



## CITY OF ANN ARBOR, MICHIGAN

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### ANN ARBOR HOUSING COMMISSION

#### ITB-4163 – Tuck-Pointing and Masonry Work - Mandatory Pre-Bid Conference

Friday, May 13, 2011 – 10:00 AM

Miller Manor, 727 Miller Ave., Ann Arbor, MI 48103

#### Minutes / Notes

AAHC Representatives Leading the Conference:

Nick Coquillard, Deputy Director (presenter)

Kevin Centala, Public Housing West Residency Manager

Beth Yarocho, Public Housing East Residency Manager

#### Conference Started: 10:05 AM

Introductions: Nick, Kevin and Beth introduced themselves and provided contact information.

Nick Coquillard presented a brief overview of ITB-4163 and noted the following:

- Reminded attendees of the locations related to the bid.
- That this contract will most likely not be for all the work outlined in the Scope of Work and is subject to funding availability. The project is expected to be in the tens of thousands of dollars, and not under \$10,000 it was stated.
- The bid location, due date, and time due.
- This contract will must be in accordance with the HUD-Determined Maintenance Wage Rates.
- The Bid Form on page 11 and its format including varying quantities and units.
- The attendees were strongly encouraged to read the Bid Form, full Scope of Work, and specifically the Method of Measurement and Basis of Payment on page 11, in detail and the requirements in these areas will be tracked and required.
- Clarified that references to “Engineer” in the ITB refers to the AAHC (and its subcontractor/consultant).
- Noted that a Construction Schedule (see ITB page 27) will be expected.

- Noted that this is the one and only day that AAHC staff will be available to tour the properties referred to in the ITB.
- Reviewed the Contents of the Bid Proposal on page 60 and the schedule of events.

Questions were taken (see below) and then a tour of all properties referred to in the bid followed.

Questions and Answers from the Pre-Bid Conference and Tour of Properties (question may not be in the order of asking):

Question 1: Will we have the final HUD budget (budget from the AAHC) before the bid due date?

Answer 1: No – total contract amount is subject to funding availability at the time of contract.

Question 2: Who moves gas lines?

Answer 2: The awarded contractor under this ITB will be responsible to address the gas lines according to State and local laws.

Question 3: What are the applicable wage rates?

Answer 3: HUD-Determined Maintenance Wage Rates (copy in Forms and Attachments section).

Question 4: Is Section 3 required?

Answer 4: No, but Section 3 will be weighed as appropriate according to the proper processing of an ITB.

Question 5: Which HUD form must we complete?

Answer 5: The HUD Form-5369-A must be completed.

Question 6: Are permits required?

Answer 6: The awarded contractor must work with local and State regulations and pull permits *before* starting work where applicable.

Question 7: Will change orders be considered?

Answer 7: Generally, change orders will not be considered as funding will most likely not allow for other than vital changes. However, only change orders directly related to this work could be considered according to HUD regulations.

Question 8: Will AAHC Management be available after the walk-throughs?

Answer 8: No. Today is your chance to review all sites with the managers. Any follow-up questions should be sent to Nick Coquillard as per the ITB.

Question 9: Will any detailed drawings or architectural drawings be provided?

Answer 9: No.

Question 10: Is the bid open to changes in manner of quote (ie. time and materials)?

Answer: No – all bidders must complete the Bid Form as directed and instructed.

Question 11: If a contractor did not attend all of the sites during the walk-through, are they disqualified?

Answer 11: All contractors who attended the mandatory pre-bid meeting and signed in will be eligible to submit a bid for this ITB.

**End of Conference and Tour: 2:00 PM**

