

TO: Plan Holders

September 7, 2017

SUBJECT: Addition to Lincoln School
Macomb CUSD 185
A/E Project No. 2200 0216
Thursday, August 31 2017 – 3:15 p.m., Lincoln School
PRE-BID MEETING MINUTES

Following are abridged minutes for the above subject meeting. A copy of the attendance sheet is attached.

1. Discussed highlights of Section 00 2113 Instruction for Bidders:
 - 2.A Qualifications of contractor and personnel.
 - 2.C Examination of site and bid documents
 - 2.G. Intent, completed project, do not want to hear about something missing. This would not unreasonably cover hidden problems such as rotten blocking, but does include anything needed for warranted, completed roof that is generally known or obvious in a reroof.
 - 2.16 Illinois Steel Procurement Act
 - 2.17 IDLR rules, prevailing wages, certified payrolls
 - 2.18 No sales tax.
 - 2.19 No tobacco, alcohol or drugs on site.
 - 2.20 Sexual harassment, any issues remove employees from site.
 - 2.21 Background investigation, Contractor to maintain list of employees, not employ anyone on site not allowed to be on a k-12 site by law and make sure all employees are aware that a background check can be run at any time upon the request of the school district or the Regional Office of Education. *(Not discussed but be aware: Background checks may include fingerprints.)*
2. Overview of Section 00 2413 Scope of Bid:
 - 1.1 All work single contract.
 - 1.3 Allowance:

Make sure to include the allowance of \$35,000 is in your bid, it is not an owner "add on" it must be included in the bid amount. This is to apply toward any unexpected issues we encounter that are not consistent with what we might expect to find in a mid 1950's building of this type construction.

Not discussed at meeting but allowances added in Addendum #2:

 - *Ameren Service Modification Allowance \$18,000.*
 - *Ameren Gas Service Allowance \$3,000.*
 - *Electrical Sound System \$7,500*
 - 1.4 Alternate bids:

Alternate No. 1 – Geothermal and penthouse and associated work
Alternate No. 2 – face brick in lieu of Split face CMU upper gym walls
Alternate No. 3 – reserved space in case we issue an alternate by addendum
3. Project Schedule 00 30 00 – see Drawing Cover Sheet or 1.1.A. & B.
 - Continuously occupied, must always have access to exiting in the middle of the building north or south
 - First order of business is to get the parking expansion and sidewalk in place for parent drop off, this must be done before much site work is done or before we shorten the drop off lane by the addition.
 - This will mean the east part of the drainage work and detention must be completed also so lot will drain. Make sure to provide erosion control for detention basin outlet.
 - Would like to have the facility substantially complete August 2018 but December 2018 is a more realistic expectation. The sooner the better.

4. Work start: upon award, and insurance in place, tree removals etc. always coordinate with the onsite administrator activities so they know what to expect and where to make sure to ask children and staff to avoid. No payments until performance Labor and materials bonds in place.
5. Proposal 00 4000:
 - a. Base Bid
 - b. Allowance, \$35,000 is to be included in the price per Scope of Bids, and is again noted on the bid form to help you remember to include it. *See also Addendum #2 for sound system and Ameren charges.*
 - c. Discussed alternates as noted previously
 - d. Bidder Certifications you are signing off on
 - e. There is a form for voluntary alternate behind the bid form in the book.
(Not discussed but for your information, copies of all forms may be used, you do not need to submit on originals forms from the Architect, DO need original signatures).
 - f. Bids are to be delivered to and will be opened at the District office 323 W. Washington St, Macomb, IL, at the stated time and place, 2:00 p.m., 9/12/17.
6. Discussed addendum #1 issued today.
7. On line, with the documents, we will post addendums, always check there for most recent addendum to be sure you are up to date on the bid submittal.
 - Also, if we receive email questions, preferred method, we will post the response so everyone can see our interpretations.
8. Any contractor that wishes to be indicated on the Bidder / Sub-Supplier list must let us know or we will not list.
9. Questions:

Ameren service charges: Who pays? *(See Addendum #2 for service charges to be paid by the Contractor.)*

Outage question: We will need to coordinate utility outages with school schedule, weekends or Thanksgiving or Christmas Break. *(See also Addendum #2 revising the instructions on the electrical service.)*

Walk thru:

- Reading Center, Pointed out work to be done, duct and lighting modifications and drain at door, move tables to new cafeteria (old gym).
- Went thru old kitchen, pointed out work areas, garbage disposer to relocate, remove sinks and counters.
- Old gym, cafeteria tables move here, we will coordinate location with Owner.
- Existing P.E. Storage / Office – Hood removal. Middleton will check demo drawing; yes it must come out.
- Walk thru went through boiler room and concluded outside.

The preceding minutes of this meeting are subject to corrections, as to text and contribution. These minutes serve to indicate what the Architect's office concluded from the meeting and are not offered as a complete record of the meeting. Misunderstandings, errors and additions, if any, should be brought to the attention of this office, promptly, so any problems with minutes will not carry over or compound in the future.

Instructions and interpretations in these minutes are to be included as known information considered in the bid process.



RUSSELL W. MIDDLETON
MIDDLETON ASSOCIATES INCORPORATED

RWM/pks

Attachment: Attendance Sheet

cc: file

ATTENDANCE RECORD

Project No.: 2200 0216

Project: 2017 Addition to Lincoln Elementary School
Macomb CUSD No. 185

Meeting Description: Pre Bid Meeting

Date: Thursday, August 31, 2017

Time: 3:15 p.m.

Place: Lincoln Elementary School, 315 N. Bonham St., Macomb IL 61455

Attendant Name	Representing	Phone #	E-Mail
1. Matt Sepich	Kemper	309-357-0554	Matt@RentKemper.com
2. COLIN BEALS	FRANK MILLARD CO.	319-768-6757	colin@frankmillard.com
3. Tony Briggs	DCI	309-265-2042	tony.briggs@dcicons.com
4. Aaron Quack	QUACK ELECTRIC	309-338-1077	aquack@quackelectric.net
5. Luke DeRozzy	AMP	309-369-1675	ldeozzy@amptechnical.biz
6. Zach Johnson	APM	309-734-7473	johnsonapm@gmail.com
7. Tony Scachette	Commercial/Geothermal	309-208-2144	tony@commercill.com
8. MITCH LYNN	LAVERDIERE	309-333-4003	mlynn@lavconinc.com
9. Jerrod Hamm	D. JOSEPH construction	309-692-1135	jerrodhamm@DJosch.com
10. Dan Moore	Kreiling Roofing	309-695-0677	dmoore@kreiling.com
11. Dave Levanich	MonteFusco HVAC	309-303-0586	dave@montefusohvac.com
12. GARY CLARK	Ruyle - Elect.	309-267-0838	gclark@ruylecorp.com
13. John Howard	PETERS HVAC	217-222-1368	jhoward@petershvac.net
14. ED LOCKE	OTTO BAUM	309-635-0930	edlocke@ottobam.com
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