



February 26, 2015

Re: Minutes of Pre-Proposal Meeting for CATA RFP 2015-R08 CTC Lighting Upgrades

A pre-proposal meeting was held today at 9: 00 a.m. Those in attendance were:

Rich Bannon, CATA Purchasing and Contracts Manager  
Barry Flowers, CATA Facilities Superintendent  
Paul Weber, DLZ

See attached sign in sheet.

Rich Bannon discussed the following:

1. The due date for questions and clarifications is March 3, 2015. All questions must be submitted in writing. CATA will post the response on our website.
2. Please make sure you send in the registration page.
3. Discussed the proposal format is section 3 of Exhibit A.
4. Discussed the evaluation criteria in Exhibit C.
5. Proposals are due by 2:00 P.M. on March 17, 2015. You must submit one original, 4 copies and a PDF copy on CD.
6. All communications must be directed to Rich Bannon.
7. The Davis Bacon act applies and the applicable wage determination is in Exhibit L.



8. The cost proposal form in Exhibit O is a guide and firms can offer an alternative solution as long as it meets the technical specifications.
9. Award is anticipated at the April Board of Directors meeting.

Barry Flowers discussed the following:

10. Access to the location is going to be limited to the nighttime hours. Any work that is not done in the common areas can be done during the day. Contractor will have to coordinate this with Barry.
11. There is no space available to store materials on site.

A site visit was conducted at the end of the meeting.



Rich Bannon

Purchasing and Contracts Manager

Attach:        Pre-Proposal Sign in Sheet  
                  Site-Visit Sign in Sheet

**PRE-PROPOSAL MEETING SIGN IN SHEET**  
**CATA RFP 2014-R08**  
**CTC LIGHTING UPGRADES**  
**February 26, 2015**

| Company                       | Name          | Phone          | E-Mail                  |
|-------------------------------|---------------|----------------|-------------------------|
| FD Hayes Electric             | Brien Johnson | 517/449-0336   | bjohnson@fdhayes.com    |
| J. Ranck Elec.                | Jon Hullkell  | 989-205-1975   | JHullkell@Jranck.com    |
| <del>Manuel</del> Summit Conc | Manuel Smith  | 517 575 - 0881 | Manuel.S@Summit.ws      |
| CATA                          | BARRY FLOWERS | 394-1100       |                         |
| DLZ                           | PAUL WEBER    | 517-708-4937   | pweber@dlz.com          |
| ALLIED BUILDING               | SOL EINHORN   | 313-230-0762   | SEINHORN@TEAMALLIED.COM |
| CATA                          | Rich BANNON   | 517-394-1100   | RBANNON@CATA.ORG        |
|                               |               |                |                         |
|                               |               |                |                         |
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|                               |               |                |                         |

**SITE VISIT SIGN IN SHEET  
CATA RFP 2014-R08  
CTC LIGHTING UPGRADES  
February 26, 2015**

| Company         | Name                              | Phone        | E-Mail                  |
|-----------------|-----------------------------------|--------------|-------------------------|
| J Ranch         | Jon Hubbell                       | 989-205-1993 | JHubbell@JRanch.com     |
| Summit Co.      | Manuel Smith                      | 517-575-0881 | ManuelS@Summit-WS       |
| CATA            | BARRY FLOWERS                     | 394-1100     |                         |
| DLZ             | PAUL WEBER                        | 517.908.4937 | pweber@dlz.com          |
| ALLIED BUILDING | SOLEINHORN                        | 313-230-0762 | SEINHORN6TEAMALLIED.COM |
| Rick Bannon     | Rick Bannon<br><del>Flannon</del> | 517-394-1100 | rbannon@CATA.ORG.       |
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