

Whitewater Township Board
Minutes of Special Meeting held March 21, 2017

Call to Order

Popp called the meeting to order at 6:05 p.m. at the Whitewater Township Hall, 5777 Vinton Road, Williamsburg, Michigan.

Roll Call of Board Members

Board Members present: Benak, Goss, Hubbell, Lawson, Popp

Board Members absent: None

Others present: Vaughn Harshfield

Set/Adjust Meeting Agenda

No adjustments were made.

Declaration of Conflict of Interest

None

Public Comment

None

Emergency Services Building Renovation/Addition Project

Lengthy discussion took place on various aspects of the renovation/addition project, including:

- Revised wording of the Invitation to Bid legal notice
- New cover letter with instructions to bidders
- Foundation under the new day room and sleeping room will be a slab.
- Bedrooms should be wired for TV and Internet.

It was agreed that, in the Invitation to Bid legal notice and the Construction Agreement, it will say “Construction Manager/General Contractor” instead of “Construction Manager/Principal Contractor.”

Sheet A4 shows the recently requested changes, i.e., elimination of the wall north of the kitchen table, flipped the placement of the men’s and women’s bathrooms, expanded the men’s bathroom enough to accommodate one urinal, eliminated the lockers, eliminated the wall south of the lockers, moved the drinking fountains to the south wall of the men’s room, and eliminated the coat rack.

It was agreed that the “EMS desk” will be removed from the fire office on sheet A9.

It was agreed that Direct Designs will be asked to update the “Date Issued” on all plan sheets.

It was agreed that there will be no window between the fire office and the apparatus bay.

It was noted that the current set of plans does not include electrical, plumbing, and mechanical detail.

It was agreed that, under Project Information on sheet A1, the words “locker room, personnel equipment lockers” will be removed.

The last sentence of the second paragraph of the Construction Agreement will be revised as follows:

- The date (currently August 9, 2016) will be updated as necessary.
- Meeting/day **rooms** (plural instead of singular)

There was discussion of adding “54' x 80' 22A gravel or Afton stone parking area” as a specification.

It was agreed that we will tell Dan Rudy that we need three additional plans (electrical, plumbing, and mechanical).

It was agreed that the building design is good.

It should be included that the west end of the building (offices, kitchen, bathrooms, day room, bedrooms, workout room) will be air conditioned.

Discussion took place on whether to add site preparation to the scope of the project.

On sheet A1, eliminate the words “Option A Drain Field Location.”

Audience member Vaughn Harshfield, 4404 N. Broomhead Road, stated he has listened to the entire conversation today and is here because he got thoroughly confused after reading the packet. He went on to express the following:

- The contract manager and the general contractor should not be the same person.
- Make sure the drawings are the best that you can provide and call out all specifications (plumbing, electrical) in order to reduce the number of change notices in the field and keep costs down.
- Call a mandatory lineup meeting for all bidders at a certain date and time.
- A project manager should be hired, preferably a licensed professional engineer who works for the township, to watch the contractor to make sure nothing is done illegally and that corners are not cut.
- You are short several major sets of drawings. Also, any changes recorded should have a new release date.
- Agreed that the words “general contractor” in place of “construction manager” would be more appropriate in the Construction Agreement (in view of being informed this evening that a licensed professional engineer will be overseeing the project).
- Do not let your general contractor do your engineering for you.
- Add a paragraph saying if contractor can offer better alternatives or ways to save money, they should include it as a separate item.

The specification of 54' x 80' gravel or Afton stone for the parking area will be added to the print.

It was suggested that “site preparation, including removal of stumps and all debris off site” should be added under Project Information.

It was agreed that mechanical, electrical, plumbing sheets, and what to do with stumps and brush piles needs to be addressed in the prints.

Hubbell suggested that Dan Rudy be called and put on the speakerphone.

(Dan Rudy of Direct Designs joined the meeting via speakerphone.)

Brief discussion followed.

Rudy stated it seems like the excavating and site preparation is a completely different bid; he is not sure how you could clearly show it on the print.

Removal of trees, stumps and debris should not be part of this contract.

Final excavation for a parking lot, with seeding and gravel, is a completely different project.

Rudy stated, due to the fact this project is not that much square footage, we will not need electrical prints. The electrician that is hired will ask where do you want plugs, lights, etc. Same with plumbing; the project is not big enough. He stated he can do it, but it is not necessary.

With respect to heating/air conditioning, Rudy stated he is not sure how you would show it on the print. It is more of a mechanical issue to have somebody come out and see the furnace you have there and how adequate it is and if you can add to it or if you need a whole new system. It is not that much ducting involved.

