



## Memorandum

Date: October 2, 2009

Project: Hazel Mackin Community Library

Subject: Pre-Bid Meeting 10/1/09

By: Sean J Bujold, AIA

Present: Katy Kapaun – Village Board Representative  
Willard Moeri - Village President  
Doreen Kruschke, Village of Roberts  
Agnes Ring, Bonestroo  
Sean Bujold – BWA

### Contractors:

Robert Schieffer, Vonasek & Schieffer  
Ken Thorson, Hehl-Grohn  
Paul Gavic, Gavic Construction  
Mark Schaibly, Copeland Building  
Ryan Schaibly, Keller Construction Co.  
Mike Blasing, Boldt Plumbing & Heating  
Chad Derrick, Derrick Companies  
Robert Duffy, Ross & Associates  
Todd Belisle, Beuck Mechanical  
Joe Berghammer, Berghammer Builders  
Chris Handy, Red Wing Construction

cc: Dora Rohl, Chair – Hazel Mackin Library Board  
Brenda Hackman, Director  
Katy Kapaun – Village Board Representative  
Ann Voda  
Nat Timper, PE - Timper Associates (Mech/Elec/Plumbing)  
Steve Rivrid, PE – AM Structure (Structure)  
Matt Hieb, PE – ACA, Inc. (Civil)

All current plan holders  
File

*Below represent our understanding of the issues discussed and decisions reached. If your review differs from noted, please inform us of the discrepancies.*

Sean provided a brief over view of project and special elements.

City has updated sewer and water in street. Prepared for new building with or without sprinkler. Have removed trees that interfered with work. Tree stumps are still in ground. Site clearing still in contract.

Specification section for EPDM roofing is missing from project manual. Will be issued in addendum.

Addendum will include few dimensions that internal reviews have discovered. Modest specification corrections will also be made.

Questions:

Soil report available in BWA office.

Sales tax – include in bid. Village will resolve sales tax status with contract negotiations.

Trash removal – Village to confirm if there is a limit to number of dumpers/roll off units being donated.

High Pressure Decorative Laminate – subcontractor has not been pre-selected.

Project will use higher of Federal or WI wage rates. Wage rates have changed since documents were issued and may change again on October 9<sup>th</sup>. Updates will be issued in addendum. Certified payroll is required.

Building permit will be required. Village to determine amount.

Payments will be made to General Contractor.

End of Memorandum