



INNOVATIVE IDEAS
EXCEPTIONAL DESIGN
UNMATCHED CLIENT SERVICE

PRE-BID MEETING MINUTES

DATE: September 10, 2020 **PROJECT:** West Bloomfield Township -
Civic Center Restrooms Renovation
Project #2045-7060-00

LOCATION: West Bloomfield Township
4550 Walnut Lake Rd.
West Bloomfield, MI 48325

CLIENT: Charter Township of West Bloomfield Township

ATTENDEES: Simon Parker, WBT Laurie Frey, DLZ
Patricia Lake, WBT *Refer to attached Sign-in Sheet
Catherine Ellerson, WBT

PURPOSE: Pre-Bid Meeting

ITEMS DISCUSSED:

- A. Introductions
 - a. Owner: Charter Township of West Bloomfield Township
 - b. Architect/Engineer: DLZ Michigan, Inc. –
Project Manager Laurie Frey, AIA

- B. Notice Bidders (Section 001113)
 - a. Contract type: Single-Prime Contract
 - b. Bid's due: September 22, 2020 at 2:00 PM local time
 - c. Bid Form: (Section 004113)
 - d. Bid Security: (Section 002113)
 - e. Available Documents (Drawing sets and Project Manual)
 - i. For review at:
 - 1. wbtownship.org or on-line through MITN @ www.bidnetdirect.com/mitn
 - 2. ARC, 500 Griswold St. #220, Detroit, MI 48226, (313) 961-4444
 - f. RFI Deadlines – September 18th, 2020 at 4:00 PM

- C. Instructions to Bidders (Section 002113)
 - a. All RFIs for information and clarifications must be written and sent to Attn: Laurie Frey, AIA.
 - b. Architect's response: Issuance of Addenda
 - c. All RFIs submitted four (4) working days prior to Bid.

d. Construction Schedule

- i. Owner has agreed that the printed schedule in the Project Manual is not reasonable due to timing of the posting of the drawings and specifications.
- ii. Contractor is responsible for establishing actual schedule. Completion dates for specific scopes of work to be included (as outlined in original schedule) in addition to the substantial and final completion dates.
- iii. Schedule to include following items:
 1. No construction to begin until after Election Day, November 3, 2020.
 2. Demo to start after hours/weekends, prefer scheduling during the holiday break (Nov. 25 – Nov. 29) when Township staff is not working.
 3. Phasing – Owner is open to suggestions as to what would be most efficient and less disruptive. Restrooms or a restroom will need to be functional during this time for both personnel and the public.

D. Supplementary Instructions (Section 002213.01 - .15)

- a. CDBG Contract Provisions
- b. Wage Rates: Davis Bacon Wages
- c. HUD Requirements and Forms

*All paperwork must be filled out accordingly.

E. Project Substitution Request Form.

- a. Exhibit 1630A.
- b. Received 4 days prior to bid
- c. If accepted, the item will be identified in an Addendum.

F. General Conditions Stipulated Sum (Section 007213)

- a. Contractor-Owner Agreement AIA Document A201 2017

G. Bonds and Certificates (Section 0060113)

- a. Performance and Payment Bond: 100% of total amount
- b. Bid Bond – 5% of the total bid
- c. Certificate of Insurance

H. Summary of Work (Section 01010)

I. Product Management and Coordination (Section 013100)

- a. Staging Areas
 - i. Staging areas if needed to be discussed with Owner once contract has been awarded.
 - b. Material Delivery – Loading dock will be available.
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- c. Waste Management – Dumpster can be put at West Entrance by the Clerk’s Office for demolition debris but will not be allowed there for the duration of the project.

J. Tour of Existing Facility

- a. Immediately followed the Pre-Bid meeting

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