



ARCHI-TEKTON, INC.
PO Box 201478 Shaker Heights, OH 44120
294 Center Street West Warren, OH 44481
216.561.1510 330.505.9075
Facsimile: 216.283.1500
www.atekton.com

MEETING MINUTES: PRE-BID MEETING

CLIENT:	Trumbull Metropolitan Housing Authority		
PROJECT NAME:	Renovation, Alterations & Additions For the Modernization of: <u>The Hubbard Manor Building #OH-807</u>	CLIENT PROJECT NUMBER:	9-3A
ARCHI-TEKTON'S PROJECT NUMBER:	0901	DATE:	5/7/10 @ 1:00 pm

Meeting Location:

Hubbard Manor's Community Room

In Attendance:

Mark Thompson, CRG Residential, LLC
Bud Santon, Santon Electric
Angel Oltiz, A O Restoration
Tom Kirkner, Kirkner Electric
Jerry Lyda, B & J Electric
Frank Vendemia, VendRick Construction
Anthony Nori, VendRick Construction
Bill Leone, Tri Area Electric
Mike Charniga, Charniga Plumbing
Steve Yates, SafeAir Contractors, Inc
John Slosnerick, Phoenix Engineering
Chris Jones, Phoenix Engineering
Matt Fergus, HZW Environmental
Wayne Simeon, TMHA
Jeff Siwec, TMHA
Pavlos Pavlidis, AIA, Archi-Tekton, Inc.

Items Discussed:

Pavlos conducted the meeting and the meeting was approximately over at 2:30 at which time one unit was opened so that the contractors could walk through it.

Pavlos discussed the following items:

- Reviewed the complete scope of work including the following items:
 - Complete Asbestos Abatement as noted in the specifications and construction documents
 - Complete renovation to both elevators, refer to allowances
 - New rear one story addition to the building
 - New Portico addition to the front of the building
 - Complete renovation to all apartment units
 - Complete renovation to all public area



ARCHI-TEKTON, INC.
PO Box 201478 Shaker Heights, OH 44120
294 Center Street West Warren, OH 44481
216.561.1510 330.505.9075
Facsimile: 216.283.1500
www.atekton.com

MEETING MINUTES: PRE-BID MEETING

CLIENT:	Trumbull Metropolitan Housing Authority		
PROJECT NAME:	Renovation, Alterations & Additions For the Modernization of: The Hubbard Manor Building #OH-807	CLIENT PROJECT NUMBER:	9-3A
ARCHI-TEKTON'S PROJECT NUMBER:	0901	DATE:	5/7/10 @ 1:00 pm

- Extensive renovation to private areas
- Minimal renovation to stair towers
- Minimal renovation to penthouse area
- Complete renovation to roof area
- Complete renovation to mailboxes
- Complete window replacement
- Complete drywall installation in all areas.
- Complete removal and replacement of door hardware as indicated
- New doors, hardware and borrowed window lites
- All masonry patch and repair as required
- All painting as indicated
- Complete new Fire Suppression system
- Renovation of the public toilet rooms, community room kitchen, and apartment bathrooms and kitchens shall include the demolition and installation of new fixtures
- Replace existing shut-off and balance valves shall be replaced on the existing main and branch CW, HW and RHW piping systems
- Renovation of the first floor public areas, corridors and apartments shall include the demolition of existing systems and installation of new split system, ductless HVAC units, rooftop HVAC units, fan coil units, unit heaters, baseboard radiation and exhaust fans
- Replace existing shut-off and balance valves shall be replaced on the existing mains and branch piping of the HWS/HWR piping system
- All branch piping in each apartment shall be reworked to allow individual control of the new baseboard radiation
- Removal of existing electrical items, i.e.; switches, convenience outlets, fixtures, etc. in areas where new fixtures and electrical devices are scheduled
- New transformer and main switchboard equipment
- New distribution system for electrical power to apartment units
- New TV antenna distribution system
- New door intercom entry system
- New telephone system
- New fire alarm system
- New emergency call system
- New cable TV distribution system



