

ADDENDUM NO. I  
PRE-BID MEETING AGENDA  
Friday, March 23, 2018

**PROJECT:** **B 253 Jefferson & Western Parking Lot**

**PROJECT DESCRIPTION:** 4,200syd of HMA parking lot. Construction includes pavement removal, storm sewer, HMA pavement, concrete curb and gutter, concrete sidewalk, 300 ft decorative block wall and pavement markings on Jefferson & Western Parking Lot. Block 310 in the City of Muskegon, Muskegon County.

**BID CLOSING DATE:** Tuesday, April 3, 2018 @ 2:00 pm in the City Clerk’s office

**START DATE:** May 1<sup>st</sup>, no later than 10-days from the “Notice of Award”

**COMPLETION DATE:** July 31, 2018

**ANTICIPATED DATE TO COMMISSION:** Tuesday, April 10, 2018

**ANTICIPATED NOTICE OF AWARD:** Wednesday, April 11, 2018

**ATTENDEES**

<u>NAME</u>	<u>COMPANY</u>	<u>TELEPHONE</u>	<u>E-MAIL</u>
Joel Brookens	City of Muskegon	231-724-6900	<a href="mailto:joel.brookens@shorelinecity.com">joel.brookens@shorelinecity.com</a>
Danielle Thomas	City of Muskegon	231-724-6743	<a href="mailto:danielle.thomas@shorelinecity.com">danielle.thomas@shorelinecity.com</a>
Bruce Moore	Accurate Excavators	231-220-3016	<a href="mailto:bmoore@accurateexcavators.com">bmoore@accurateexcavators.com</a>
Brian DeLong	Jackson-Merkey	231-728-9344	<a href="mailto:bdelong@jackson-merkey.com">bdelong@jackson-merkey.com</a>
Josh Schierbeck	Quality Precast	616-212-6993	<a href="mailto:josh@qualityprecastinc.com">josh@qualityprecastinc.com</a>

**CONTRACT REQUIREMENTS (Joel Brookens)**

1. **All BIDS** must be submitted using the bid sheet contained in the Spec Book. A bid sheet that is typed, printed and stapled to the sheet bound within the booklet is also acceptable.
2. No late bids will be accepted.
3. Bid opening will be located at the **City Clerk’s Office, City Hall, 933 Terrace St., Muskegon.**
4. **If you do not submit your bids by using the provided bid sheets; the city reserves the right to reject those bids.**
5. **This IS NOT A PREVAILING WAGE PROJECT.**
6. It is suggested that each bidder refer to the “Bidder’s Checklist” to ensure that all required information is included with the bid.
7. **Bid Bonds-** 5% Bid Bonds must accompany your bid submittal, or 4 letters of Recommendation.
8. **City Income Tax Guidelines-** The successful bidder must adhere to the City Income Tax guideline, 1% for employees working and residing within the city limits and .5% for all others. The successful bidder must register with the Income Tax Department located on the first floor of city hall.
9. **Local Preference Policy-** If a local contractor’s bid is within a range of 1% or less than the lowest submitted bid, the award preference may be given to the local contractor; within the city’s corporate limits.

10. **Letters of Recommendation-** If the total bid is \$50,000.00 or less, the bidder may submit four (4) “Letters of Recommendation” in lieu of the required contract Performance Bond. The contractor shall declare their intent at the time of the bid.
11. **Contract format-** Please note, the city has changed the format of the contract. The language is all the same except sections may have been moved around. Page numbers may have changed from previous contracts.
12. **2012 State Standard Specifications Construction Book-** Please be advised that the City follows the specifications contained in this guide. These specifications will supersede any specifications found in the contract. If you have any questions regarding pay items, payments, measurements, etc., please use the latest version of the State Standard Construction Book. Except where modified in the Special Specifications.
13. **DBE/MBE/WBE PROCUREMENT POLICY-** Updated Policy Statement 2014-31 (e)  
Please list any disadvantage contractors that were contacted by your company for this job, and follow the instructions of the contract.

