

PRE-BID MEETING MINUTES

Project: **City of Bridgman, Weko Beach Community Center 2019 HVAC upgrades**

Project number: **180144**

Date: **2019.3.14**

Introductions

- Chris Brayak, Wightman and Associates, (W+) 269.487.9694, Cbrayak@gowightman.com
- Joan Guilfoyle, Parks and Rec. Director

Schedule and requirements

- Bid date: **2018.3.28- 4:00PM at the City Hall**
- Bid Bond- **Required**
- Bonds- **Payment and Performance Bonds Required, may be eliminated based on the amount of the bid.**
- Tentative Award: **2019.4.1**
- Tentative Notification of Award: **2019.4.2**
- Tentative Completion Date: **2019.5.31**
- The facility is to be kept operational during construction
- The plans are at the state of Michigan for Mechanical Plan Review start of construction will be adjusted as needed if the Plan review is not completed by the tentative start date.
- An addenda will be issued the week before bids are due if necessary.
- All work inquiries are to go through the architect

Site requirements:

- Hours: Construction on site 7:00 AM-6:00 PM Monday- Friday. Time may be extended with City approval.
- Work on site shall not be conducted on the following times:
 - Memorial Day weekend. Weekend of May 27.
 - Saturday April 27 Wedding
 - Monday April 29 before noon. Blossomtime Queen's breakfast.
- Security: Building must be kept secure during construction. The City plans to provide the key and security code to the contractor during the construction period. It will be the contractor's responsibility to lock and activate the security system at the end of the work day.
- Location of construction office, trailer and materials- 5 parking spaces will be allocated at the north or east of the building.

Questions and answers:

- The condensers do not have enough space in the proposed location under the deck. An addendum will be issued to excavate additional area under the deck, remove the existing retaining wall and construct a new retaining wall. A chain link fence will be installed around the retaining walls.
- The duct hangers shall be the same style as the existing in the building. Alternate hanger methods may be used but must be bid as a voluntary alternate. Manufacturers information must be provided by the contractor for voluntary alternate at the time of bidding for the architect's evaluation of the system.
- The plan holders list can be found on the Wightman web site: www.gowightman.com/bids.html.
- The pre-bid meeting attendance sheet is attached.



