# Meeting Minutes

## PROJECT:
Ann Arbor DDA – Parking Structure Perimeter Barrier Enhancements

## SUBJECT:
Pre-Bid Meeting

## DATE:
March 9, 2023

## START:
10:00 a.m. (ET)

## ADJOURN:
11:00 a.m. (ET)

## MEETING SITE:
Ann Arbor DDA Boardroom

## DISTRIBUTED:
March 14, 2023

## PREPARED BY:
Justin Thomson, P.Eng.

## PROJECT NO.:
211744

## ATTENDING:
- Ann Arbor DDA – Jada Hahlbrock, Kelley Graves
- PCI Municipal Services – Ed Wheeler
- Nationwide Construction Group – Connor Mahn
- Smith’s Waterproofing – Kelly Dallo
- Future Fence Company – Joe Hollowell
- Adrian Tecumseh Fence – Fred Hartung
- Fishbeck – Justin Thomson

## DISTRIBUTION:
Attendees

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If information contained herein is thought to be inaccurate or incorrect, please contact writer at once for resolution.

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1. **Introductions / Attendance Record**
   a. Refer to the attached Attendance Sheet.

2. **Bidding**
   a. Bids Due:
      1) Tuesday, March 21, 2023 @ 2:00 PM (ET)
      2) Send Bids by email to:
         a) Jada Hahlbrock <JHahlbrock@a2dda.org>
         b) Justin Thomson <jthomson@fishbeck.com>
      3) The bid due date is required to meet the project schedule.
   b. Questions Due:
      1) Deadline: Thursday, March 16, 2023 @ 2:00 PM (ET).
      2) Email directly to Justin Thomson.
   c. Bid Bond in the amount of at least 5%.
   d. Wage requirements: prevailing wages or living wages.
   e. The Owner reserves the right to waive any irregularities and to reject any and all Bids. The Owner also reserves the right to delete any item or portion of the work.
   f. A Performance Bond, a separate Labor and Material Payment Bond, and Insurance in a form acceptable to Owner will be required of the successful Bidder.
   g. Project will be awarded to one contractor for all parking structures included in this project.
3. **Proposal Format & Criteria**
   a. Bidders should organize Proposals into the following Sections:
      1) Qualifications, Experience, and Accountability - 20 Points
      2) Workplace Safety - 20 Points
      3) Workforce Development - 20 Points
      4) Social Equity and Sustainability - 20 Points
      5) Schedule of Pricing/Cost - 20 Points
   b. Briefly reviewed new requirements and proposal format. Refer to Section 00 52 00.1 Instructions to Bidders for Minimum Information Required (Section 2).
   c. 10-hour OSHA Construction Safety Course is a requirement.

4. **Project Scope**
   a. Briefly reviewed drawings, photos, and Bid Form.
      1) Refer to the attached photolog.
      2) Lump sum price for each parking structure for all work included in the Drawings and Specifications.
   b. Discussed the scope of work at each parking structure.
      1) Fourth & Washington – stainless steel cable system.
      2) Maynard – chain link with fabricated posts.
      3) Forest Avenue – stainless steel cable system & chain link with fabricated posts.
      4) Fourth & William – chain link with fabricated posts.
      5) Liberty Square – chain link with fabricated posts.
      6) Ann Ashley – chain link with fabricated posts.
   c. Verify in field all dimensions and field conditions prior to shop drawing submittal.
   d. Pre-fabricate anchor plate/pipe, channel, and angle assemblies prior to hot-dipped galvanizing and powder coating.
   e. Scan and locate wall reinforcement prior to drilling for anchors installation. Reinforcement is not to be cut. Threaded rod epoxy (SS cable system) and screw anchors (chain link fence system) are details in the drawings.
   f. Powder coated versus vinyl coated chain link fencing system components (rails, fittings) were discussed. Further details will be provided in Addendum 1. Voluntary alternates may be proposed on the Bid Form in Section 2 - Material and Equipment Alternates.
   g. The stainless steel barrier cable are not intended to be tensioned similar to vehicular barrier cable systems. Further details will be provided in Addendum 1.
   h. The barrier cable support/stabilizer rods shall be fastened to the stainless steel barrier cable. Rods and all hardware shall be stainless steel.
   i. Anticipated Addendum:
      1) A revised Bid Form will be provided.
      2) Revise stainless steel cable from 3/8” to 3/16” diameter.
      3) Responses to questions.