### **PROJECT OVERVIEW (Joel Brookens)**

1. **NO QUESTIONS** regarding this project will be entertained by the City after **4:00p.m.** on Thursday, March 29, 2018.  
**All questions should be directed to Joel Brookens through email: [joel.brookens@shorelinecity.com](mailto:joel.brookens@shorelinecity.com)**
2. The purpose of this project is to provide parking for the development of the high rise building adjacent to the site. Apartments within the high rise are set to open June of 2018 and therefore, the parking lot must be completed on time.
3. Demo work on the former bank building, 880 First St., will be on going before and during construction of this project. Demo work will include a temporary earthen ramp down to the basement level, conceivably on the east side of the building. This ramp should be completed the first part of May. Compaction in the ramp area will be “by others”. This work may also affect removal quantities. Contractor must coordinate work with all contractors working in or near the site.

### **UTILITIES AFFECTED**

#### **DTE-Gas**

No known issues.

#### **City Water/Sewer (Dave Baker)**

The city has begun abandoning several water services to the property. There is a P.V.B. within the hedges and will be removed by the city.

#### **Consumers Energy-Electric**

Consumers is abandoning utilities within the vacated alley. They will be removing two electrical vaults and the transformer located on the site. All work will be completed by April 1<sup>st</sup>.

#### **Comcast**

No known issues.

#### **Frontier/Verizon**

Frontier is removing two vaults within the alley and RELOCATING a pole at station 3+90 RT, near Jefferson and Clay. Adjustments must be made in the field as to the new pole location. All work will be done by April 1<sup>st</sup>.

**CONTRACTOR INQUIRIES/QUESTIONS RECEIVED DURING PRE-BID & THROUGH THURSDAY MARCH 29-2018 @ 4:00PM**

1. Clarification: The pre-bid meeting is not mandatory. Bids will not be rejected based on attendance to the pre-bid meeting.
2. Contractor must coordinate work with existing contractor on site. Contacts will be made available after Notice of Award.
3. The area west of the parking lot, a 10 foot space adjacent to an existing building is to be left as green space. The quantity for this work is included in "Topsoil Surface, Furn, 4 inch".
4. The retaining wall running east and west, along the south side of the alley, is included in the pay item "MASONRY AND CONC. STRUCTURE, REM" and included in the estimated quantity of "20 CYD"
5. The electrical conduct running north to south accost the site, should be de-energized and not in use. Consumers does have and maintain an easement along the north side of the alley containing live utilities.
6. Consumers is removing the transformer. The concrete pad under the transformer will be the responsibility of the contractor.
7. If an earth berm ramp is constructed for demo work on the 880 Frist Street building, backfill and compaction of this area will be "by others", specifically the demolition contractor.
8. What is the lead time for the custom decorative blocks for the wall?
  - a. Response from Josh Schierbeek (Quality Precast): Building the liner or mold for the block is about a 6-7 week lead time for the purchase order and about another 2-3 weeks to build the blocks.
  - b. Contractors then requested a "Letter of Intent" from the city to the block manufacture in order to stay within the time restrictions of the contract.
  - c. A letter of intent **HAS BEEN ISSUED** by the City of Muskegon. Shop drawings and a proof was approved, signed and returned to Quality Precast on Wednesday, March 28. Quality Precast should be in production of the liner/mold. See attached.
9. Within the Decorative Block Specifications, it talks about stain for the wall. Is this applied to the blocks before delivery or on site?
  - a. Response from Josh Schierbeek (Quality Precast): This is applied to the wall, after constructed on site. The cost for this will be included in the manufactures bid to contractors.

