



RSA Architects, LLC

10 North Main Street
Chagrin Falls, Ohio 44022

Chagrin Falls Police & Fire Renovation
Chagrin Falls, Ohio

P R E - B I D M E E T I N G M I N U T E S - 0 5 / 1 7 / 2 0 1 8

Message: These notes represent our best recollection of conversations during the meeting on May 17, 2018. Unless I hear otherwise within (5) five days of their distribution, I will assume that all parties agree with the accuracy of this transcription.

In attendance:

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(continued)

Meeting called to order at 1:00p at Village Hall in the Council Chambers

Notes: The following is additional information or corrections as discussed at the meeting beyond the Agenda Items

1. Bids are due by 12noon Wednesday **May 30th**, 2018 at the front desk of Chagrin Falls Village Hall
 2. Work is to be done during 1st shift to minimize disturbances to surrounding residential areas – 7am to 7pm
 3. Site is to remain secure. Temporary chain link fence is acceptable. It will have to be moved and relocated as needed for work taking place in the alley and to minimize the obstructions
 4. A temporary back-up generator size for maintaining power to the Fire Dept should match the capacity of the existing back-up generator in service capacity and tie into the existing transfer switch or main disconnect switch. The existing back-up generator is an 85kW liquid cooled Cummins generator supplied by natural gas – model#85GGHHG4965222A.
Note: Shepp Electric has provided routine maintenance of the existing Police & Fire back-up generators
 5. Preliminary project estimates to follow from the Village
 6. Police Department Administration offices' re-paint will need to be coordinated & scheduled with the Police Department & Service Department to help with relocation of equipment/furniture and to ensure Village personnel are present when work is on-going. Work is to take place outside of the Police Dept's standard office hours – Monday -Friday 8am to 4pm
 7. The Village will have areas of work tested for asbestos & lead. If abatement work is needed, the scope and schedule will be coordinated with the general contractor awarded the project. Otherwise no other considerations are needed for it.
 8. Existing communication antennas are to be temporarily relocated to the existing Fire Dept's high roof during construction and then located permanently on the new high roof of the Fire Department's new 2nd Floor addition after it is built.
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