



**Pre Bid Conference**  
**Two new "Green" Apartment Buildings**  
**5469 Misty Lane & 5556 Misty Lane**  
IFB #11-13

July 22, 2011

Meeting Minutes Compiled by Jonathan Schaaf, RDA Group Architects

- 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.
    - a. Rod Long discussed MBE and Section 3 requirements.
  - 3. Schedule:
    - a. Questions from Contractors – July 26, 2011
    - b. Response from Architect – August 1, 2011
    - c. **Bid Opening – August 8, 2011 at 4pm at DMHA Central Office.**
    - d. Board Approval – August 17, 2011
    - e. Notice to Proceed issued – September 2011
  - 4. Contractors shall check the DMHA and Cannell Graphics website for any addendums and/or clarifications. All must be acknowledged on the bid form.
    - a. Clarifications may be issued up to one day prior to the bid opening.
  - 5. Bid Documents are available at Cannell Graphics and at [cannellplanroom.com](http://cannellplanroom.com)
  - 6. Cannell Graphics is holding the plan holders list and will distribute any addendums.
- E. Discussion of the plans and specifications
  - 1. Work of the Project includes the demolition of [2] existing 4-unit apartment buildings, site preparation, site improvements, and the construction of [2] new 3-unit fully accessible apartment buildings. The Contractor will turn over the units in full rent-ready condition, ready for occupancy. Contractor shall include any ancillary requirements to complete the project as specified.
  - 2. The project will pursue certification with Green Communities 2011 criteria.
    - a. Jonathan Schaaf Reviewed particulars requirements and goals to be included in the project to attain the required certification.
    - b. Jonathan Schaaf also reviewed Energy Star Version 3 requirements.
    - c. Contractor shall contract with Green Communities rater to verify the built conditions meet Green Communities and Energy Star requirements. This will include pre-drywall inspections, blower door tests, duck leakage tests, etc.
    - d. It will be the contractor's responsibility to ensure that the construction meets the requirements, re-testing expenses shall be borne on the contractor.
    - e. Contractor shall as part of the contract assist in all aspects of documentation, installation, and coordination for the successful pursuit of this goal. Contractor shall provide materials, suppliers, etc. that comply with these requirements. General Contractor shall be responsible for all coordination efforts required to attain the points noted within the bidding documents.
    - f. During submittal review, Contractor shall be sure to provide all of the requested Green Communities information in the submittal.
    - g. Pay particular attention to the Sustainable Design Requirements, the Green Communities Checklist, and excerpts from the Green Communities manual.



**PRE-BID SIGN-IN**

**PROJECT:** Two New "Green" Apartment Buildings  
 5469 Misty Lane & 5556 Misty Lane  
 Huber Heights, Ohio 45424

**DATE:** 7/22/2011

**TIME:** 10:00 a.m.

NAME	COMPANY	E-MAIL
1. Koderick Long	DMHA	long@dmha.org
2. Todd David	DMHA	tdavid@dshale.org
3. Scott Carter	MAC PARRON	scarter@macparon.com
4. Matt Prevatt	Greater Dayton Construction Group <sup>DBA</sup> Chester Thompson	mprevatt@GDCG.com
5. <del>Test Mumpower</del>	<del>C/N INDUSTRIAL CONTRACTORS</del>	<del>TMUMPOWER@CN-INDUSTRIAL.COM</del>
6. Dennis G. Schimpf	RL FENDER CONSTRUCTION CO	DSCHIMPF@RLFENDER.COM
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9. <del>JANATHAN SCHAFF</del>	<del>PDA GROUP ARCHITECTS</del>	<del>JTSORDA-group.com</del>
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15.		
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