

PRE-BID MEETING MINUTES

for

**MIAMI UNIVERSITY
MUO RSC ROOF REPLACEMENT/REPAIRS 2020
RECREATIONAL SPORTS CENTER
PARTIAL ROOF REPLACEMENT**

March 10, 2022 – 10:00 AM

Prepared by:

**Elevar Design Group
555 Carr Street
Cincinnati, Ohio 45203**

Present:

See accompanying attendance sheet. The PM requested all parties attending the video conference respond by including in the chat function of the zoom meeting including their name and contact information and their email address.

Items discussed:

1. Introduction of Project & Design Team members:

Dan Montgomery, Elevar Design Group.
Office: 513-721-0600
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Email: dmontgomery@Elevar.com

Kevin Morris, Miami University
Office: 513-529-2693
Email: morris88@MiamiOH.edu

Miami University

Project: Recreational Sports Center

Brief project overview.

2. Review of Schedule:

- The 2023 completion date for the project is listed due to possible supply chain issues. The University is aware of the extended time materials may take to be delivered but still want the project completed as soon as materials become available. The desired completion of the project is in 2022.
- Bids are due on March 21, 2022 at 2:00 pm at Miami University Office of Facilities Contracting. 181 Cole Service Building, Oxford, Ohio 45056.
- May 15, 2022 work to start on site. Prior to the start of on-site work, the University will issue a Notice to Proceed for contractor to start on submittals, etc.
- Bids are to be hand delivered.

- The bid opening will be virtual online.
 - Project must be substantially completion by August 15, 2022.
3. Review of Bid Process:
- All questions to be directed to Kevin Morris in writing.
 - This is a tax-exempt project
 - A Bid Bond is required.
 - Cashier Check or Letter of Credit along with bid security form is required.
 - EDGE must be filled in and a condition selected, or the bid will be disqualified.
 - Run-through of contract documents.
 - The University would like to have all required paperwork submitted with the bid. This will help expedite the contract.
 - Run-through of specifications front end and bid form.
 - Run-through of drawings.
 - Drawings are available on the web site at www.PFD.Miami.oh.edu/FCO
4. Coordination of work with other projects.
- The contractor will be responsible for coordinating their work with the owner and other contractors performing work on campus.
5. All copper is to be turned over to the owner.
6. Walk-through of site and roof areas scheduled today at 2:00 PM. Additional walk throughs of the roof must be coordinated with Miami University's PM, Kevin Morris.

End

Pre-Bid Attendance

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