

Henry Vilas Zoo

Arctic Animal Exhibit & Concessions

Pre-Bid Meeting & Walk through

Dane County RFB no. 313086

November 19, 2013

1. The Pre-bid meeting & walk-through was held at the Henry Vilas Zoo November 19, 2013 at 1:00 pm. The following items were reviewed with those present:
 - a. Introductions:
Dane County- Assistant Director of Public Works- Rob Nebel
Dane County- LTE Project Manager- Eric Urtes
Henry Vilas Zoo- Director- Ronda Schwetz
Henry Vilas Zoo- