

Campus Center Exterior Signage (#19049D, #C20224162)

August 4, 2022

PRE-BID MEETING MINUTES

Location: Tri-C Campus Center, Room 066

Time: 02:00 PM – 03:00 PM

Attendance:	Affiliation:	E-Mail Address:
Rebecca Wyatt	Tri-C	rebecca.wyatt@tri-c.edu
Dominic Scianna	City Architecture	dominic@cityarch.com
Benny Chew	City Architecture	hbchew@cityarch.com
Albert Haddad	Ellet Sign Company	albert@elletneon.com
Samuel Costiuc	Signarama	sam@signaramaoh.com

Summary of Meeting

Pre-bid meeting with potential signage contractors to discuss project outline and answer questions.

Topic

1. Permitting will not be required for this signage.
2. The College considers substantial completion as completion of the face panels with the blade addition being fabricated and installed at a later date. Ideally, the College would like to have the entire project completed by September 23, 2022, but would accept substantial completion.
3. Submittals include 11x17 shop drawings outlining the text/font coloring along with a paint sample.
4. Drawings will be turned around in 2 business days.
5. The project will be awarded August 15 – August 17.
6. Bid security form is not required.
7. Location of 2" x 4" aluminum tubes can be changed to coordinate with the new panel sizes for proper attachment.
8. Ellet Sign Company to consider alternate method of attaching blade addition to existing concrete frame. An alternate method is an acceptable route and will be considered upon review of the submittal.

Next Steps

1. Monday, August 8, 2022 – Receive final addendum submissions
2. Tuesday, August 9, 2022 @ 2:00pm – Bids due

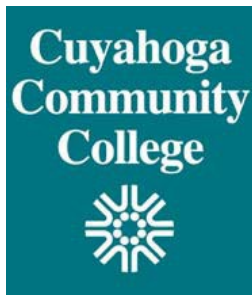
If any of the items herein are in conflict with your recollection of what was discussed or if any important elements have been omitted, it would be appreciated if you would contact us immediately. Otherwise we will assume the above items are correct.

CITY ARCHITECTURE, INC

A handwritten signature in black ink, appearing to read 'D. Scianna', with a long horizontal flourish extending to the right.

Dominic Scianna
Project Manager, Designer

Copies to: Rebecca Wyatt, Cynthia Leitson, Alex Pesta, Benny Chew, File



Thursday, August 4, 2022 @ 2:00pm
PRE-BID MEETING AGENDA
for:

Cuyahoga Community College Metropolitan Campus
Campus Center Exterior Signage

Project Number: C20224162

Project Contacts:

**Capital & Construction Department
Cuyahoga Community College**

Project Manager– Rebecca Wyatt
Phone (216) 987-4653
e-mail: Rebecca.Wyatt@tri-c.edu

**City Architecture
12205 Larchmere Boulevard
Cleveland, Ohio 44120**

Mr. Dominic Scianna
Phone 216-881-2444
e-mail: Dominic@cityarch.com



1) Introduction

CCC: -Rebecca Wyatt – Project Manager, Project

Design Team: -Alex Pesta – City Architecture, Principal in charge, Architect
-Dominic Scianna (Lead)– City Architecture, Project Manager, Designer

2) Purpose of Pre-Bid Meeting –

- a) Prior to submitting a Bid, the Bidder shall examine all Contract Documents, including, but not limited to, the Drawings, Specifications, and Addenda for all divisions of Work for the Project, noting in particular all requirements which may affect its work in any way. The Bidder's failure to become acquainted with the extent and nature of Work required to complete any portion of the Work in conformity with the requirements of the Contract Documents, shall not be a basis for additional compensation.
- b) If the Bidder finds any perceived conflict, error, omission, or discrepancy on or between the drawings and specifications, or any of the Contract Documents, the Bidder is to submit a written request for an interpretation or clarification to the Associate. All RFI's are to be submitted prior to **Thursday, August 4, 2022 by 5:00pm.**
- c) The last Addendum for the project will be issued no later than **Monday, August 8, 2022 by 2:00 pm.**
- d) Proposed substitutions and/or equals are to be submitted no later than **Thursday, August 4, 2022 by 5:00pm.**
- e) All items in the Pre-Bid meeting agenda, the attendee list and any clarifications addressed at the Pre-Bid Meeting will be formally issued to all bidders via Addendum.

