



Pre-Bid Meeting Minutes

Date: Monday, October 1, 2018
Location: Cuyahoga Community College, Western Campus
West STEM Project Trailer
Time: 11:00 am
Re: Tri-C West STEM & IT Renovation BP #22a – AESS Painting
Project #C201163108
Attendees: See Separate Sign-in Sheet

1. Introduction

Owner: Cuyahoga Community College (Tri-C)
Phillip J. Pallone, PE
Director – Construction, Planning & Design
Phone (216) 987-0572
Email: Phillip.Pallone@tri-c.edu

Architect: Weber Murphy Fox, Inc. (WMF)
1801 East Ninth Street
Cleveland, OH 44114
Clete Miller (not present)
Principal
Phone (216) 452-1202
Email: cmiller@wmf-inc.com

Construction Manager: The Albert M. Higley Co. (AMH)
3636 Euclid Ave.
Cleveland, OH 55115
Robert McCoy
Sr. Project Manager
Phone (216) 780-1935
Email: rmccoy@amhigley.com

2. Purpose of Pre-Bid Meeting

The purpose of the Pre-Bid Meeting is to provide bidders with an overview of the project and scope of work for the bid packages currently out to bid (BP 22a), as well to provide the opportunity to ask questions to the Project Team regarding the Contract Documents and bidding process & schedule.

3. Bidding Procedures

a. Examination of Contract Documents and Site

- Prior to submitting a Bid, the Bidder shall examine all Contract Documents, including, but not limited to, the Drawings, Specifications, RFP Document, 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 its Scope of Work in conformity with the requirements of the Contract Documents, shall not formulate a basis for additional compensation.

b. Requests for Interpretation

- Last day to submit RFI's: **Monday, October 1, 2018**, seven (7) calendar days before the bid opening.
- If the Bidder finds any perceived ambiguity, conflict, error, omission, or discrepancy within the Contract Documents, including the Drawings, Specifications, and Addenda, or between any of the Contract Documents and applicable law, code or statute, then Bidder shall submit an RFI.
- Per the RFP document, submit RFI's to Robert McCoy at AMH - (rmccoy@amhigley.com), with copy to Clete Miller at WMF - (cmiller@wmf-inc.com).

c. Substitutions Prior to Bid Opening

- Last day to submit Substitution Requests: **Monday, October 1, 2018**, seven (7) calendar days before the bid opening.
- It is the Bidder's responsibility to certify that the proposed item is equal in quality and all aspects of performance and appearance, to the item as specified.
- Submit Substitution Request to **Clete Miller – Project Architect, WMF** (cmiller@wmf-inc.com). Request to include drawings, performance and test data, and other information necessary for a complete evaluation. Include a statement setting forth any changes that the proposed substitution will require in the Contract Documents or the Project.
- Substitution requests may only be provided by a Bidding Contractor, not a supplier, manufacture or distributor.

4. Sealed Bid Requirements

- a. Due Date: Monday, October 8, 2018, at 2:00 PM
- b. Received By: Cuyahoga Community College
District Office, 700 Carnegie Ave.
Cleveland, OH 44115
Attn: Rob Ruppe, SMS
- c. Sealed Bids need to be labeled: **PRICING – C20163108 West Campus – STEM Center Addition and Renovation – BP22a – Painting Architecturally Exposed Structural Steel (AESS)** , delivered to, received and time stamped by the receptionist at the Cuyahoga Community College District Office.
- d. Bids received after 2:00 PM will not be considered.
- e. The College will not be responsible if bids are delivered late or to the wrong location by the postal service, express service or any other carrier.
- f. Submission of combined bids is not applicable with this bid package. Bidders must submit individual bid package bid as itemized on the Proposal Form included with Appendix A.
- g. Any change, alteration, or addition in the working of the Proposal Form may cause a bid to be rejected as non-responsive.
- h. There will not be a public bid opening for the above noted bid package.

5. Bid Package Required Submittal Documents

- a. **Appendix A – Proposal Form** complete with bid amounts in both numerals and words where designated on the Proposal Form as well as schedule duration for the rooftop screenwall. Include acknowledgement of specific addenda received and included in contractor's bid.

