
PROJECT: Monroe Housing Commission
River Park Plaza Kitchen Renovations
PROJECT NO: 202073

IN ATTENDANCE:

Jeanette Marrs (JSJA)
Jim Jacobs (JSJA)
Joe (Monroe Housing Commission Maintenance)
Nancy Wain (Monroe Housing Commission)
Chuck Schimmel (Phoenix Contractors, Inc.)
Damon Gulette (Cross Construction Group)
Mark Kopp (C.E. Gleeson Constructors, Inc.)

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 04-05-21.
 - 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** digital copies available to General Contractors via Owner's website <http://monroehousing.org/contracts/>. Bid Proposal is to be submitted in duplicate to the office of the Architect prior to 3:00 PM the date Bids are due, Wednesday, May 5, 2021.
 - 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 May 5, 2021. Security Bond is also to be submitted with the Bid Proposal.
 - i. **COVID-19 Management Plan** will be required to be included within Bid as any other code or law required and may be required as a submittal prior to construction submitted with the Bid Proposal.
 - j. **Notice of Award** following submittal and opening of Bids, May 5th, Owner and Architect shall review Bids during the week of May 10, 2021 with the signing of the Contract for Construction to Owner by May 14, 2021. Pre-Construction Meeting with Awarded Bidder, May 19, 2021 or to be held 15 days post signing of the Contract.
 - k. **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.** Contractors will have access to the Bid documents via the Owner's website.
- b. **Access to Project Web site** <http://monroehousing.org/contracts/> Monroe Housing Commission was up and running 8:00 AM April 9, 2021 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 River Park Plaza High-Rise. 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 Form 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:

Scope of Work is detailed on the Drawings. Removal and replacement of kitchen cabinets and backsplash complete. Base Bids are to include 35 Units – 12 one-bedroom, 22 studio, and 1 two-bedroom apartments.

Vinyl Cove Base is to be installed at new kitchen cabinetry unless Flooring alternates are accepted.

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 1-1/4 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 one-piece countertop

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.

Stove and Refrigerator, owned by the Owner, in each Unit to be reused.

Tenant Notice Contractor needs to keep Owner abreast of schedule as the Owner is required to give notice to the Tenant of the Contractor's intent to enter the apartment 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.

- a. **Temporary Facilities.** Contractor to provide Porte-Johns for use by Contractor and Employees. Power is okay to use in the Apartment. Water will be available on the first-floor maintenance areas.
- b. 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
- c. **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. There will be no storage of materials on-site therefore Contractors will have to store off-site and will have to follow off-site storage documentation in accordance with Specifications.
- d. **Work Restrictions.** Contractors are to assure Owner no employee, laborer, or outside resident Worker is a registered sex offender.
- e. **Alternates, Allowances, and Unit Prices.** There are 8 Alternates included in the documents as follows:
 - 1) Alternate No.1 – Cost to Provide and install LVT in Kitchen of One-Bedroom Apartment currently with VCT.
 - 2) Alternate No.2 – Cost to Provide and install LVT Flooring in Living Room of One-Bedroom Apartment Currently finished with Carpet.
 - 3) Alternate No.3 – Cost to Provide and install LVT Flooring in Living Room of One-Bedroom Apartment Currently finished with VCT.
 - 4) Alternate No.4 – Cost to Provide and install LVT in Kitchen of Studio Apartment currently with VCT.
 - 5) Alternate No.5 – Cost to Provide and install LVT Flooring in Living Room of Studio Apartment Currently finished with Carpet.
 - 6) Alternate No.6 – Cost to Provide and install LVT Flooring in Living Room of Studio Apartment Currently finished with VCT.
 - 7) Alternate No.7 – Cost for additional Work to add a Studio Apartment to the Base Bid Scope.
 - 8) Alternate No.8 – Cost for additional Work to add a One-Bedroom Apartment to Base Bid Scope.
- f. **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. Also, to supply flooring and rubber base in kitchens where kitchen flooring is currently LVT.
 - b. **Work of Other Contracts.** There are no other separate contracts with the Owner
 6. **Schedule:**
 - a. **Project Schedule.** Noted in the Bid Proposal: Construction time to complete one (1) apartment without flooring, time to complete one (1) apartment with flooring, and time to complete a total of thirty-five (35) 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. Workdays can be Monday – Saturday with no Work on Sunday. No Work to carry over the weekend as tenants shall not be without a functioning kitchen.
 - b. **Contract Time.** Construction Contract Between Owner and Contractor to be signed on or before May 14, 2021. Pre-Construction Meeting with Awarded Bidder, May 19, 2021 or to be held fifteen (15) days post signing of the Contract.
 - c. **Liquidated Damages.** None.
 - d. **Other Bidder Questions.**
 - 1) Are apartments to be occupied during construction?
 - a) Yes, the tenants will be able to remain in their apartment during construction with a dust barrier between kitchen and living areas. Tenants are responsible for moving all belongings from kitchen to another location with apartment during the duration of the renovation.
 - 2) Are city inspections required?
 - a) Yes, as per a previous Project with the Housing Commission for kitchen renovations at their Greenwood Townhouse Campus each kitchen will have its own inspection from the city.
 - 3) Will permits need to be pulled for each kitchen as well as C of O?
 - a) Contractors will need to inquire with the city concerning how the Project will be permitted when they inquire about permit fees. Contacts at the City of Monroe Building Department are Bill Greenhaulgh or Loren Benes.
 - 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 Walkthrough on April 15, 2021 by appointment. Bidders are required by the Instructions to Bidders to visit River Park Plaza. The site is available for inspection April 15th by appointment and, by appointment, from April 16th through April 29th, 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 the 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 3 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 & Plan Holders