3) Bidding Requirements –

- a) Bids due **Tuesday, August 9, 2022 @ 2:00 p.m.**

Note: Bid Package & Number, Trade, Bid Date, & Project Name must be noted on bid and contained within a sealed envelope.

- b) Bids to be emailed and delivered to the District Administrative Building, Office of Supplier Managed Services, Cuyahoga Community College, 700 Carnegie Ave, Cleveland, Ohio 44115. Email to: Rebecca.Wyatt@tri-c.edu
 - **Bids received after 2:00 p.m. will not be considered.**



- **The College will not be responsible if bids are delivered late or to the wrong location by the postal service or carriers of express.**

c) Bids **MUST** have included with them the following:

- Completed Bid Form signed & with bid amount
- ~~Bid Security Form~~
- Surety Agents Signature on bond
- Power of Attorney
- References (College Requirement)
- Acknowledgment of any addenda

Note: Failure to include any of these submittals may result in bid rejection.

d) Bidders are encouraged to submit information requested on Bid Package Checklist.

- Bidders Qualifications
- Certificate of Compliance issued by the Ohio Department of Insurance
- Showing Surety is licensed to do business in State of Ohio
- Valid Ohio Workers Compensation Certificate
- Ohio EEO Compliance Certificate
- Ohio Secretary of State Certificate (for companies located outside of the state)
- Ohio Declaration regarding material assistance / non-assistance to a terrorist organization
- Ohio Drug Free Workplace Certificate
- Updated W-9 form

e) Any change, alteration or modification to the Bid Form may be cause for the bid to be rejected as not responsive.

f) Contract Documents are available electronically. Let us know if physical prints are necessary.

g) For information on bid results please contact the College's Capital & Construction Department at 216-987-3474.

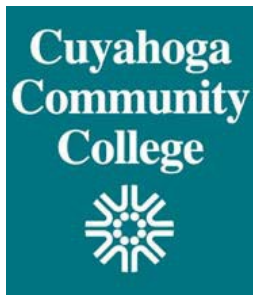
4) Overall Project Review –

a) Signage Implementation – Campus Center Exterior Signage

- Project Location: 2900 Community College Avenue, Cleveland, Ohio 44115
- Project Area, Tri-C Campus Center, NE Corner of Building
- Summary of Work

b) Site Conditions/Construction Access.

- Use of CCC Facilities
- Contractor Parking
- Materials/Delivery/Staging – will be coordinated with Plant Operations and the affected departments.
- Construction Safety is the responsibility of the contractor.
- **Observe Tri-C's COVID-19 protocols during on-site activity.**



- c) Project Schedule
 - Anticipated projected notice to proceed – 8/17/22
 - Site Access for Mobilization – 8/18/22
 - Substantial completion date – 9/23/2022
- d) Miscellaneous
 - Contractor Identification
 - Payment Applications
 - Contractor to Owner
 - Building Access – coordinate with Plant Operations.

5) Other items to Review

6) NTB, IB, Bid Form, GC's, SC's,

7) Questions and Answer

8) Site visit

End of Pre-Bid Meeting Agenda

PLEASE PRINT



PRE-BID MEETING SIGN-IN SHEET

Metro Campus, Campus Center Exterior Signage C20224162
 2900 Community College Ave., Cleveland, OH 44115
 Thursday, August 4, 2022 @ 2:00 PM

	Name	Company Name	Phone	Email
1	Rebecca Wright	TH-C	216-981-4653	Rebecca.Wright@th-c.edu
2	Dominic Scionna	CITY ARCHITECTURE	330-620-9837	dominic.scionna@cityarch.com
3	DANNY SNEEL	CITY ARCHITECTURE	216-881-2444	hdennovo@cityarch.com
4	Albet Hradal	TH-C	330-628-5807 x23	albet@cityarch.com
5	Samuel Costive	Signarama	330-954-3131	Sam@SignaramaOH.com
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