

TO: Plan Holders

May 24, 2022

SUBJECT: New Maintenance Building
Livingston County Highway Department
A/E Project No. 2575 3521
Tuesday, May 17 2022 – 10:00 AM LCHD conference room
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:
 - 1.1..A Qualifications of contractor and personnel.
 - 2.C/D Examination of site and bid documents
 - 2.F. 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 *The Owner and Architect cannot interpret the legal requirements applicable to this contract.*
 - 2.17 IDLR rules, prevailing wages, certified payrolls on IDLR portal.
 - 2.18 No sales tax.
 - 2.19 ~~No tobacco~~, alcohol or drugs on site.
 - 2.20
 - 2.21 Permits are City of Pontiac, state fire marshal fuel storage.

- 3 Overview of Section 00 2413 Scope of Bid:
 - 1.1 All work single contract.
 - 1.3 Allowance:

Make sure to include the allowance of \$40,000 is in your bid, it is not an owner “add on” it must be included in the bid amount. (\$25,000 unexpected conditions, \$15,000 is for independent CMT and reporting. Any unused portions to be returned to the owner by closeout change order at the conclusion of the work.
 - 1.4 Alternate bids::

Alternate No. 1 – Expand the facility by one interior bay. Base bid north endwall is expandable, if we expand on bay eliminate the expandable endwall feature. This will adjust foundations to require pads under intermediate columns as noted on south wall.
Alternate No. spray foam wall insulation IECC
Alternate No. 3 – Spray foam Roof insulation IECC

- 4 Project Schedule 00 3000 –
 - Completion June 16, 2023, there is blank to adjust that on the bid form. We also ask for a the anticipated delivery date for the pre-engineered building package. Failure to maintain schedules does have some consequences in terms of manpower, overtime etc. However at time of bidding there is an option to list a different completion date. If extended and accepted then that will become the proposed completion date, but completion date may be a basis of award.
 - First order of business site prep:
 - The site layout and strip topsoil will be early order of business, then the clay fill, see adjacent to site stock pile of fill to bring site up to grade.
 - Clay from the detention basin is also intended to be used for this phase. IT should be noted that the available clay is as stockpiled and generated in operations and there is only a couple feet of clay under the top soil then below that a less desirable sand silt mix that is not suitable for fill operations under any construction or drives.
 - All fill operations will have CMT testing for compaction.

- The quantities of available clay are the contractor's determination, stock pile is on site to the north, and is freshly placed so is not compacted condition. *Only suitable clay from the detention basin may be employed, boring information is included in the specification book.*
 - The perimeter drives the owner will be bringing in and placing 9" of millings from the Weston Road project. They will finish the drives with about 4" of crushed millings. This contractor will be responsible for all the fill, granular and compacted clay under the building and under the perimeter concrete.
- Sub grade drainage work for existing facilities, field tile that may be impacted should also be addressed early in work.
4. Work start: upon award, and insurance in place.
 - Tentative schedule if award is made:
 - Bid June 2
 - Highway committee June 7th
 - County Board June 16th
 - Letter intent June 17
 - Contracts will be prepared within few days of notice of intent.
 - Work may commence upon signed agreement and receipt of insurance documentation
 5. It was noted for information that concurrently a demolition project will be under way this summer also for the building immediately north of our site. Be aware this may impact traffic and equipment working in the area, but should have no direct impact on this project.
 6. Proposal 00 4000:
 - a. Base Bid all work single contract
 - b. Allowances, \$25,000 + \$15,000, \$40,000 total is to be included in the price per Scope of Bids, and is noted on the bid form to help you remember to include it.
 - c. Bidder Certifications you are signing off on
 - d. 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).
 - e. Bids are to be delivered to and will be opened at the Livingston County Highway Department. No electronic bidding provisions are available.
 7. Discussed addendum #1
 8. 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.
 9. Foundation design is nominal, contractor shall include in the bids any adjustments that are needed to accommodate selected vendor. Once a vendor is selected A/E will review foundation loadings and make adjustments in the plan, pad footings, and under slab tie beam if need, heavier or lighter.
 10. Alternate #1: review, this is and interior bay, north bay, wash bay trench drain all move north .

Questions/discussion

Raynor sectional door specified is actually 3" insulated while the others are 2", need to clarify by addendum what we want.

Raynor question on soft close motors, these are only available on Jack shaft motor operators, and these were revised prior to issuing plans to trolley type due to limited jamb space door track to structure.

Question on how much clay is available in the stock pile, not known, contractor to make his own estimate.

Pending addendum items:

- Fence location north fence line moves north 5'
- Fence location, East fence line moves east 20', this will lengthen the fence line along by 25' and add a return to the existing office structure of 20'

- Emergency shower is out, piped eyewash is in and water heater will make a commensurate change to more standard
- North gate consideration to revise from 30' to 35' under review.

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/rwm

Attachment: Attendance Sheet

cc: file

LIVINGSTON COUNTY HIGHWAY DEPARTMENT

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MEETING SIGN-IN SHEET

MEETING LOCATION: Livingston County Highway Dept.

DATE & TIME: 5/17/22

TOPIC OF DISCUSSION: Proposed Highway Dept New Maintenance Bids

SECTION NUMBER:

NAME	COMPANY	EMAIL ADDRESS	PHONE #
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