

25 September 2012

TO: ALL BIDDERS

SUBJECT: Portage South Westnedge Park – Ballfield Renovations
Portage, Michigan



ADDENDUM NO. ONE (1)

The purpose of this addendum is to clarify and/or modify the Drawings and Specifications for this project. All work affected is subject to all applicable terms and conditions of the Bidding and Contract Documents.

Item No. 1 Pre-Bid Meeting Minutes

See enclosure.

Item No. 2 Pre-Bid Sign-in Sheet

See enclosure.

END OF ADDENDUM

Minutes of Meeting



Date: 25 September 2012

Present: William Deming, City of Portage
Tricia Keala, City of Portage
Judy Johnson, City of Portage
Steve DeYoung, APEX Contractors, Inc.
Ken Peregon, O'Boyle, Cowell, Blalock & Associates, Inc. (OCBA)

Date Held: 21 September 2012

Project: Portage South Westnedge Park Ballfield Renovations
Portage, Michigan

A meeting was held to review the scope of the Portage South Westnedge Park Ballfield Renovations. The following items were noted.

1. Ken Peregon introduced himself and the Owners for the project. Ken stated that the bids will be due at 3:00 pm on Friday, September 28, 2012 at Portage City Hall's Purchasing Department. The public bid opening will be held in Conference Room #1.
2. The bid documents are available through Kal-Blue Reprographics.
3. Addendum #1 will be released on Tuesday, September 25th with the pre-bid meeting minutes, copy of sign in sheet, and any questions from contractors.
4. Ken reviewed the bond requirements as stated in the Instructions to Bidders specification section. The Bid Security, paragraph 1.10, states that 5% bond or certified check is required. The Performance and Labor and Materials Bond, paragraph 1.11, states that 100% of each bond is required.
5. Refer to paragraph 1.17 in the Instructions to Bidders specification section for Insurance information.
6. The project schedule is as follows:
 - a. The bid award will occur on October 9, 2012.
 - b. The commencement of work shall occur on October 16, 2012. However, bidders are encouraged to prepare for bonding and insurance ahead of award of bid. The sooner the bonds and insurance can be approved and accepted, the sooner the Contractor can commence work after October 9, 2012.

- c. Substantial Completion will be October 31, 2012.
- d. Final completion will be November 30, 2012.
- 7. Ken stated that the acceptable days and hours of work are seven (7) days per week, dawn to dusk.
- 8. Ken stated to document their capacity to perform, Contractors will be required to complete the Reference Questionnaire and submit with the Proposal Form with the bid.
- 9. Ken stated that all questions on purchasing procedures shall be directed to the City of Portage's Purchasing Department. All technical specification or drawing questions shall be directed to Rachel Hughes-Nilsson, OCBA, or Ken.
- 10. The work approach for the re-grading of the ballfields includes cutting and filling where feasible. The importing of topsoil can be completed as needed. All imported topsoil will need to be tested and submitted to OCBA for review. Where the fields needs filling, the methods are open to not killing/removing turf prior to filling.
- 11. The existing chain link fencing should not impact any proposed earthwork needs for the ballfields. If any changes are required, the City of Portage will arrange for this work separately from this work.
- 12. Any work to the irrigation system is under a separate contract with the City of Portage. The irrigation heads have been flagged and GPS tagged. The City will have the heads removed and replaced, but the Contractor is required to coordinate this work with the irrigation contractor. The irrigation supply lines are **expected** to be deep enough to avoid and allow for work above. If there are any issues, stop all work and contact OCBA.
- 13. A contractor expressed concerns about the timing and completion of seeding work. Ken stated that the City is aware of timing issues and has decided to proceed.

The aforementioned constitutes our opinion of matters discussed with decisions reached. If there are any corrections, additions, or deletions, please contact the undersigned within five (5) days of receipt of this memo.

Respectfully,

O'BOYLE, COWELL, BLALOCK, & ASSOCIATES, INC.



Ken Peregón, LLA, ASLA
President

Copies: All present

