

**PRE-BID MEETING
MINUTES**

Project Number: 21-130-1349
Project: 1349 – Roof Replacement at the Venue, City Hall & Water Street Playhouse
Meeting Number: 1349 - 001
Date: 05/07/2021 **Time:** 10:00 a.m.
Prepared by: Monica Ragusa **Location:** 44 East Downer Place, Second Floor, City Council Chambers

Items in **Blue** text below are meeting minutes from the meeting. Items in **Red** text require action by the indicated party.

Item Number: 1349 – 001 - 1.

Topic: **TEAM MEMBERS AND INTRODUCTIONS**

1. General Information
 - a. Client: City of Aurora
 - b. User: Venue, City Hall & Water Street Playhouse
 - c. Addresses: Roof Replacement at the Venue (19-21 S. Broadway), City Hall (44 E. Downer) & Water Street Playground (11-13 Water Street)
 - d. Kluber Project No. 21-130-1349
2. Project Team
 - a. Owner: City of Aurora
 - i. Jim Birchall, Superintendent – (630)256-3490; ~~jbirchall@aurora-il.org~~
Correction: jbirchallj@aurora.il.us
 1. Jim will be the primary contact and authorized to act on behalf of Kluber, Inc.
 - ii. Jolene Coulter, Director of Purchasing – ~~jcoulter@aurora-il.org~~
Correction: coulterj@aurora.il.us
 - b. Kluber, Inc.
 - i. Jeff Bruns, Project Manager, (630) 406-1213; jbruns@kluberinc.com
 1. Jeff will be the primary contact and authorized to act on behalf of Kluber, Inc.

Item Number: 1349 – 001 - 2.

Topic: **ADVERTISEMENT FOR BIDS – Section 00 11 13**

1. This project consists of demolition of the existing roof system, copings, gutters and abandoned roof items and replace with new fully adhered EPDM roofing systems on each of the roof areas identified above. The area of the total roof replacement is approximately 10,500 square feet.

2. A mandatory pre-bid meeting shall be held on Friday, May 7, 2021 at 10:00 a.m. at City of Aurora, 44 East Downer Place, Second Floor, City Council Chambers, Aurora, IL.
3. Sealed bids will be received at the office of the City Clerk, 44 East Downer Place, Aurora, IL until 2:00 p.m. Wednesday, May 19, 2021.
4. A bid security in the amount of 10% of the bid price is required.
5. 100% performance and payment bond will be required from successful bidder.
6. Bids must comply with the Illinois Prevailing Wage Act and the prevailing rate of hourly wages in the City of Aurora where the work is to be performed is to be paid to all persons on the project.
7. Project Manual and other pertinent documents may be obtained at the Purchasing Office, 44 East Downer Place, Aurora, Illinois 60507 during normal business hours, by calling 630-256-3550 or online at <https://www.aurora-il.org/bids.aspx>.
8. Bidding documents may also be examined at the Architect's office, Kluber, Inc., 10 S. Shumway Avenue in Batavia, IL 60510.
 - a. Bidding Documents consist of:
 - i. Project Manual
 - ii. Drawings (4 sheets)

Item Number: 1349 – 001 - 3.

Topic: INSTRUCTIONS TO BIDDERS - Section 00 21 13

1. Questions regarding the bids are to be sent to the Director of Purchasing via email.
 - a. Contact: PurchasingDL@aurora-il.org
Correction: PurchasingDL@aurora.il.us
 - b. Do not contact Kluber directly – All correspondence to go through Owner.
 - c. The last day questions will be considered: Tuesday, May 11, 2021 at 8:00 a.m.
2. The City of Aurora has a local preference ordinance that would apply to this contract.
3. Submit original bid response marked "Original" and one (1) complete paper copy.
4. It is the responsibility of the interested bidder to assure they have received addendum, if any issued, and acknowledge such receipt where indicated.

Item Number: 1349 – 001 - 4.