ARCHI-TEKTON, INC.
PO Box 201478 Shaker Heights, OH 44120
294 Center Street West Warren, OH 44481
216.561.1510 330.505.9075
Facsimile: 216.283.1500
www.atekton.com

MEETING MINUTES: PRE-BID MEETING

CLIENT:	Trumbull Metropolitan Housing Authority		
PROJECT NAME:	Renovation, Alterations & Additions For the Modernization of: <u>The Hubbard Manor Building #OH-807</u>	CLIENT PROJECT NUMBER:	9-3A
ARCHI-TEKTON'S PROJECT NUMBER:	0901	DATE:	5/7/10 @ 1:00 pm

- New digital camera system; CCTV system
 - Complete renovation to apartment units
 - Complete renovation for new public lighting fixtures
 - Co-ordinate all site work with utility companies
 - New exterior lighting on building and on site
 - New electrical circuits as required to facilitate the new electrical door hardware
 - New exit lights and emergency lighting
 - Site demolition to public street as required and shown on drawings
 - Sidewalk and paving demolition indicated on site plans
 - New asphalt and concrete paving installation
 - New landscaping, refer to allowances
 - New signage, refer to allowances
- Staging of the project will be completed by floors – starting with the roof and fifth floors – refer to staging schedule located on Sheet IN102 – will take opinions from awarded contractor on anything they come across if they would like to alter the staging schedule – additional time will not be granted due to changes of the staging schedule unless noted on any future addenda
- Went over the complete Specification Book including TMHA front end
- All green pages in Section 1 shall be submitted with Form of Bid
- **All unit cost and alternate pricing shall be filled out entirely or the bid will not be accepted**
- This project is prevailing wages base on the Davis Bacon wage rate schedule found in Section 4
- Section 6 is the A & E portion of the specifications
- Specification Section 01100 Special Conditions is important – went over time of completion for entire project (540 calendar days) and asbestos abatement (100 work days), liquidated damages for entire project (\$250.00/calendar day) and asbestos abatement (\$800.00/calendar day – to pay for asbestos consultant’s monitoring services)
- Depending on staging might require temporary mailbox location per Section 01100
- Model Unit shall be completed before the remainder of the units are completed – so that to have TMHA inspect it and make any changes they request
- Discussion on the use of existing elevators – yes can use – refer to Section 01100
- Dumpster location will be finalized in the field with General Contractor, Architect and TMHA
- Salvage or demolished items cannot be sold by contractor on site



ARCHI-TEKTON, INC.
PO Box 201478 Shaker Heights, OH 44120
294 Center Street West Warren, OH 44481
216.561.1510 330.505.9075
Facsimile: 216.283.1500
www.atekton.com

MEETING MINUTES: PRE-BID MEETING

CLIENT:	Trumbull Metropolitan Housing Authority		
PROJECT NAME:	Renovation, Alterations & Additions For the Modernization of: <u>The Hubbard Manor Building #OH-807</u>	CLIENT PROJECT NUMBER:	9-3A
ARCHI-TEKTON'S PROJECT NUMBER:	0901	DATE:	5/7/10 @ 1:00 pm

- Hours of operation will be between 8:00 am and 5:00 pm (Monday thru Friday) since this building will be occupied during renovations
- Possible Saturday working will be granted for any Asbestos Abatement or common floor work – without any additional cost for overtime
- All asbestos containing material has to be removed from the site at the end of each work day
- Trash chutes may be placed on the exterior of the building per Architect and TMHA approvals
- Discussed the allowances for the project, refer to Section 01300
- Discussion of the temporary power for the units that are affected during riser shut downs, refer to Section 01100
- **Last day for questions will be Tuesday, May 25, 2010 – all questions shall be in either fax or e-mail format sent to Archi-Tekton**
- **Last day to issue and distribute any addenda will be May 26, 2010 by 2:00 pm (72 working hours before bid due date)**

Contractor asked if TMHA will provide its estimates of modernization. Jeff deferred question to Gary O'Malley

Pavlos indicated he does not share Archi-Tekton estimate until time of bid opening

Contractors, Archi-Tekton and TMHA staff walked the building and asked various questions.

Unit #410 was being vacated and was able to be viewed.

Various contractors registered and purchased bid specifications.