

LOHAN ANDERSON

MEMORANDUM

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| MEETING DATE: | August 19, 2015 |
| MEETING LOCATION: | Des Plaines Public Library |
| REGARDING: | DesPlaines Public Library – Pre Bid Meeting |
| PARTICIPANTS: | Holly Sorensen, Roberta Johnson, Gary Valente- DPPL Jim Schubert, Lisa Schmidt- Lohan Anderson (LA) Robert Huston – Calor Design Group, Ltd (CDG) |

The Pre-Bid meeting for the Des Plaines Public Library Renovation Project was held on Wednesday, August 19, 2015 in Meeting Room A of the Des Plaines Public Library. The following items were reviewed:

| Item | Description | Action By |
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| Introductions | <p><u>Library Representatives:</u> Holly Sorensen, Library Director Roberta Johnson, Assistant Director Gary Valente, Head of Building & Security Services</p> <p><u>Architect – Lohan Anderson Representatives:</u> Jim Schubert, AIA – Project Architect Lisa Schmidt, AIA, LEED AP – Interior Designer <u>MEP Engineering – Calor Design Group, Ltd</u> Robert Huston, PE – Engineering Project Leader</p> <ul style="list-style-type: none">- All attendees were informed to sign-in and provide a contact name & email address so that the Project Team could distribute any pertinent information to the Pre-Bid Meeting attendees.- It was stated that the Project Scope will include two separate scopes – General construction bid & Furniture, furnishings, & equipment (FF&E) bid. General construction shall include demolition, construction, mechanical, electrical, voice, data, and plumbing. The Des Plaines Public Library will provide the AV scope through their consultant, Abt Electronics. | |
| Project Schedule & Milestone dates | <ul style="list-style-type: none">- 09/09 Bids due at 10am. Public opening will occur at 10:30am. It was clarified by DPPL that the published day of the week was incorrect on the Public Notice and that the Bid are due on Wednesday, September 9, 2015.- 09/15 Board Approval- 09/16 Bid Award | |
| 401 NORTH MICHIGAN AVE SUITE 500 CHICAGO IL 60611 | LOHANANDERSON.COM VOICE +312.988.7800 FAX +312.229.1232 | DIRK LOHAN FAIA FLOYD D. ANDERSON AIA MICHAEL C. BARNES AIA, LEED AP BILL BOZDOS AIA, LEED AP |

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August 20, 2015

RE: DesPlaines Public Library

Pre-Bid Meeting

Library Renovation Project

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|---|---|-----------|
| Project Schedule & Milestone dates | - 09/21 Mobilization | |
| Bid Documents | <ul style="list-style-type: none">- Bid documents will be available from 8/14/15 through 9/8/15 for viewing at the Des Plaines Public Library and on the Library website.- Drawing Sets include 73 Sheets including the coversheet. There are 4 drawings specific to the FF&E Plans and 2 additional elevation and detail sheets that pertain to the FF&E scope of work. Furniture Bidders should review the project manual for the drawing list and 45 page specification for the furniture items.- There is a Specification Book which includes Division 1 and work sections.- The conditions of the Contract will be an AIA A201 for reference and Supplementals.- There are separate Bid Forms and Instruction to Bidders for the Construction Bid and FF&E Bid.- Bidders should understand that the intent of the documents is to provide complete installation in each area of work. | |
| Work By Others | <ul style="list-style-type: none">- Bidders will be required to coordinate with the FF&E and AV scope of work. The same shall apply to the FF&E Bidder and AV consultant. FF&E Bidder and AV consultant will not begin their scope of work until the General Construction has been punch listed, approved, and completed. | |
| Site Access & Usage | <ul style="list-style-type: none">- As per the drawings, Bidders will be allowed a dumpster location as shown in the documents.- There will be NO storage areas available in the building. The Library may make POD storage available outside near the dumpster location for the General contractor to use as needed. This will be confirmed at a later date.- Parking will be Free at the North lot in front of the building. The library has made arrangements with the Des Plaines Police Department where permits will be issued to the Construction team. There will be NO parking in the garage parking structure. This is for library patrons only.- The library will be open during construction. Safety is <u>very</u> important as there are children's programs and activities ongoing throughout the day. The successful bidder will need to coordinate construction activities and deliveries with Gary Valente to ensure they do | |