Topic: PRELIMINARY SCHEDULE – Section 00 31 13

1. Award of Project: Anticipated to be May 23, 2021 Correction: June 23, 2021
2. Commencement of Construction: July 1, 2021
3. Substantial Completion: October 1, 2021

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Topic: BID FORM AND SUPPLEMENTS

1. Document 00 41 13 – Bid Form
 - a. Bid Form to be submitted in duplicate and must include minimum one copy of Bid Bond.
2. Document 00 43 13 – Bid Security Form
3. Document 00 43 14 – Bidder's Certification – City of Aurora's Bidder' Certification

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4. Document 00 43 15 – Bidder's Tax Certification – City of Aurora's Tax Certification
5. Document 00 43 16 – Apprenticeship or Training Program Cert and Current Signatory Letters – City of Aurora Apprenticeship or Training Program Certification
6. Document 00 43 17 – City of Aurora Local Vendor Preference Application
7. Document 00 43 23 – Alternates Form

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Topic: **AGREEMENT FORM – Sections 00 52 00 & 00 72 00**

1. AIA Document A101-2017 – “Standard Form of Agreement Between Owner and Contractor”.
2. Draft of the A101 is provided within section 00 52 00.
3. A201-2017 – “General Conditions of the Contract for Construction”.

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Topic: **SUPPLEMENTARY CONDITIONS – Section 00 73 00**

4. The Owner is exempt from the Illinois Use Tax Act and the Retailer's Occupation Tax. Any taxes for which the Owner is not exempt shall be paid by the Contractor.
5. Insurance and Bonds
 - a. Contractor's Liability Insurance: Contractor is required to carry liability insurance for the limits indicated.
 - b. Contractor shall purchase and maintain insurance covering Owner's contingent liability for claims arising from operation under the Contract, including claims arising from the Work of Subcontracts.
 - c. Property Insurance: By Owner.
6. Additional Insured: Owner, Architect.

Item Number: 1349 – 001 - 8.

Topic: **LABOR AND WAGE REQUIREMENTS – Section 00 73 40**

1. Wage Determination Schedule: Contact Illinois Department of Labor for the most recent prevailing rate of wages
2. Certified Payroll Requirements: Contractor, its subcontractors and sub-subcontractors shall submit monthly certified payroll records.
3. Owner is tax exempt. Do not include taxes in the bid price.

Item Number: 1349 – 001 - 9.

Topic: **SUMMARY – Section 01 10 00**

1. Items noted NIC (Not in Contract) will be supplied and installed by Owner before Substantial Completion.
2. Owner will occupy adjacent spaces during entire construction period.
3. Maintain access and egress during construction.

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Topic: ALLOWANCES – Section 01 21 00

1. Allowances do not include insurance, bonds, overhead or profit. Bidders must carry in their base bid, outside the allowances, insurance, bonds, overhead and profit on allowance amounts.
2. Funds will be drawn from the Contingency Allowance only by Change Order.
3. At Closeout of Contract, funds remaining in Contingency Allowance will be credited to Owner by Change Order.
4. Allowance Schedule
 - a. Contingency Allowances: Include in the Base Bid the stipulated sum of \$15,000 for use upon Owner's instructions.

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Topic: ALTERNATES – Section 01 23 00

1. Alternates quoted on Bid Forms will be reviewed and accepted or rejected at Owner's option. Accepted Alternates will be identified in the Owner-Contractor Agreement.
2. Coordinate related work and modify surrounding work to integrate the work of each Alternate.
3. Provide an Alternate ADD to re-roof Provide an Alternate ADD to re-roof the West Roof Area of City Hall as indicated on the drawings. This alternate includes the full removal of the existing roofing down to the existing roof decking and replacement of all counterflashing and coping systems as noted on the drawings.

Item Number: 1349 – 001 - 12.

