

**DATE:** March 13, 2017  
**TIME:** 10:30 Am & 1:30 PM

---

**PROJECT:** MHC Greenwood Housing  
Kitchen Counter Tops, Cabinets & Flooring Replacement  
**PROJECT NO:** 20178

---

**IN ATTENDANCE: 10:30 AM**

Mark Hiser	Phoenix Contractors
Bruce Beresh	The Beresh Group
Nancy Wain	Monroe Housing Commission
Joe Rodziewicz	Monroe Housing Commission Maintenance
Jim Jacobs	Jacobs Architects
Jeanette Marrs	Jacobs Architects
Val Johnson	Jacobs Architects

**IN ATTENDANCE: 1:30 PM**

Bruce Beresh	The Beresh Group
Lee Wright	Lee Wright Siding
Brian Fleming	First Contracting
Nancy Wain	Monroe Housing Commission
Joe Rodziewicz	Monroe Housing Commission Maintenance
Jim Jacobs	Jacobs Architects
Jeanette Marrs	Jacobs Architects
Val Johnson	Jacobs Architects

**NOTE: All in attendance are plan holders.**

**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 March 6<sup>th</sup> and 13<sup>th</sup>, 2017. Documents downloaded to CAM Construction Association of Michigan 3-13-17. Advertisement for Bids and Invitation to Bid was emailed to General Contractors and Owner 03-09-17.
    - 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.
    - e. **Insurance** is detailed in the Section Supplementary Conditions to AIA Document A105-2007 Agreement Between Owner and Contractor for a Small Commercial Project. The nine page document follows the draft of AIA105-2007 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 both Pre-Bid Conferences 03-13-17. Bid Proposal are to be submitted in duplicate to the Monroe Housing Commission prior to 3:00 PM the date bids are due, March 30, 2017. A WORD document Bid form to be emailed to General Contractors by the Architect's Office.

- 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 in single copy with the General Contractor's Proposal prior to 3:00 PM ~~March 30, 2017~~ **March 29, 2017**. Security Bond is also to be submitted with the Bid Proposal. HUD forms detailed in the Index are to be emailed to General Contractors by the Architect's office.
- i. **Notice of Award** following submittal and opening of bids, March 30<sup>th</sup>, Owner and Architect shall review Bids during the week of April 3, 2017 with the signing of the Contract for Construction to Owner by April 14, 2017. MHC to issue a Letter of Intent to awarded Contractor week of April 3, 2017.

## 2. **Communication during Bidding Period:**

- a. **Obtaining documents.** Contract Documents are available at the office of the Architect for viewing or for purchase at a cost of fifty (\$50.00) dollars per set, refundable if in good condition determined by the Architect.
- b. **Access to Project Web site** [www.monroehousing.org](http://www.monroehousing.org) Monroe Housing Commission was up and running 8:00 AM March 13, 2017 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. The Architect's office received an email from The Beresh Group, March 12<sup>th</sup> request for information which will be considered RFI #1.
- 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 unless otherwise approved. 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 A105-2007 Agreement for a Small Commercial Project and the Supplementary Conditions (9 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 A105-2007 is inclusive of its own General Conditions.
- c. **The Supplementary Conditions** for AIA A105-2007 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.

The extension beyond the construction of 25 Units by the Contractor awarded the Work detailed in this Request for Bid Proposal is not guaranteed.

**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 2 (10) Unit and 1 (5) Unit Townhouses for a total of 25 Units. Include in Bid full square foot demolition down to sub-floor. All square footage as described on the drawings

**Cabinet above Refrigerator** to be three inches shorter than one in the Model to accommodate a taller refrigerator. 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.

**Cove Base** is to be vinyl cove base, not pine or wood baseboard.

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

New flooring will not be placed in the closet holding the water tank. New flooring to butt up to existing with strip to go over joined sections. Demolition of floor requires removing two (2) layers down to the sub-floor.

**Unit Cost:** on flooring for future work as well as to address possible cost of future unknown conditions.

**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 and installed by Owner.

**Backsplash** to be 4 inches high x ¾ inch milled top as detailed on the drawings. Drywall finish behind the old backsplash may need to be patched. Put cost of Work in Bid.

**Counter** 25 ½ inches deep

**Kitchen Hoods** are to be removed and reinstalled if found to be damages 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 that the condition behind the soffit is unknown, work beyond normal drywall and repair, such as replacement of electrical wiring will be handled through the Change Order process.

**Stove and Refrigerator** in each Unit to be reused. Stoves are fairly new.

**Asbestos** testing of floor tile to be done by Owner's outside company qualified for such Work. Any remediation required will be addressed during bidding. Testing has not been completed to date. The Owner is pursuing this as it is required due to the age of construction and extent of demolition. For the Bid, Bidders are to assume no hazardous materials are present and Bid accordingly. Should it be found that any are present, further direction will follow. Should this occur during Post Bid Award, it will be addressed via the Change Order process if any scope of Work changes.

**Unoccupied Units** to consider renovation of those first if in a group.

**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.

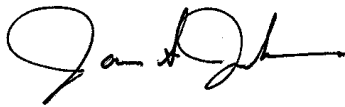
**Provision for Dust Control** shall be made and is addressed in the Specifications.

- 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. Construction Trailer to be placed by area secured with a Security Camera in East Parking Lot.  
  
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. Unit Cost #9 is to reflect the add/deduct from the Bid Proposal Sum for use of vacant units or in the event an alternative method is approved.
  - c. **Use of Site:** In accordance with the Specifications, Contractor to repair and pay for damage to landscape, sidewalks, or asphalt caused by the execution of the Contract Work.
  - d. **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 us of the OTIS site, placing last names in for the search.
  - e. **Alternates, Allowances, and Unit Prices.** Detailed in the Project Bid Manual Specifications.
  - f. **Substitutions following award.** At the discretion of the Owner and Architect.
5. **Separate Contracts:**
- a. **Work by Owner** to replace light plates in kitchen and conduct any other maintenance projects.
  - b. **Work of Other Contracts.** There are no other separate contracts with the Owner, except for the Asbestos testing company and, if required, the remediation company which will enter into a separate contract 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 twenty-five (25) 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 14, 2017. Pre-Construction Meeting to be held fifteen (15) days post signing of the Construction Contract. There is no time line for completion as established by the Owner.
  - 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. MHC may give the Tenant a voucher for one evening's meal of pizza. Tenant is expected to provide for own meals during construction. Grilling areas are available in the complex. No food is to be left in the refrigerator.
7. **Site/facility visit or walk through.** Provided for during Pre-Bid Conference March 13, 2017. Bidders are required by the Instructions to Bidders to visit the Greenwood Townhouse site. The site is available for inspection 10:30 AM and 1:30 PM, Monday, March 13, 2017 during the Pre-Bid Conference and, by appointment, from March 13th through March 21st 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 as part of the Bid Documents.

Submitted by



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