- b. **Appendix B – Bidder’s Certification and Authorization to Execute** including all information designated on the form.
- c. **NOTE – Bid Bond not Required.**

6. Securing Construction Documents

- a. Construction documents including drawings and specifications may be secured via DropBox link:

https://www.dropbox.com/sh/3vcn4506jyzfjqo/AAAdtJL3pAC_QKprlEu-n4za?dl=0

7. Overall Project and Bid Package Review

- a. Project Schedule
 - Overall Project Completion for Phase I – New Construction 7/31/19.
 - BP 22a Milestones – Complete Roof Screenwall Painting – 11/23/18, Complete Interior AESS Painting – 05/31/19.
- b. Site Conditions/Construction Access
 - Use of CCC Facilities – unless approved by the college or AMH is prohibited.
 - Contractor Parking – provided at CCC parking lot designated area just north of the project site within easy walking distance.
 - Materials/Delivery/Staging – to be coordinated with AMH either at stoned parking lot/staging area or via construction entrance at the north side of the project. All construction traffic is to enter the CCC campus off or York Rd. onto Letterman Drive (west) and then south into the campus at the first stop sign (no exceptions).
- c. Safety and Safety Plan Requirements
 - AMH Project Safety Plan sets the project safety standards. This plan includes numerous requirements above and beyond OSHA.
 - ALL Contractors must submit a 3SP safety plan to AMH Safety Dept. for review and approval. Contractors are advised to start this process immediately upon award to ensure approval prior to mobilizing on site (requirement).
 - Mandatory safety training for all new workers mobilizing on site, takes about 30 minutes. Must provide driver’s license and current Drug Free Card (no exceptions).
 - Protect the students, staff, guests and visitors to the campus.
 - Noise, dust control.
 - Overhead work and fall protection, tie-off required at all times in lifts.
 - Personnel Protective Equipment – hard hats, safety glasses, gloves plus other task requirements as needed.
 - Lockout/tag-out for electrical panels strictly enforced.
 - Ventilation and air quality – there is an IAQ plan in place for the project.
- d. Inclusion and Diversity Goals – LCP Tracker utilized for all Contractors to report certified payrolls.

Workforce Participation Goals

- Cuyahoga County Workforce Participation – 45%
- Minority Workforce Participation – 15%
- Female Workforce Participation – 7%
- Veteran Workforce Participation – 2%

Contracting/Supplier Goals

- MBE Participation – 15%
- FBE Participation – 5%
- SBE Participation – 6%
- VBE Participation – 2%

- e. Bid Package Specific Scope of Work – refer to Exhibit C – Scope of Work Document. Revisions/additions from original bid package will be highlighted in the revised document to be included with Addendum #1.
- This is a LEED project with requirements included in the specifications and other project documents. All bidding contractors are advised that it will be a requirement to conform with the procedures outlined in the project Indoor Quality Plan (IAQ) and Waste Management Plan as provided with the documentation at the Dropbox address.
 - Spec 099600 for High Performance Coatings previously included with the Scope of Work do not apply to this bid package, rather a later Interior Painting bid package to be issued.
 - A document for Spec 099700 for Special Coatings will be included with Addendum #1. This is for the Tnemec Aerolon product to be utilized as the thermal break coating per the construction documents.
 - Spec 099113 for Exterior Painting Section 3.6.A – Steel and Iron Substrates shall apply to the roof screen painting except where the Aeloron coating is specified.
- f. Site Walkthrough
- AMH – Bob McCoy walked the project site and reviewed the scope of work at the locations indicated with Appendix C for the Scope of Work.
 - For the roof screen steel, emphasis was placed on the prep required at connections where there is “raw” steel (not primed), as well as primed portions of steel requiring prep and re-application of primer as noted with the Scope of Work.
 - Application of finish painted coatings must give consideration to adjacent finished exterior surfaces as well as proximity to the parking lot in the event a contractor were considering a spray-on application where the product could travel airborne in even mild wind conditions.
 - Prep and painting of the roof screen steel will need to be coordinated with other trades working at the exterior. For October and November 2018, this will primarily be the exterior framing/sheathing contractor.

- The primer utilized by the structural steel fabricator is Sherwin Williams 'Pro-Cryl Universal Primer'.
- To expedite progress of the work, contractors should note that extended hours including Saturdays will be requested and expected. The premium portion of overtime shall be compensated to the contractor through the designated contract allowance for premium time. All base wages and fringes are to be included in contractor's base bid.
- AMH – Bob McCoy noted that the scope items to be included with this bid are outlined in the Scope of Work Section 1.10.B.1.
- In summary, this bid package is for all AESS steel as indicated in the construction documents and outlined in the Scope of Work. Other interior Painting scope will be included in a separate bid package to be bid later in October, 2018.
- AMH – Bob McCoy outlined the locations where the Tnemec Aeloron coating will be required, typically at the bases of the steel columns supporting the roof screen eyebrow framing (approx. 24” from roof deck up the steel column) and at the canopy steel tie-in locations at the north and south entry vestibule structures. Due to the existing primer coating incompatibility with the Tnemec Aeloron product, the primer will need to be removed abrasively where the Aeloron product needs to be applied. The required Tnemec primer will then need to be furnished and applied.