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D N K
ARCHITECTS, INC.

DNK **Meeting Summary**

PREPARED BY:	Matt Latham, ASLA	DATE PREPARED:	11-23-11
PROJECT NAME:	DeSoto-Bass and Hilltop Paving OH 5-2, 2A, 5, 9	PROJECT NUMBER:	AMP #5, OH 5-2, 2A, 5, 9 DNK: 1119 IFB 11-17
MEETING LOCATION:	400 Wayne Avenue, Dayton, OH	MEETING DATE/TIME:	11-22-11 10:00am
PURPOSE:	Pre-Bid Conference		
CC:	All Attendees, Fred Vorwerck		

ATTENDEES/PARTICIPANTS:

NAME:	ORGANIZATION:	EMAIL:	PHONE:
Preston Ford	Tri-State Renovations	tsv@netwalk.com	
Steve Landis	Greater Dayton Premier Mgmt	slandis@gpdm.org	937-910-7500
Matt Latham	DNK Architects	mlatham@dnkarchitects.com	513-948-4146
Robert Lee	Greater Dayton Premier Mgmt	rlee@dmha.org	937-910-7500
Roderick Long	Greater Dayton Premier Mgmt	rlong@dmha.org	937-910-7628
Ryan Young	Houser Asphalt	ryoung@houserasphalt.com	937-223-9207

DISCUSSION ITEM:

1. Mr. Long, Contracts Administrator, handed out the Pre-Bid Agenda dated November 22, 2011.
2. Mr. Long began with Item “B” Introductions and each participant stated his name and company.
3. Item “C” Purpose of the Pre-Bid Conference: Mr. Long went on to emphasize following the format shown in the instructions and filling out the bid form in its entirety.
4. The schedule was discussed briefly, noting important dates. It was specifically noted that written questions were due by November 30, 2011. (Written questions to be directed to Matt Latham at mlatham@dnkarchitects.com.) Notice to Proceed will be issued in March 2012 to coincide with better weather. The project timeframe is 120 days.
5. Item ”D” Discussion of the Bidding Process: Mr. Long gave participants time to review the exhibit list and asked if there were any questions. There were no questions at the time.
6. The floor was turned over to DNK under Item “E” Discussion of Specifications. Mr. Latham summarized the work noting that the most intensive work was the removal of concrete drives and parking at Hilltop Homes and replacement with asphalt pavement. Mr. Latham went through the major items of the work, noting how each item on the plans was tied to the prices requested in the Bid Form.
7. The meeting then moved on to Item “F” Question Period as shown on the agenda.
8. Q: A bid for a previous project on this site reserved the right to award to the lowest bidder for each item, and the items were each awarded to different contractors. Is that the case on this project?
   A: No. The entire project will be awarded to the lowest responsive and responsible bidder using the “Grand Total” amount for bid comparison.
9. No further questions were asked. Mr. Long then concluded the meeting.

The information in this document has been represented to the best of our understanding. If your understanding of one or more issues is different, please contact us within three (3) working days of receipt so that appropriate corrections can be made.