Topic: TEMPORARY FACILITIES AND CONTROLS – Section 01 50 00

1. Owner will provide the following:
 - a. Electrical power, consisting of connection to existing facilities.
 - b. Water supply, consisting of connection to existing facilities.
2. Existing facilities may not be used. Provide temporary sanitary facilities.
3. Provide barricades and covered walkways required by governing authorities for public rights-of-way.
4. Provide exterior enclosures as required.
5. Provide protection for plants designated to remain. Replace damaged plants.
6. Coordinate parking and haul routes with Owner.
7. Provide waste removal facilities and services to maintain clean site.

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Topic: PRODUCT REQUIREMENTS – Section 01 60 00

1. Substitution Requests:
 - a. Last day requests will be considered will be Wednesday, May 12, 2021 at 8:00 a.m.
 - b. Substitution requests received after this date will not be considered.

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- c. Follow procedures and fill out form included in Specification Section 01 60 00.

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Topic: MISCELLANEOUS

1. Documents have been submitted to the City of Aurora for Permit. Awarded Contractor will be responsible for providing final information and obtaining Permit.
2. Permit
 - a. Building permit has been applied for by Owner
 - b. Contractor responsible for securing permit.
 - c. Owner will pay for permit fees
3. All addendums and minutes from this meeting:
 - a. Will be posted on Aurora's Website (<https://www.aurora-il.org/bids.aspx>)
4. Refer to Section 00 31 00 for Asbestos Sampling Report prepared for each of the roof areas.

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Topic: COMMENTS/QUESTIONS

Q1: Will a second walkthrough be available?

A1: Yes, scheduled for Friday, May 14, 2021 @ 10:00 am (Non-mandatory). Contractor will need to bring own ladders for access to the Venue roof.

Q2: For the alternate BID, who is responsible for the disconnects of the electric and gas?

A2: BID documents indicate to include as part of BID, however, during walkthrough, Owner indicated will disconnect these items.

Q3: For the alternate BID, after the steel beams are removed, is wall patching required?

A3: Wall patching is required on all removed items.

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Topic: SITE WALK THROUGH

1. Tour of roof areas will be provided.
2. During the walkthrough, an interested bidder was able to provide roof cores. Summary of cores as follows:
 - a. City Hall Base Bid Roof 2 ½ total thickness, 2 roofs (modified over built-up), wet insulation, concrete deck.
 - b. City Hall Alternate BID Roof: 3" total thickness, 3 roofs (modified + 2 built-up), wet insulation, concrete deck.
 - c. Playhouse south roof: Asphalt sheet layer only, no insulation, wood deck.
 - d. Playhouse north roof: 1" total thickness, 2 built-up Plys, no insulation, wood deck.
 - e. Venue Roof: Access not available.

All information reported on this document is assumed to be accurate and correct. The information on the document will remain on record unless changes are reported in writing within seven (7) days of this report to the Kluber, Inc. office.



City of Aurora – Roof Replacement at the Venue, City Hall & Water Street Playhouse
Pre-Bid Meeting - Sign-In Sheet

Project 1349 – City of Aurora – Roof Replacement at the Venue, City Hall & Water Street Playhouse
Subject Pre-Bid Meeting
Location Aurora City Hall
Meeting No. 1349 - 001
Date 5/7/2021
Time 10:00 A.M.

Attendee		Phone/Email	Signature
Klubers, Inc.	Jeff Bruns	jbruns@kluberinc.com	
City of Aurora	Jim Birchall	jbirchall@aurora-il.org	
City of Aurora	Jolene Coulter	jcoulter@aurora-il.org	
City of Aurora	Jessica Price	jprice@aurora-il.org	
Master/Restrooms	NEAL MORRIS	815-459-6415 estimating@metalmaster-us	
Anthony Roofing	Ken Gonszke	(630) 898-4444 kgonzalez@roctoamerica.com	
L. Marshall, Inc	Dan Morales	847-724-5400 info@marshallroofing.com	
Preservation Service	Tim Hostilton	630-918-9900 tim@psirroofing.com	



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Pre-Bid Meeting - Sign-In Sheet**

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Pre-Bid Meeting
Aurora City Hall

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