</sup>, Owner and Architect shall review Bids during the week of August 12, 2019 with Notice of Award by August 14, 2019.
  2. **Communication during Bidding Period:**
    - a. **Obtaining documents.** Documents are available on the Website <http://www.cityoflunapier.com/>
    - b. **Access to Project Web site** <http://www.cityoflunapier.com/>  
The City's website was up and running July 25, 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. Email contacts are noted in the Bid Project Manual and Invitation to Bid. No contact is to be made with the Owner other than to coordinate site inspections. 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 City's Website and transmitted to General Contractor 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 form 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 City of Luna Pier's 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 for Construction:** 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. Roofing replacement for building 10887 Ellen Street (Senior Apartments) within the Lotus Manor complex for Luna Pier Housing Commission.
- b. **Temporary Facilities.** Contractor to provide Porta-Johns for use by Contractor and Employees.

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 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.

Contractor may use the turnaround on west side of parking lot to stage/store material needed for the project.

- e. **Work Restrictions.** Contractors are to assure Owner no employee, laborer, or outside resident worker is a registered sex offender. It is recommended that it is checked by use of the OTIS site, placing last names in for the search.

Smoking is not permitted minimum 25' away from building. It is preferred by the owner there be no smoking on site.

- f. **Alternates, Allowances, and Unit Prices.**

- Alternates
  - Alternate #1 – Reroofing of Breezeway/Walkway
  - Alternate #2 – Gutter and Downspout Replacement
- Unit Prices
  - Fascia Board per linear foot
  - Replacement of ½" plywood sheathing per sheet over 50 sheets included in base bid – Per 4x8 Sheet
  - Replacement of ½" plywood sheathing for Fire Rated Treated Wood beyond scope – Per 4x8 Sheet

- g. **Substitutions following award.** At the discretion of the Owner and Architect.

5. **Separate Contracts.** None

6. **Schedule:**

- a. **Project Schedule.** To be scheduled once contract signed.
- b. **Contract Time.** Construction Contract Between Owner and Contractor to be signed on August 14, 2019.
- c. **Liquidated Damages.** There are no Liquidated Damages included in the Bid proposal.
- d. **Other Bidder Questions.**
  - Who makes the final decision for the Fascia Board replacement if needed?
    - **Prior to removal of fascia board contractor is to contact Architect's office to inspect board in question prior to removal. Once decided, fascia is to be documented photographically and dimensionally.**
  - PG Contracting stated they typically go to 6'-0" either side of fire wall...it states 4'-0" on drawings...what is required?
    - **Per code the Fire Rated Treated Wood sheathing is required to be installed 4'-0" both sides of a fire wall.**
  - Should gutters be added to the breezeway/walkway work?
    - **Yes, and will be included in Addendum No.1.**
  - Gutters may not be salvageable once removed...should it still be bid to reinstall?

- **Yes, bid as shown in documents.**
  - In order to turn in a bid, Pre-Bid meeting attendance was required, correct?
    - **No, in order to walk through with the Architect's office it was required, otherwise a contractor is welcome to get the information from the City's website or reach out to the Architect's office for the bid documents and visit the site themselves.**
7. **Site/facility visit or walk through.** Provided for during Pre-Bid Conference July 25, 2019 to gain a better understanding and extent of the overall project scope. The site is available for inspection 10:00 AM, Wednesday, July 25, 2019 during the Pre-Bid Conference and, by appointment, from July 25th through August 6th Monday through Thursday between the hours of 10:00 AM and 3:30 PM. Appointments can be made by calling Luna Pier Housing Commission (734) 848-2355. A sign in sheet will be available at the site.
  8. **Post-Meeting Addenda.** 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 a 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 City of Luna Pier Website as part of the Bid Documents.

**ACTION ITEMS:**

NONE

Submitted by Jeanette Marrs

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