Affirmative Action  
(231)724-6703  
FAX (231)722-1214

Assessor/  
Equalization Co.  
(231)724-6386  
FAX (231)724-1129

Cemetery/Forestry  
(231)724-6783  
FAX (231)724-4188

City Manager  
(231)724-6724  
FAX (231)722-1214

Clerk  
(231)724-6705  
FAX (231)724-4178

Comm. & Neigh.  
Services  
(231)724-6717  
FAX (231)726-2501

Computer Info.  
Technology  
(231)724-4126  
FAX (231)722-4301

Engineering  
(231)724-6707  
FAX (231)727-6904

Finance  
(231)724-6713  
FAX (231)726-2325

Fire Department  
(231)724-6795  
FAX (231)724-6985

Human Resources  
Co. (Civil Service)  
(231)724-6442  
FAX (231)724-6840

Income Tax  
(231)724-6770  
FAX (231)724-6768

Mayor's Office  
(231)724-6701  
FAX (231)722-1214

Planning/Zoning  
(231)724-6702  
FAX (231)724-6790

Police Department  
(231)724-6750  
FAX (231)722-5140

Public Works  
(231)724-4100  
FAX (231)722-4188

SafeBuilt  
(Inspections)  
(231)724-6715  
FAX (231)728-4371

Treasurer  
(231)724-6720  
FAX (231)724-6768

Water Billing  
(231)724-6718  
FAX (231)724-6768

Water Filtration  
(231)724-4106  
FAX (231)755-5290

# MUSKEGON



West Michigan's Shoreline City  
[www.shorelinecity.com](http://www.shorelinecity.com)

March 26, 2018

Quality Precast Inc.  
Mr. Josh Schierbeek  
3815 N Westnedge Ave.  
Kalamazoo, MI 49004

## RE: B 253 Western & Jefferson Parking Lot Project

Dear Mr. Schierbeek:

As per the Pre-Bid meeting held on Friday, March 23, 2018 for the City of Muskegon Project B 253, Jefferson & Western Parking Lot, please review this letter of intent as it pertains to the project. Specifically, the City of Muskegon will require decorative concrete blocks as specified and having the following detail:

## WATCH MUSKEGON

Quality Precast is the preferred manufacturer of the decorative block required for this project. The City of Muskegon issues this letter of intent with the following stipulations:

- The winning bidder of the project will include Quality Precast as the supplier for the decorative block screen wall.
- The winning bidder will be responsible for all costs associated with these blocks once issued a "Notice to Proceed".
- If the project is not completed due to conditions specified by the City of Muskegon, the City of Muskegon will accept financial responsibility for the manufacture of the liner required to make the specified decorative brick (the liner will then become the property of the City of Muskegon).

The signatures below validate this letter of intent between the City of Muskegon and Quality Precast. Upon receipt of this letter of intent the City of Muskegon accepts the terms listed above and requests the manufacture of the liners for the decorative brick to begin.

Sincerely

*Joel Brookens*

Joel Brookens  
Civil Engineer  
City of Muskegon

*LeighAnn Mikesell*

LeighAnn Mikesell  
Director of Municipal Services  
City of Muskegon



## Shop Drawing Approval

Project Name: Muskegon Parking Lot – Jefferson & Clay

Date: 3/27/2018

To be Approved By: City of Muskegon

Engineer:

Description: Attached are proof of the special logo block. Please review sizes and colors

- Approved *blue background*
- Approved as Corrected
- Revise and Resubmit
- Rejected