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| Existing Conditions | <p>not interfere with the Library's operations.</p> <ul style="list-style-type: none">- Point of Service areas cannot be shut down completely and will need to be coordinated with the Library.- There is no loading dock. Trucks will need to have a lift gate and/or ramp for loading and unloading material and equipment. Timing for deliveries will be critical and will require coordination on a daily basis. Gary Valente will provide a more detailed explanation during the walk through and let the bidders review the size of the freight elevator.- The security for the Contractors materials and equipment will be the responsibility of each Contractor. <hr/> <ul style="list-style-type: none">- The existing building construction drawings and as-built drawings that are in DPPL possession will be made available to the Bidders on the DPPL website.- The building was constructed in 2000. All roof warranties have expired.- Calor has confirmed that the Electrical Panel capacities should be adequate for the new scope of work. Bidders should assume no new panels will be required. Bidders to include in their scope of work a thorough review of the existing electrical system (piping and wiring) relative to the proposed new work as required in the areas affected by the new work. Circuiting of new and reuse of existing should be evaluated prior to commencement of work.- Facility tours will occur on the following days/times: 8/19/15 at 11am & 8/21/15 at 10am.- Review of existing conditions and documentation should occur before Work begins to access and coordinate trades.- There are no hazardous materials anticipated based on information provided by the Library. | |
| Building Permit Status | <hr/> <ul style="list-style-type: none">- Drawings are being submitted today, 8/19/15, by Lohan Anderson to the City of Des Plaines to begin the review process. The city has agreed to begin the review without the Contractor information. This information will be provided once a successful bidder is determined. The successful bidder will be responsible for pulling the permit after contract award. | |

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| Bid Submittal | <ul style="list-style-type: none">- The Alteration Work Schedule is not required to have great detail. Its main purpose is to show how long the bidder proposes to complete the Base Bid scope of work. It should also illustrate the proposed phasing of the work to complete the project while maintain library operations to the greatest extent possible.- The billings projection should indicate the monthly billings that are foreseen by the bidder from mobilization through Final Completion.- Bidders can add additional phasing into the work schedule as they see fit. Deviations from the work noted as Phase 1 and 2 on the drawings are acceptable but should be clearly indicated in the Alteration Work Subschedule.- Work must be complete by December of 2016.- No plans/specs exclusions, voluntary alternates or allowances will be accepted.- Lohan Anderson will provide a list of pre-qualified subcontractors for Millwork, Interior glass and flooring.- Bidders are not required to use the pre-qualified subcontractors; however those not on the list will need to meet the qualifications as listed in the specification manual.- It is anticipated that there would be at least two Substantial Completion dates. The actual number shall be clearly indicated in the Alteration Work Subschedule.- Each Bidder is required to fully complete the Bid Form provided.- There are 10 Add Alternates in the Architectural scope and 5 Add Alternates in the FF&E scope.- The bid form requires that certain subcontractors be listed. A revise Bid Form will be issued to include the Flooring subcontractor as a required trade to be listed. | |
| RFI's | <ul style="list-style-type: none">- Email all RFI's to the contacts listed in the Bid Form – Michael Barnes for General Construction and Lisa Schmidt for FF&E.- All post tour questions should be submitted as an RFI to the Architect.- RFI's will be accepted no later than the 4th of September. | |
| Bidder questions | <ul style="list-style-type: none">- How long do we have to request information?<ul style="list-style-type: none">o Friday, September 4, 2015- Are there noise or overtime restrictions? | |

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| | <ul style="list-style-type: none">○ The hours are explained in the Bid document.○ No Sunday work will be permitted and minimal work on Saturdays.○ 7am start time will be permitted when requested by the Construction team to address any work that may be disruptive with the noise level.○ The library will accommodate earlier start times if needed. <ul style="list-style-type: none">- Will the FFE bidders require their own spreadsheet of the required items or will one be provided?<ul style="list-style-type: none">○ Bidder should prepare their own documentation.- Does the project require Union Labor?<ul style="list-style-type: none">○ The project requires Prevailing wages for all workers.○ Response: Yes. The Library's counsel will need to confirm and bidders will be informed.- Can the GC provide their own AV consultant?<ul style="list-style-type: none">○ No, Abt has already be selected for the scope of work.- Will the AV raceways be in place or will the contractor need to provide them?<ul style="list-style-type: none">○ AV work will be free air installation, therefore no raceways will be required by the General Contractor.- What is the expected cost for the permit?<ul style="list-style-type: none">○ There will be no permit fee for this project- Are there any temporary partitions required?<ul style="list-style-type: none">○ There are no temporary partitions defined in the drawings; however Bidders will be required to provide protection to maintain safety.- Do we need to provide ProjectWeb application for project communications?<ul style="list-style-type: none">○ No, ProjectWeb specifically is not required; however a web based system should be in place for project coordination and file transfer.- Do we have to have separate contracts for electrical, voice, and data?<ul style="list-style-type: none">○ No, this will be up to your discretion on how many subcontractors are assigned to that scope.- Will you allow multiple delivery times for the FF&E during one day due to the minimal | |

