
PROJECT: Rockwood Housing Commission
Window and Door Replacement

PROJECT NO: 202111

IN ATTENDANCE:

Jasmine Martin (Rockwood Housing Commission)
Jeanette Marrs (JSJA)
Tyler Turi (Spieker Company)
Damon Gulette (Cross Construction Group)
Jesse Carpenter (Cross Construction Group)

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** Invitation to Bid was emailed to General Contractors and Owner September 1, 2021.
 - 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 the draft AIA Document A105-2017 Agreement Between Owner and Contractor and Supplementary Conditions of the Contract.
 - 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 Owner's Website available to the General Contractors prior to the Pre-Bid Conferences 09-07-21. Bid Proposals are to be submitted in duplicate to the Office of the Architect at 25 Washington Street, Monroe, MI 48161 prior to 3:00 PM the date Bids are due, September 29, 2021 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 September 29, 2021. Security Bond is also to be submitted with the Bid Proposal.
 - i. **Notice of Award** following submittal and opening of Bids, September 29th, Owner and Architect shall review Bids during the week of October 4th, 2021 with Notice of Award by October 8, 2021. Pre-Construction Meeting with Awarded Bidder, to be held 15 days post signing of the Contract.
 2. **Communication during Bidding Period:**
 - a. **Obtaining documents.** Documents are available on the Owner's Website documents at <https://www.rwhousing.org/contracts>
 - b. **Access to Project Web site** <https://www.rwhousing.org/contracts>
Rockwood Housing Commission was up and running September 3, 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. Send emails to: Jeanette Marrs, Project Manager at jeanettem@jsjacobsarch.com CC: jimj@jsjacobsarch.com and valj@jsjacobsarch.com 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 Housing Commission'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 Rockwood 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 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 HUD Section 3 requirements and has been offered the following contacts as local agencies that could post employment opportunities for compliance.

Wayne Metropolitan Community Action Agency - (734)284-6999

Wayne Metropolitan Community Action Agency Detroit - (313)388-9799

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

windows and exterior doors at two of the four family housing buildings.

- b. **Temporary Facilities.** Contractor to bring portajohn on site for Contractor to use. Contractor shall be responsible for all Material and Labor Costs, including Taxes, Shipping Charges and Storage Costs, etc.
 - c. **Bid Substitutions.** 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.
 - 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(s). It is preferred by the owner there be no smoking on site.
Contractor or sub-contractors are not to park within the round about in front of building but are to use visitor parking in the Southwest corner of the Apartment Building's parking lot or park along Swallow Drive.
 - f. **Alternates, Allowances, and Unit Prices.** Alternate No.1 Install 6 panel exterior doors at rear entry in units in lieu of Exterior Doors with window as shown on sheet A-6.
 - g. **Substitutions following award.** At the discretion of the Owner and Architect.
5. **Separate Contracts:**
- a. **Work by Owner** supplying contractor with locksets for new exterior doors.
 - b. **Work of Other Contracts.** None
6. **Schedule:**
- a. **Project Schedule.** Noted in the Bid Proposal: The Commencement of Construction preferred to be this fall but owner is flexible on the start date due to lead times of materials and weather permitting.
 - b. **Contract Time.** Construction Contract Between Owner and Contractor to be signed on or after October 8, 2021. Pre-Construction Meeting to be held fifteen (15) days post signing of the Construction Contract.
 - c. **Liquidated Damages.** There are no Liquidated Damages included in the Bid proposal.
 - d. **Other Bidder Questions.**
7. **Site/facility visit or walk through.** Provided for during Pre-Bid Conference September 7, 2021 to gain a better understanding and extent of the overall project scope. The site is available for inspection 10:00 AM, Tuesday September 7, 2021, during the Pre-Bid Conference and, by appointment, from September 7, 2021 through September 24th Monday through Thursday between the hours of 10:00 AM and 3:30 PM. Appointments can be made by calling Rockwood Housing Commission (734) 379-9700. 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 Housing Commission's Website as part of the Bid Documents.

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 4 days of receipt. These minutes will be considered correct if no replies to the contrary are received.

DISTRIBUTION:

All in attendance