5. **Project Schedule**
   a. Anticipated notice to proceed: April 7, 2023 (subject to DDA Approval).
   c. Substantial completion date: August 31, 2023.
   d. There are liquidated damages of $500 per day.
   e. No work shall be performed during Art Fair (July 17 to 23), and contractor shall consolidate work areas and open as many parking spaces as possible during this time.
f. Lead times of hot-dipped galvanizing and powder coating were discussed. Alternate dates may be proposed on the Bid Form in Section 3 - Time Alternate.

6. Construction Phasing
   a. Maximum number of parking spaces that can be closed at a time in each structure:
      1) Fourth & Washington – 30 spaces
      2) Maynard – 40 spaces
      3) Forest Avenue – 40 spaces
      4) Fourth & William – 50 spaces
      5) Liberty Square – 50 spaces
      6) Ann Ashley – 50 spaces
   b. Contractor shall only close areas where work is currently being performed.
   c. Work may be performed in multiple structures at one time provided that the contractor is actively working in each structure.
   d. Traffic flow shall be maintained to all levels of the structure.
   e. Contractor shall provide a work sequence/phasing plan prior to start of construction.
   f. Contractor shall provide a weekly work schedule prior to performing work for the upcoming week.
   g. Sidewalk and road/lane closures shall be coordinated with the City of Ann Arbor. The contractor will be responsible for paying all fees associated with sidewalk and road/lane closures.
   h. Refer to Drawing G002 for complete Phasing Notes.

7. Closeout Documents
   a. Record drawings and warranties are required at the end of construction.
   b. Refer to Section 01 77 00 for complete Closeout Procedures.

8. Walkthrough
   a. Fishbeck will meet contractors at Fourth & Washington following the meeting.
   b. Site visits do not need to be coordinated with DDA, University (Forest Ave), PCI, or Fishbeck.
## Attendance Sheet

**MEETING:** Pre-Bid Meeting  
**DATE:** March 9, 2023  
**TIME:** 10:00 AM (local time)  
**PROJECT NAME:** Ann Arbor DDA – Parking Structure Perimeter Barrier Enhancements  
**PROJECT NO.:** 211744  
**LOCATION:** Ann Arbor DDA Boardroom

<table>
<thead>
<tr>
<th>NAME</th>
<th>COMPANY</th>
<th>PHONE NO.</th>
<th>EMAIL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jada Hahlbrock</td>
<td>Ann Arbor DDA</td>
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<td><a href="mailto:JHahlbrock@a2dda.org">JHahlbrock@a2dda.org</a></td>
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</tr>
</tbody>
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Fourth & Washington - existing barrier cable system

Fourth & Washington - existing barrier cable system
Maynard Street Parking Structure

Maynard - existing guardrail at west elevation
Maynard - existing guardrail at west elevation

Maynard - existing guardrail at west elevation
Maynard - example opening at east side
Forest Avenue Parking Structure

Forest Avenue - existing guardrail
Forest Avenue - existing chain link fence system

Forest Avenue - existing chain link fence system
Forest Avenue - existing architectural panels and existing guardrail

Forest Avenue - existing architectural panels

Forest Avenue - existing architectural panels
Fourth & William Parking Structure

Fourth & William - existing chain link fence system
Fourth & William - example opening

Fourth & William - existing parking meter mounting post
Fourth & William - example opening

Fourth & William - expansion joint

Liberty Square Parking Structure
Liberty Square - existing guardrail

Liberty Square - existing chain link fence system
Liberty Square - existing chain link fence system

Ann Ashley Parking Structure
Ann Ashley - north elevation

Ann Ashley - example of north elevation openings
Ann Ashley - example of Type B barrier location