



## CITY OF ANN ARBOR, MICHIGAN

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### ANN ARBOR HOUSING COMMISSION

#### ITB-4175 – Baker Commons Windows Replacement - Mandatory Pre-Bid Conference

Tuesday, October 18, 2011 – 10:00 AM

Baker Commons, AAHC, 106 Packard Rd., Ann Arbor, MI 48104

#### Minutes / Notes

AAHC Representatives Leading the Conference:

Nick Coquillard, Interim Executive Director (presenter)

Beth Yaroch, Public Housing East Residency Manager

Also participating: AAHC Consultant from Stantec Consultants, Paul Malocha

#### Conference Started: 10:08 AM

Introductions: Nick, Beth and Paul Malocha from Stantec introduced themselves and provided contact information.

Nick Coquillard presented a brief overview of ITB-4175 and noted the following:

- Reminded attendees of the location related to the bid.
- Stated that this contract is subject to funding availability and the flexible options are part of an effort to balance quality with affordability.
- The bid location, due date, and time due were reviewed, as well as the number of copies to provide.
- This contract must be in accordance with the Davis-Bacon Wage Rates.
- There is a Bid Bond due with the bid submission – forms in the ITB are only examples (see page 2, 6, 10, and 84). There will be a payment and performance bond due from the firm awarded the contract.
- The attendees were strongly encouraged to read the Bid Form and full Scope of Work, starting on page 10 – there will be questions taken and answered by AAHC staff and its consultant partner after the introduction.

- There is NO CUB it was clarified.
- Please note the liquidated damages information, see pages 7 and 82. This work is expected to be completed in 100 calendar days from contract execution.
- RE: Insurance – on page 85 of the bid, this is our “boilerplate” paragraph. There will not be a need to have errors and omissions or automobile liability coverage.
- RE: References – the AAHC strongly prefers references that are current and of a similar scope of this project.
- Reviewed the HUD Forms – Strongly encouraged reading fully - 1) HUD-5369; 2) 5369-A – MUST COMPLETE; 3) 5370 – please read; AAHC and awarded firm will complete the information re: the Administrative Requirements; 4) HUD-5372, 51000, 51001, 51002 (possibly), 51004 (probably not) - Awarded firm will be required to use these forms if needed.
- Reviewed the Contents of the Bid Proposal on page 87 and the schedule of events.

No questions for Nick.

Paul M. from Stantec discussed the Scope of Work, spending most of the time on the window types and the four different alternatives. Please see ITB-4175 for full details.

Paul M. highlighted:

- Alternatives re: windows sliding directions are present to help get cost savings.
- Noted that bidders have option for a 10-year or 20-year warranty.
- Emphasized that this is a “complete project” meaning contractors must be restore the building and grounds back to the way the property was found when work started.
- Re: Masonry specs – AAHC does not expect much need to work on masonry items, but if it’s needed, final product must blend into the building architecture and essentially restore the area to its pre-contract condition.
- Reminded bidders to review the Method and Measure of Payment information.
- Noted that windows must be sealed by a Michigan engineer and the AAHC will want documentation of this.
- Noted that it is the contractor’s responsibility to take measurements to size the windows correctly.

Questions were taken (see below) and then a tour of Baker Commons 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 bidders be held to the Substitution Submittal Procedure outlined in ITB-4175, Section 1.51 – Submittal Procedures, 1.09-Substitutions?

Answer 1: Bidders will held to the procedure in this section, except written requests for pre-contract substitutions will be due eight (8) days, not ten (10) days, prior to bid date. Please see pages 24-25 of ITB-4175. Please also refer to Addendum No. 1 for ITB-4175.

Therefore all requests for pre-contract substitutions will be due by AAHC close of business, 5 p.m., on Thursday, October 20, 2011. All requests should be sent to Nick Coquillard, Interim Executive Director at [ncoquillard@a2gov.org](mailto:ncoquillard@a2gov.org). The AAHC intends to document acceptance or non-acceptance of any pre-contract substitutions by Monday, October 24, 2011 by 5 p.m. Such will be communicated and posted via addendum.

Question 2: Will on-site storage be available for supplies and dumpster(s)?

Answer 2: Yes, within space limits of Baker Commons, on-site storage will be made available and room for a dumpster will be made available.

Question 3: Will window sills be replaced?

Answer 3: No, window sills will not be replaced as a rule, but read the ITB in full for complete details of what is and is not intended to be replaced.

Question 4: Can we get a set of clearer drawings?

Answer 4: Yes – all PDF's provided by AAHC consultant Stantec of the layout drawings and reference drawings will be made available on the AAHC website at [www.a2gov.org/housingcommission](http://www.a2gov.org/housingcommission) by the end of day, Tuesday, October 18, 2011.

**End of Conference and Tour: 10:55AM**