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| | <ul style="list-style-type: none">storage area available?<ul style="list-style-type: none">o Yes, this will need to be coordinated and approved with the Library.- What is your final completion date expectation?<ul style="list-style-type: none">o December 2016- Can the Library post the original building drawings for the bidders?<ul style="list-style-type: none">o Yes- Are all trades required to be union?<ul style="list-style-type: none">o There is a prevailing wage requirement. The Library will review with Counsel and will confirm whether union contractors are required.- If we cannot make the walk through dates/times can we schedule another time with the Library?<ul style="list-style-type: none">o Yes, please contact Gary Valente and he will assist you should you need to review any non-public areas.- Are there any WBE/MBE requirements?<ul style="list-style-type: none">o No- What is the estimated Budget?<ul style="list-style-type: none">o 2.4 Million for the entire project including other items that are not in the Construction and FF&E scope of work.- Can the General contractor bid both the construction and FF&E scope together?<ul style="list-style-type: none">o No, these are separate bids/projects. | |

These meeting minutes were prepared by Jim Schubert, AIA & Lisa Schmidt, AIA, LEED AP. Please inform the authors of any corrections or additions.

Enclosures:

- Pre-Bid Sign In Sheet
- Pre-Bid Meeting Agenda

DES PLAINES PUBLIC LIBRARY RENOVATION PROJECT
PRE-BID MEETING SIGN-IN SHEET
08/19/2015

PLEASE PRINT ALL INFORMATION

| NAME OF ATTENDEE | NAME OF COMPANY | EMAIL ADDRESS | CONTACT PERSON (Y/N) |
|--------------------|------------------------------|-------------------------------------|--------------------------------------|
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Pre-Bid Conference Agenda
19 August 2015; 10:00 pm

- 1) Introductions
 - a. FF&E and construction bidders are present at this meeting
 - b. Sign-in sheet (contact person and email address)
- 2) Project schedule milestone dates
 - a. 09/09: Bids due
 - b. 09/15: Board approval
 - c. 09/16: Bid award
 - d. 09/21: Mobilization
- 3) Bid Documents (available from 8/14/15 through 9/8/15)
 - a) Drawings (73 sheets including cover sheet)
 - b) Specifications (includes Division 1 and work sections)
 - c) Conditions of the Contract (AIA A201 by reference and Supplementals)
 - d) Bid Form
 - e) Instructions to Bidders
 - f) Intent (provide a complete installation)
- 4) Work by others
 - a) Coordination with FF&E and A/V system
- 5) Site access and usage
 - a) Parking/storage/waste
 - b) Maintenance of user access
 - c) Security for Contractor materials and equipment
 - d) Deliveries and storage (elevator (shared with staff) and “dock”)
- 6) Existing Conditions
 - a) Existing building construction drawings and shop drawings available
 - b) All roofing warranties have expired
 - c) Facilities tours
 - i) 8/19/2015 @ 11:00am (today)
 - ii) 8/21/2015 @ 10:00am (this Friday)
 - d) Existing conditions documentation before Work begins (video or photographic)
 - e) No hazardous materials anticipated
- 7) Building permit status (follow up on notice of award on 9/16/2015)
- 8) Bid submittal
 - a) Alteration Work Sub-Schedule
 - b) Billings projection – Phase 1 and 2 work
 - c) No plans/specs exclusions
 - d) No allowances
 - e) No voluntary alternates
 - f) Millworker qualifications
 - g) Interior glass treatment qualifications
 - h) Flooring installer qualifications (will be adding to the Bid Form)
 - i) Multiple Substantial Completion dates
 - j) Use bid form provided
 - i) Add alternates
 - ii) Subcontractors
- 9) RFI's
 - a) Post-tour questions
 - b) Substitution requests
 - c) Issue of addenda
- 10) Bidder questions