



CITY OF ANN ARBOR, MICHIGAN

Project Management Services Unit

301 E Huron Street

P.O. Box 8647, Ann Arbor, Michigan 48107

Phone: (734)794-6410 Fax: (734) 994-1744

Web: www.a2gov.org

2013 Ramp & Sidewalk Repair Project PRE-BID MEETING MINUTES

These minutes for the Pre-Bid Meeting held on February 1, 2013 at 9:30 a.m. in the 4th Floor Conference Room of the Larcom City Hall were prepared by Anne Warrow.

The following items were discussed:

I. Introductions

- a. Attendants were reminded to sign the Meeting Sign-In Sheet, as attendance at this meeting is a requirement of submitting a bid.

II. General

- a. Project Overview
 - i. This project is a result of the passage of the 2011 Sidewalk millage
 - ii. This project is a combination of the Ramp & Sidewalk programs into one project
 - iii. 2013 Focus areas for ramps & sidewalks (see map) – some misc. work outside these areas may also be required.
- b. Please review the Instructions to Bidders Section of the contract found on pages IB-1 thru IB4
- c. Detailed Specifications
- d. Schedule – see Detailed Specification for Project Schedule
 - i. Expected Starting Date +/-April 15th
 - ii. Completion Date – before October 15th
 - iii. Hours of work: 7:00 a.m. to 8:00 p.m. (Monday – Saturday)
 - iv. City reserves right to add/subtract work
 - v. Contractor required to provide a construction schedule to be updated weekly
- e. There is an option for this contract to be extended as a multi-year contract if the City and the Contract both agree to the extension.

III. Construction

- a. Construction Process
 - i. City inspectors will mark sidewalks/ramps for replacement in advance of construction

- ii. Inspection of Contractor's work will be performed throughout construction
 - iii. Quantities to be agreed upon with inspector on a daily basis
 - iv. Contractor responsible for ADA ramp compliance
- b. Sidewalk Joint Cutting (separate contract – coordination is required)
- c. Traffic Control per MMUTCD will be required when work requires a closure of a travel lane. Traffic control directing pedestrian traffic will be required where deemed necessary by the City.
- d. HMA Patching must be completed within two weeks of the completion of the concrete work
- e. Restoration/seeding
 - i. Included in concrete items for all lawn extensions and up to 12" behind sidewalk.
- f. Testing
 - i. Testing company will be hired directly by the City
 - ii. "Spot checking" will be done

IV. Other Topics/Questions

- a. A Lane Closure Permit will be required whenever the work requires the closure of a travel lane. The fee for the Lane Closure Permit will be waived, because this is a City Project. The Lane Closure Permit triggers the notification of all other public entities when a travel lane is closed and alternative route should be taken.
- b. Work on Saturdays is permitted, with the exception of Football Saturdays
- c. The pay items for integral sidewalk retaining wall shall be measured as vertical exposed square footage.
- d. The material for the modular sidewalks will be provided by the City. It will be the Contractors responsibility to obtain the necessary training and/or certification from the manufacture to install the panels, in order to ensure that the material will be warranted by the manufacturer.
- e. The quantities included in the contract are estimated and the City reserves the right to increase or decrease estimated quantities as it deems necessary.
- f. Sidewalks adjacent to tax-exempt properties will be marked, but are the property owner's responsibility to replace. The Contractor may perform work at the request of property owners outside of this contract.
- g. If the Contractor is hired by property owners to complete work within the right-of-way, such as a drive approach, the Contractor will be required to obtain a right-of-way permit.

The meeting sign-in sheet is attached.

Any errors or omissions to these minutes shall be directed to:

Anne Warrow

Project Engineer

Phone: (734) 794-6410 ext. 43639

e-mail: awarrow@a2gov.org

PRE-BID MEETING SIGN-IN SHEET

PROJECT: 2013 Ramp & Sidewalk Repair Project

File No.

2013-021

Date:

February 1, 2013

PLEASE PRINT (All information needs to be filled in to receive meeting minutes)

| NAME | REPRESENTING | MAILING ADDRESS | TELEPHONE | EMAIL |
|------------------|---|--|--|--|
| Anne Warrow | City of Ann Arbor - Project Management | Address: <u>301 E. Huron Street, P.O. Box 8647</u> City, State: <u>Ann Arbor, MI</u> Zip: <u>48107-8647</u> | Direct: (734) <u>794-6410, x43639</u> Mobile: _____ Fax: (734) <u>996-3064</u> | awarrow@a2gov.org |
| Nick Hutchinson | City of Ann Arbor - Project Management | Address: <u>301 E. Huron Street, P.O. Box 8647</u> City, State: <u>Ann Arbor, MI</u> Zip: <u>48107-8647</u> | Direct: (734) <u>794-6410, x43633</u> Mobile: () _____ Fax No. () _____ | nhutchinson@a2gov.org |
| Julian Konwinski | City of Ann Arbor - Project Management | Address: <u>301 E. Huron Street, P.O. Box 8647</u> City, State: <u>Ann Arbor, MI</u> Zip: <u>48107-8647</u> | Office: () _____ Mobile: () _____ Fax No. () _____ | |
| Shari Pettingrew | Doan Construction | Address: <u>3670 Carpenter Road</u> City, State: <u>Ypsilanti, MI</u> Zip: <u>48197</u> | Office: (734) <u>971-4678</u> Mobile: (734) <u>320-3218</u> Fax No. (734) <u>971-4415</u> | sharipettigrew@yahoo.com |
| Mario Audia | Audia Construction | Address: <u>2985 Childslak</u> City, State: <u>Milford, MI</u> Zip: <u>48138</u> | Office: (248) <u>676-9570</u> Mobile: () _____ Fax No. () _____ | maudiaconst@comcast.net |
| Shawn Spence | Spence Brothers | Address: <u>4343 Concourse, Suite 106</u> City, State: <u>Ann Arbor, MI</u> Zip: <u>48108</u> | Office: (734) <u>213-6033</u> Mobile: (989) <u>737-3118</u> Fax No. () _____ | shawnspace@spencebrothers.com |
| Tom Sutherland | Washtenaw Engineering Company | Address: <u>P.O. Box 1128</u> City, State: <u>Ann Arbor, MI</u> Zip: <u>48106</u> | Office: (734) <u>761-8800</u> Mobile: (734) <u>699-9852</u> Fax No.: (734) <u>761-9530</u> | TLS@wengco.com |
| | | Address: _____ City, State: _____ Zip: _____ | Office: () _____ Mobile: () _____ Fax No. () _____ | |