



October 12, 2010

City of Three Rivers
333 West Michigan Ave.
Three Rivers, MI 49053

Attention: Bidders Pre-Bid Attendees

Re: Three Rivers
Weatherization Improvements
Pre-Bid Meeting

EC Job No. 20101204

Ladies and Gentlemen;

The objective of this meeting is to review basic information to make sure that all contractors have an understanding of the project, what is expected of them to bid the project, and other general information. The following is an outline of what was discussed.

Issued: **Monday, October 4, 2010**
Due: **Wednesday, October 20, 2010**
Prior to: **4:00 p.m.**, Local Time
Location: 333 W. Michigan Ave.
Three Rivers, MI 49053

The Submittal package shall be organized as follows:

1. Cover Letter
The cover letter must be signed by a person having authority to commit the bidder to a contract and include:
2. A summary of the Bidder's ability to perform the services described in "Scope of Work".
Provide a statement that the bidder is willing to perform those services and enter into a contract with Owner, City of Three Rivers.
3. References
Provide a minimum of three references, preferably municipal, for which you have provided services similar to that requested in this RFP within the last three years. For each reference, indicate the company, contact person, telephone, nature of the service provided, and the date of service.
4. Section 00310, Non-collusion Affidavit
Provide Section 00310 Non-collusion Affidavit page, from RFP package, fully executed.
5. Section 00300, Proposal from RFP package
Provide all Section 00300 Proposal pages, from RFP package, fully executed. Note that all unit prices bid are to include all associated costs and taxes to perform work outlined in the RFP package in the specified time as outlined
6. Bid Bond
A certified or cashier's check or bank draft payable to the City of Three Rivers or a satisfactory bid bond executed by the bidder and a surety company, in an amount equal to five (5%) percent of the bid, shall be submitted with each bid.
7. Acknowledgement of any Addendums
Provide the cover of any addendums issued and any items specified in addendums to be included in Submittal Package.
8. Section 00860, ARRA Special Provisions
Provide Section 00860 ARRA Special Provisions page, from RFP package, fully executed. Include form D-2.

Pre-Construction Meeting is outlined in Specification Section 00122.

1. Specs for all proposed bid items

- Provide a check list of specifications (cut sheets) for all appurtenances required to satisfy the items listed in the Proposal or outlined in Section 00805 Supplemental Project Notes.
2. Insurance Certificates
Provide a Copy of Commercial General Liability Insurance Certificate, Workman's Comp. and Proof of Automobile Insurance.
 3. Waste Management Plan
Provide a completed Waste Management Plan including a list of all anticipated waste to be generated, recyclable materials and hazardous waste materials. Include the proposed procedures for how the waste will be handled, stored and properly disposed/recycled. The procedures will be reviewed and for acceptance. If any discrepancies are identified, the City may forward them to EDLEG for review and approval. Contractors are to reference Section 00880 for a general outline. Should the contractor not find it suitable for what they have identified, they may use this and revise it to suit their needs. They are to track quantities of each class of material required to be recycled and material classified as hazardous waste to be disposed of properly. Both classes of materials must have documentation for all materials and supplied with each monthly pay request.
 4. Sample Davis-Bacon Package to be posted at work place
Provide a sample copy of what is proposed to be posted to be compliant with the Davis-Bacon Act. Provide a cover sheet listing the EECBG project name, community name holding contract, and Contractor contact information along with the current wage rates. This package shall be posted on site in a commons area visible to the public and Contractor's employees will have access. Note that these wages are updated weekly and shall be updated accordingly. We are not going to police this measure, but it is the contractor's responsibility to their employees. There are several specifications addressing this topic in the bid book. Please review in detail Specifications 00805, 00810, 00850, 00855 & 00860. Certified payrolls are to be submitted the following week per the date and time listed in Section 00805/12 with no exceptions.

The payroll clerk may not supply certified payrolls. It must have the signature of the Owner, President, CFO, or someone of the company that is responsible and is fully authorized to make business decisions for the company like an office manager at a minimum. If you have any questions, please seek advice of professionals of the Department of Labor. The City is only a conduit of passing the certified payrolls on to the State of Michigan and can not give council.

5. Pre Construction Video of Construction Area.
Provide pre-construction images to ENERGYCHEK per the spec Section 00805/4 requirements.

Additional Items:

1. Review of proposal form and how to properly fill in a unit price and provide the Total Cost for each line item.
2. Block out date and Work restrictions. No work allowed on Saturdays or Sundays with out proper authorization. No work on Holidays and strict week day working hours.
3. Project signs for this project can be 8-1/2 by 11 inch pages.
4. Traffic Control and accessibility for this project will be to handle all City business and deliveries. The contractor shall make good faith effort to accommodate business as usual and to coordinate with staff while making improvements to the building.
5. It is the responsibility of the contractor to pull all necessary permits and to check with the Building Department. The work outlined in this proposal may not require any permits.
6. Note the Buy American Provisions in Section 00820. Secure all the proper documentation up front from your suppliers or manufacturers. If it does not meet the requirements and a waiver may be needed please remember that per the Department of Energy they recommend that a waiver will not be obtained. The process is lengthy and may exceed the EECBG time requirements. If it exceeds the requirements, then the City will not be reimbursed for the expense incurred. It is therefore the Contractor's responsibility to supply all the paperwork even prior to the start of the project to have them covered. Should an item not qualify, it is the responsibility of the contractor to provide notice immediately and any candidate alternates to ENERGYCHEK with a copy of the communication to the City.

7. The project shall be completed by no later than December 3, 2010.
8. No plan sheets are available for the Library – Commission on Aging building. Drawings are in the process of being darkened so that they will be more visible for both hardcopy and scans.
9. This project is a design-build approach. An interview will be conducted with the contractors as part of the selection process the day after the bid opening.
10. The objective of the louver design process is that the existing louver system is removed. The new louver shall be put at the exterior edge of the building. Due to the interior of the building and access issues, the louver linkages to operate the louver shall be on the exterior of the building. The ultimate intent is to hook up the louvers to a building automation system (BAS). All of the wiring will be secured and placed on the exterior of the building.
11. There are wind turbine roof vents that also need the louver linkage systems installed. Some of the roof turbines need a little attention to make operable again. The ultimate intent is to hook up the louvers to a building automation system (BAS). All of the wiring will be secured and placed on the exterior of the building.
12. Special feature to be included in the design. Each louver shall have a rain hood mounted above the opening. This rain hood shall be designed such that it will accommodate a 6 by 8 box for the actuator to operate the opening and closing of the louver system.
13. The City of Three Rivers always requires bonding regardless of the contract amount.

If you have any additional information, please do not hesitate to call.

Sincerely,

ENERGYCHEK International, LLC

Steve Salter
Project Manager
SES/ses

Ec: Three Rivers; Ms. L. Howes & Mr. D. Tomlinson
Andy Egan; Mr. Al Link
Brysee/Brady Inc.; Mr. Tom Brady
ENERGYCHEK; Messrs. Snyder, Salter, C. Newton, T. Zantjer, File