

**Project:** CATA RTU Replacement  
**Date:** September 23, 2021  
**File No:** 75820015  
**Attendees:** CATA – Norm, VanAlstine, Nicole Wilson  
Progressive AE – Seth Horton, Jeff Kane  
**Copy:** Those in Attendance

## ITEMS DISCUSSED

### 1. Introduction and Roles

- a. CATA
  - 1) Nicole Wilson – Purchasing Manager
    - Please address your bid to Nicole
  - 2) Norm VanAlstine – Facilities Manager
    - Norm and his team are on site day to day
- b. Progressive AE
  - 1) Jeff Kane – Mechanical Engineer
  - 2) Seth Horton – Project Manager

### 2. Instructions to Bidders

- a. Contract Documents – Drawings and Specifications available electronically
  - If you do not have documents, please reach out.
- b. Bid Proposal Form 00 4100. Three copies are adequate.
  - Bids must be submitted on this form.
- c. Request For Information – All RFIs to be submitted to Seth Horton and Pam Young via email at [hortons@progressiveae.com](mailto:hortons@progressiveae.com) and [youngp@progressiveae.com](mailto:youngp@progressiveae.com). Last date for RFIs is September 30 at 5:00 pm
- d. A bid bond is required, either an AIA A310 or a cashier's check in the amount of 5% of your bid.
- e. Include performance and payment bond information, but do not include in your base bid – this is different than the bid form.
  - The cost of the performance/payment bond will not be used in evaluating low bid, but CATA will likely purchase it.
- f. Davis Bacon wage rates apply to this project – wage rates included in the specifications manual.
  - Certified payroll will be required with every pay application submitted for approval.
- g. Federal certificates must be signed and included in your bid to be considered for the project.
  - 1) Buy America
  - 2) DBE
  - 3) Debarment (also lower tier)
  - 4) Lobbying
  - 5) Iran Form
  - Without these forms being included with your bid, you may be considered nonresponsive.
- h. Tax exemption status – Awarded vendor is responsible to include sales tax in your bid
  - Include sales tax in your base bid.

- i. Break out your bid amount by building – break out is for funding information only, not for award.
  - The breakout will not be used in evaluation of apparent low bid.

### 3. Scope of Work

- a. Tranter Street
  - 1) Replace (5) existing Trane RTUs like-in-kind (gas-fired, DX) ranging in size from approximately 8 to 20 tons cooling capacity.
  - 2) Replace remote powered exhaust module on (4) side-discharge units.
  - 3) Reuse existing roof curbs and provide curb adapter as required.
  - 4) Refeed RTUs from existing electrical circuit/panel.
  - 5) Tie in new RTU controls to existing BMS and setup for multi-zone VAV with reheat.
- b. CTC
  - 1) Replace (6) existing Carrier RTUs like-in-kind (gas-fired, DX) each approximately 10 tons cooling capacity.
  - 2) Reuse existing roof curbs and provide curb adapter as required.
  - 3) Replace existing “control units” with new VAV boxes with hydronic reheat coils served by new hydronic loop (including steam-to-hot water heat exchanger, circ pump, hydronic specialties, etc.).
  - 4) Refeed RTUs from existing electrical circuit/panel and provide power for new circ pump.
  - 5) Tie in new RTU controls to existing BMS and setup (2) RTUs for multi-zone VAV with reheat and (4) RTUs for single-zone VAV.
  - 6) Replace (1) existing split system entirely (indoor and outdoor unit, refrigerant piping and condensate pump).
    - A site visit was conducted at both Tranter and CTC during the pre-bid. Do not show up hoping to visit the site without scheduling it first.

### 4. Schedule

- a. Bids due October 6th at 1:30 p.m. Deliver to 4615 Tranter Street, Lansing, MI. A public opening will be conducted.
  - The agenda had a typo, but it has since been corrected to match the spec. Bids are due at 1:30 p.m.
- b. Post Bid Interview(s) will occur a few days after the opening. (Likely October 11)
- c. Board approval will be required before notice to proceed – November board meeting.
- d. We expect the start time will be on or around March 1.
  - This date is fairly arbitrary. We are relying on the bidders to provide a schedule for the work.
- e. Provide a schedule with your bid.

### 5. Parking

- a. Progressive AE will work with the successful contractors on areas specifically for laydown and parking
  - It was noted that parking at the CTC for the crane is available on the east side of the building.

### 6. Site Tour if needed

### 7. Other

- The bidder is responsible to carry controls in their bid.
- The mechanical contractor is the prime contractor.
- The crane will be allowed to move positions at CTC on the east side of the building in the middle of the day. Placement and move needs to be coordinated with the owner well in advance. Operations must continue to function for CATA.
- Sign in sheet is included from the meeting.

The above constitutes my understanding of items discussed and/or decisions reached. If there are any additions and/or corrections, please contact me within 7 days.

Seth D. Horton PE  
Senior Project Manager

SDH/pny  
P:\75820015\01 ADMIN\A3 MEETINGS\2021 09 23 Minutes of Meeting.docx



# Prebid Sign-In Log

Project: CATA  
RTU Replacement

File No.: 75820015

Date: September 22, 2021

Name (Please Print)	Company Name	Office No.	Mobile No.	Email
Larry Plank	DHE		66591-781	larryp@dheplumbing.com
Becky Hendges	Centennial Electric	517-543-9900	325-725-4776	beckyh@centennial-electric.com
Justin Dean	Limbach	<del>517-333-2660</del>	517-256-6090	justin.dean@limbachinc.com
Nick Rodgers	GrantThorpe P&H	517-333-2660	517-281-4023	n.rogers@grantthorpeplumbing.com
Kevin Stockwell	Plume Service	616-893-9555	616-893-9534	kstockwell@plumeservice.com
Norm VanAlstine	CATA	394-1100		
Jeffrey Kane	PAE			kanej@progressiveae.com



# Prebid Sign-In Log

Project: CATA  
RTU Replacement

File No.: 75820015

Date: September 22, 2021

Name (Please Print)	Company Name	Office No.	Mobile No.	Email
Troy Westmoreland	Capital City group		517-242-4100	twestmoreland@CCgroup-inc.com
Todd Thompson	Applegale		517-795-6346	Tthompson@ag-mi.com
Chris Churchill	Johnson & Wood, LLC		517-290-4726	chris.c@johnsenwoodllc.ca
Craig Sperry	John & Green		517-230-0575	craig.sperry@johnsgreen.com
Nicole Wilson	CATA			n.wilson@cata.org
Seth Horton	PAE			