



**Pre Bid Conference**  
**Rehabilitation & Structural Repairs to 521 Malden Ave.**  
IFB #11-08

June 21, 2011

Attendance:

<b>Name</b>	<b>Company</b>	<b>Phone</b>	<b>Email</b>
Jonathan Schaaf	RDA Group Architects	937.610.3440	jrs@rda-group.com
Russ Powell	DMHA	937.609.5280	rpowell@dmha.org
Roderick Long	DMHA	937.910.7630	rlong@dmha.org
Dell Dichall	Once Construction		Dell-once@sbcglobal.net
Chris Everett	Once Construction		Ctwest396@aol.com
Matt Prenatt	Greater Dayton Const.		mprenatt@gdcg.com
Mike Voellmecke	Greater Dayton Const.		Mike.voellmecke@gmail.com
Jim George	FAB Construction		inbox@fab3ddesign.com
Debbie Davis	Little Debbie's Clean Sweep		littledebbiescleansweep@gmail.com
Bud Weber	IF Weber Co.		buddyweber@aol.com
Bester Peterson	Prestige Construction		Prestige_dayton@yahoo.com
Dixie Rice	Rice Electric		dixiericeelectricco@yahoo.com

- A. Sign In.
  1. Meeting was brought to order at 10:00 am by Roderick Long of DMHA.
  2. Attendees signed in.
- B. Introductions
  1. Individual attendees made introductions.
- C. Purpose of Pre-Bid Conference
  1. Review bidding process
  2. Review bidder requirements
  3. Review project scope
- D. Discussion of Bidding Process
  1. Bidders shall submit all forms and exhibits required in the bidder's packet. Be sure to notarize any forms that are noted as such.
  2. Refer to exhibits for specific requirements for MBE/DBE/Section 3 participation
  3. Schedule:
    - a. Questions from Contractors – June 27, 2011
    - b. Response from Architect – June 30, 2011
    - c. Bid Opening – July 8, 2011 at 4pm at DMHA Central Office.**
  4. Contractors shall check the DMHA and Cannell Graphics website for any addendums and/or clarifications. All must be acknowledged on the bid form.
  5. Note: this project is scheduled to be presented for approval at the July 20, 2011 board meeting.
  6. A notice to proceed for the project would follow in early August 2011.
  7. Bid Documents are available at Cannell Graphics and at [cannellplanroom.com](http://cannellplanroom.com)
- E. Discussion of the plans and specifications
  1. Work of the Project includes the rehabilitation of two four-unit apartment buildings [8325-8331 & 8335-8341 Washington Village Drive]. A total of eight units are included in the project. Six units will remain essentially in their current plan configuration and receive modernization and visitability improvements. One unit will remain in its plan configuration and receive modernization, visitability and sensory impairment improvements. One unit will be gutted to the demising/exterior walls, reconfigured as a one-bedroom fully accessible unit. The project will fully modernize all units into a complete rent ready condition.
  2. Exterior Improvements:
    - a. Underground storm piping, and downspout connections.

- b. Removal of existing rear concrete foundation wall and installation of new foundation and footing, including all necessary shoring and bracing.
  - c. Concrete walk removal and replacement.
  - d. Removal and replacement of front and side stoops and steps down to grade. Installation of new handrails.
  - e. Removal of existing siding in the gable ends of the building, installation of vinyl siding and trim.
  - f. Removal of brick veneer at rear wall and replacement with new.
  - g. Repair of existing brick veneer, including tuckpointing and cleaning
  - h. Replacement of double hung vinyl windows, frames, mini-blinds, and accessories.
  - i. Replacement of exterior doors, frames, and storm doors.
  - j. Replacement of Light fixtures and Address Plaques.
  - k. Landscaping.
  - l. Replacement of concrete walks.
3. Interior Improvements:
- a. Removal of all miscellaneous debris.
  - b. Removal of all existing gypsum board
  - c. Repair and cleaning existing HVAC ductwork.
  - d. Replacement of kitchen cabinets, countertops, appliances, and accessories.
  - e. Replacement of plumbing fixtures, toilet accessories, and finishes.
  - f. Install new attic insulation throughout.
  - g. Install new vapor retarders at exterior walls.
  - h. Install new gypsum board finishes throughout.
  - i. Priming and Painting of all finishes.
  - j. Replace all interior doors. Re-frame existing bi-fold doors to swing doors. Install new hardware and accessories.
  - k. Installation of carpet, VCT, wood and rubber base finishes. Rubber stair treads. Install new underlayment at upper level.
  - l. Install new closet shelving and clothes rods.
  - m. Install new interconnected smoke detectors and carbon monoxide detectors.
  - n. Replace all existing electrical devices (switches, receptacles, etc.) and light fixtures.  
Replace electrical load center and feed, arc fault, ground fault upgrades
  - o. Install new water heater.
  - p. Replace furnace and add air conditioning.
  - q. Limited plumbing, mechanical, and electrical improvements.
  - r. Upgrade unit for sensory impaired improvements.
4. Units will be vacant throughout the project.
5. It will be important for the bidder who may be selected to demonstrate experience with the structural repairs and shoring proposed as part of this project. This may be asked upon the review of the bids.
6. Bid Form:
- a. Bidders need to fill out the bid form in its entirety.
  - b. Bidder shall fill out appropriate unit costs, overhead & profit, and completion information requested. Failure to include the unit costs on the bid form may deem the bid non-responsive.
  - c. There is one alternate for the project. Refer to the bid form.
7. The time of completion for the project is 210 days. Refer to the breakdown of the contract period to ensure that there is adequate time for Punchlist and project closeout.
8. Substitutions need to be submitted by the general contractor no later than June 27 for review by the architect. After this date, RDA Group Architects will expect to see the products specified in the contract documents during shop drawing review. If a product is submitted that was not included in the contract documents, RDA Group Architects has the right to reject that submittal.
9. All project questions and substitution requests shall be directed to RDA Group Architects.
10. Products: Contractors shall utilize American Products to the extent possible.

11. Temporary utilities during construction shall be in the Contractor's name for electric and gas. DMHA will pay for water. Contractors shall pay for temporary heating, etc.
12. The project site will be under the control of the contractor. It shall be the contractor's responsibility to manage project site access and protect against vandalism.
13. The project site will have a strict NO SMOKING policy.
14. All change orders must be fully executed prior to completing any additional work. DMHA will try to process the change order as quickly as possible, typically within 3 days after receipt of the contractors proposal.
15. Wage Rates: This is a Davis Bacon prevailing wage project. Refer to the wage rates included in the bid documents. The contractor will be required to submit payroll reports for the project.
16. Project Allowances: There are multiple project allowances to be included in the bid of the project.
17. Submittals shall be electronic, PDF.

F. Questions

1. Refer to Addendum #1 for the list of questions and specific responses.

G. Closing

1. Addendums will be issued as necessary to clarify the work of the project. Acknowledge receipt of addenda on the Bid Form.
2. Cannell Graphics is maintaining the plan-holders list for the project.

H. The meeting adjourned for a site visit with the contractors.

End.