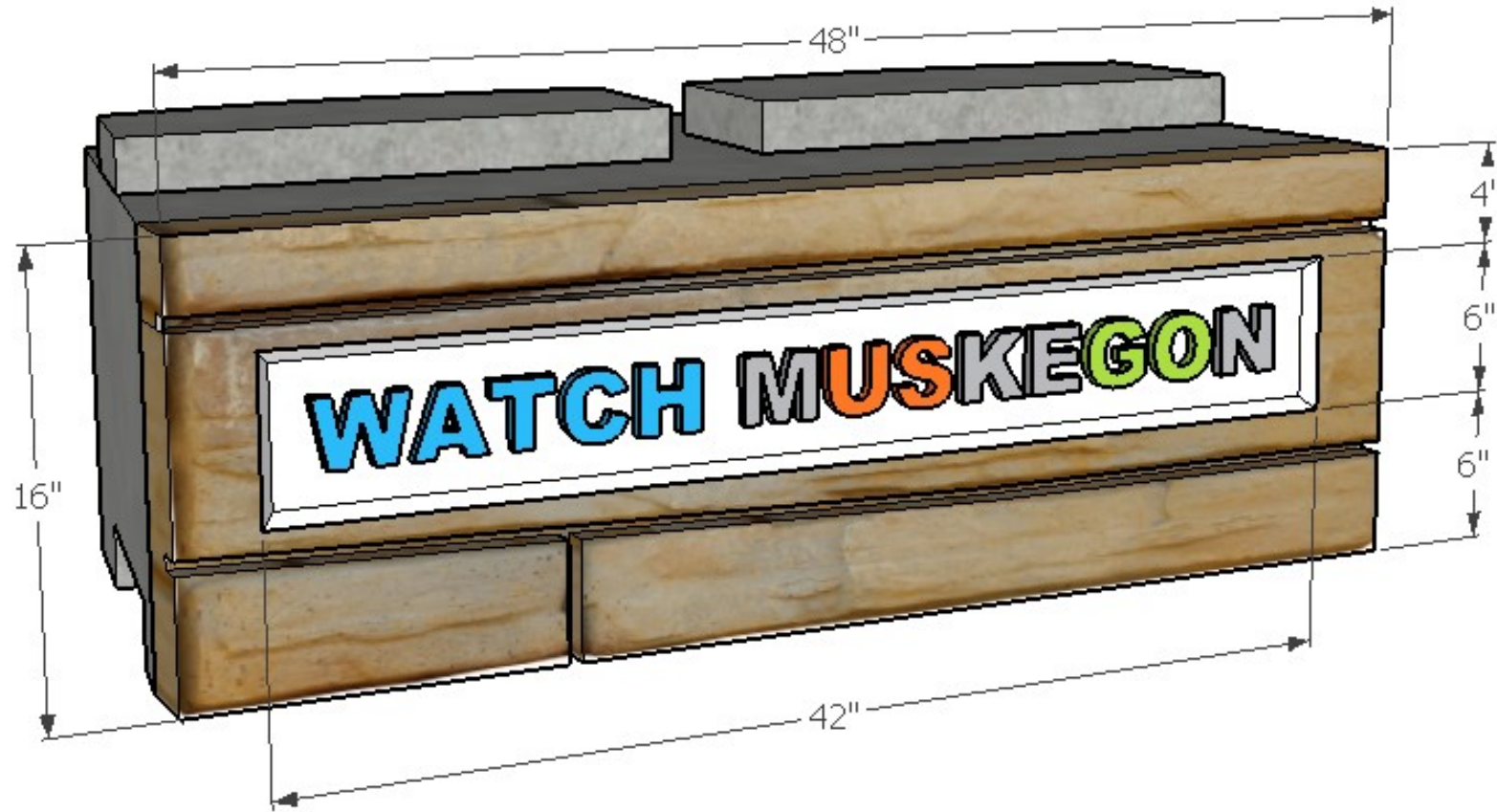
Approver Signature: \_\_\_\_\_

*[Handwritten Signature]* *3.28.18*

Engineer Signature: \_\_\_\_\_

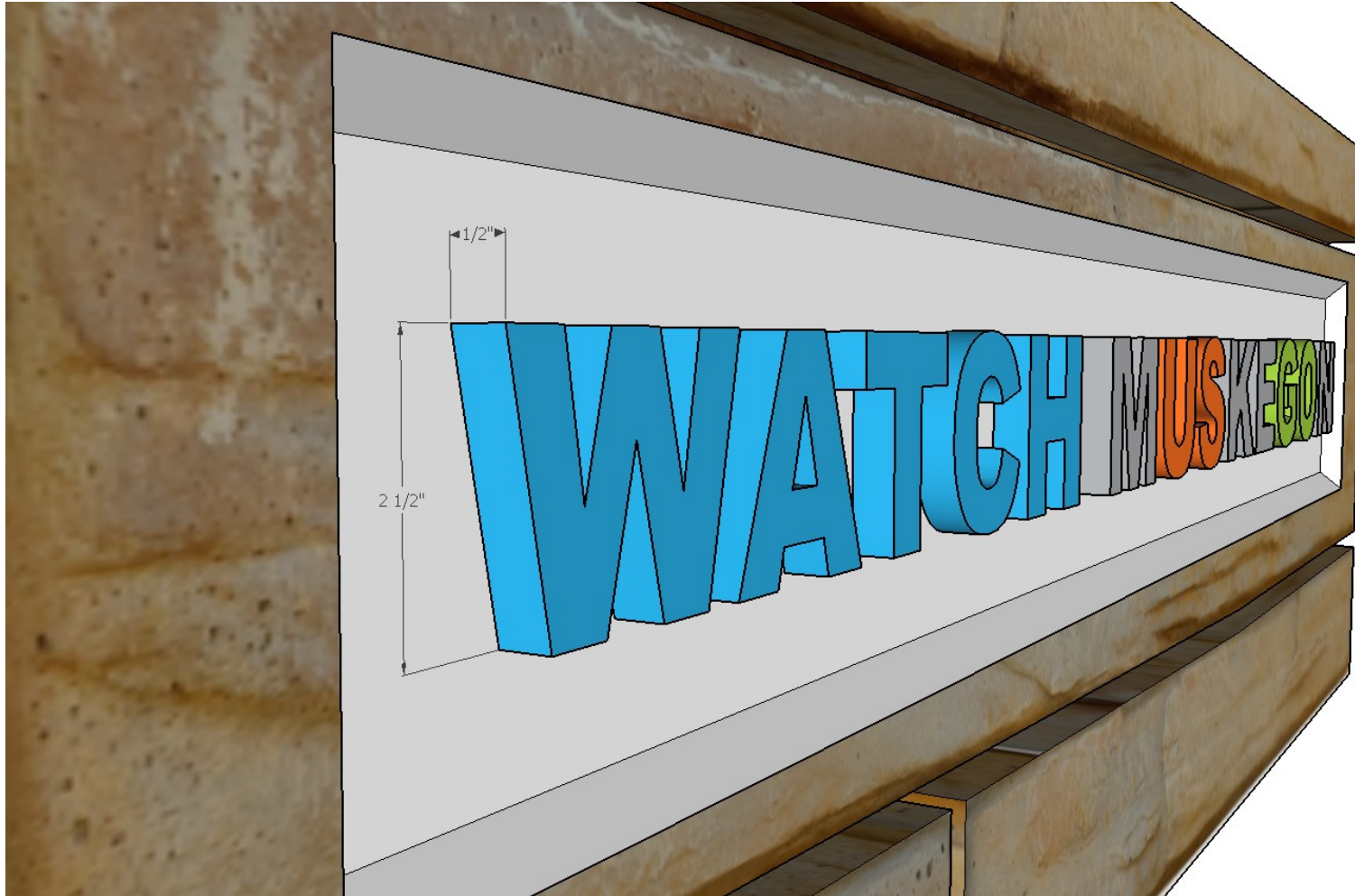


Alternate Color Pattern



**WATCH MUSKEGON**

Alternate Color Pattern



- Letters are 2 ½" Tall
- Logo is recessed into the concrete ½"
- Letters extend out to match front face of blocks



Alternate Color Pattern