Rudy does not think we need separate prints for mechanical, plumbing or electrical, because of the square footage, but he will double check to see if he is correct. He will get back with Goss on this.

Hubbell stated, and Rudy confirmed, that the only site prep for the bidder would be if they have to prep the site where the building is going to be. The rest should be done as a separate contract.

Goss inquired of Rudy if specifications for a parking lot should be called out on the prints.

Rudy said that could be added to the print. He will ask Pressel if there are other things that should be added or if there is a different process that should be taken for other items that do not have anything to do with the building, such as excavating, seeding, how the grade should be finished. The more you add to it, the more it is going to slow the process of just getting the building done. During that time, you can worry about what is going to happen with the property

and who is going to do that. The furnace has to be looked at somewhere down the road, but it is not going to stop the process if you need a bigger furnace.

There was some discussion regarding heating and air conditioning of the building.

Benak stated you do not want to end up in a change order situation constantly because you did not address it up front.

Popp stated he agrees with Benak. He is not going to be part of a project that does not call out a furnace, certainly does not address the smoke dampers that the county has already called out. Those are going to require electrical discipline, alarm discipline, mechanical discipline.

Goss stated that anything that Plan Review calls out that has to be done is going to be on the prints. We are speculating right now whether we are going to need a different furnace. When the general contractors look at the BTU of the furnace, they are going to determine whether it is adequate or not.

Benak stated we have not said anything on here about air conditioning yet. In order to bid it, your contractor has to know that is what you are looking to do.

Goss asked Rudy if there is a way to call out on the prints that we want certain areas air conditioned.

Rudy stated the livable space would be heated and air conditioned. Rudy suggested some notes could be added to show that heating and cooling has to be looked at, the parking lot has to be finished, just some added notes to show what has to be quoted.

Rudy agreed to send some existing mechanical or electrical drawings for a previous project so the board can get an idea of what these things look like.

Rudy stated he sees where the board is heading, that they would like bidders to be quoting apples to apples. Even though it is not necessary, it can be done; the electrical can be shown on the existing floor plan.

The phone conversation with Dan Rudy ended at this point.

It was agreed that the board would like the heated/air conditioned areas to be called out on the prints.

Discussion followed.

It was agreed that the parking lot area will be bid out separately in the future and not as part of the building construction project.

It was agreed that all instances of “construction manager” on all documents will be removed and replaced with “general contractor.”

It was suggested that the need for air conditioning be added to “Project Information” on sheet A1.

It was noted that the contractors will give allowances for plumbing and lighting fixtures.

Since it has been agreed that the parking lot will be a separate project, the words “new parking lot” will be deleted from the second paragraph of page 1 of the Construction Agreement.

Numbered paragraph 2 at the bottom of page 1 was discussed with regard to how it will apply to the general contractor. The words “construction management services and oversight” in the first sentence will be retained, but “all” will be stricken.

On page 2, in the same paragraph, under 7), the wording shall be modified to say “licensed professional architect or engineer working for or hired by OWNER . . .”

In paragraph B on page 2, seventh line, “Architect or Professional” will be removed, leaving “Professional Engineer . . .”

All references to “Architect or” will be deleted, leaving it to say “Professional Engineer.”

It was noted that waivers will have to be checked before payments are made. Goss stated we should not pay anything unless we have a copy of the waivers submitted with the requests for payment.

Paragraph 9, Insurance, the twelfth line will be revised to say, “All subcontractors will provide insurance coverage to general contractor with such limits as shall be required by general contractor and shall list general contractor and owner as additional insureds.” The last two sentences of paragraph 9 will be stricken.

Paragraph 11, Time of Performance, the third sentence will be revised to say, “Project shall be completed within 6 months of bid award date, with exceptions granted for acts of God or extreme weather conditions.”

At the top of page 9, in paragraph F under Miscellaneous, jurisdiction shall be changed to “Grand Traverse County, Michigan.”

Regarding the legal notice, it was agreed that there will be a mandatory walk-through/inspection, date and time to be determined when the project is put out for bid.

Regarding the cover sheet, the only revision will be that “construction manager” will be changed to “general contractor.”

Board Comments/Discussion

Hubbell suggested the urinal be ordered for the men’s bathroom.

Brief discussion followed.

Public Comment

None

Adjournment

Motion by Hubbell, second by Lawson, to adjourn. Meeting adjourned at 8:56 p.m.

Respectfully submitted,

Cheryl A. Goss
Whitewater Township Clerk