



PRE – BID MEETING AGENDA

May 17, 2018

Chagrin Falls Police & Fire Renovations

21 Washington St

Chagrin Falls, OH 44022

Project Overview:

- 1) Introductions/Sign-in
- 2) Review the scope of work – Project Description
 - a) Renovation of existing police station and update of underground alley utility lines
 - b) Second Floor Addition above the renovated Police Station area to extend & renovate existing Fire Department living quarters
 - c) Apparatus Room Addition along South elevation which includes a new driveway & sidewalks
 - d) The Village complex has 3 separate buildings with multiple fire areas. Proposed work affects most of these Fire areas and includes construction of new fire walls, barriers, & horizontal assemblies
 - e) New NFPA 13D sprinkler system to be installed within building #3
 - f) (2) Options have been provided in the civil package to replace/re-route an existing sanitary line as part of the Police station renovation
 - g) Relocation of both the Police & Fire server systems to the new Flex room on the 2^d Floor addition. Contractors are to install conduits w/ pull lines for the server room IT lines and camera's. Owner to provide & install the lines and cameras
 - h) Contractor to provide counters, cabinets, vanities, lockers etc. Owner to provide furniture and kitchen appliances. Contractor to provide lockers for both Police & Fire unless noted otherwise.

Bidding:

- 3) Review Request for Proposal & bid forms(*Supplemental Conditions "A" - pg12*)
- 4) Bid documents, drawings, bidders list, and other miscellaneous support documents can be downloaded from RSA's FTP site - <https://www.drivehq.com/folder/p13900626.aspx>
- 5) "Smartsheet" will be used for bidding & project coordination including questions, addenda, submittals, etc. An email invite from "Smartsheet" will be sent to those in attendance who were not attend the first pre-bid meeting in April. Emails from the sign-in sheet will be used
- 6) Questions/RFI's will be accepted & processed up to Tuesday May 22nd 5pm. A hardcopy or email with questions/RFI's are required. Responses/Addenda as necessary will be provided by Thursday May 24th 5pm via the "Smartsheet"
- 7) You may contact Joe Rakoczy or Rick Siegfried at RSA Architects(440-247-3990) with questions and RFI's. These will be posted and answered on the "Smartsheet"
- 8) Bids are due by 12 noon Wednesday May 3rd at the front desk of Chagrin Falls Village Hall – 21 West Washington Street
- 9) Drawings are currently under review at the State. Construction is expected to start as soon as a full, phased, or partial permit is issued.
- 10) Prevailing Wages apply to this project. Refer to bid documents for more information
- 11) Work is to be done during 1st shift to minimize disturbances to surrounding residential areas
- 12) Project Schedule: Proposed schedules are requested as part of your bid and will be taken into consideration when selecting a winning bid.
- 13) Available staging areas are (1) the parking stalls behind the Shute building(21 W. Walnut St), (2) the parking stalls directly in front of the Police Station on West Washington, and (3) the lawn area between the Shute bldg & Fire Dept(area of apparatus room addition) along the fire department's south elevation. Contractor will be responsible for restoring the lawn after its use and maintaining a clean site.
- 14) Site & Utility Coordination including controlled access(*Supplemental Conditions "J, K, M, N, O" - pgs12,13*)
- 15) Site Security: Access to the job site and existing occupied spaces should be limited to approved personnel & contractors. Badges and/or other security features for personnel access to the construction site are not required at this time. The Village will provide such security features if deemed necessary.
- 16) Continuous/Uninterrupted Police & Fire Services(*Supplemental Conditions "S, T" - pg13*)
- 17) Minimize obstructions of the Alley to allow continued use by Police, Village Services, and Adjacent building occupants/tenants.

Walking the Site:

18) Exterior walk-around

19) Fire Dept. walk-around

20) Police Dept. walk-around

21) Basement walk-around

Q & A:

22) Questions?

ARCHITECTURE

PLANNING

INTERIORS

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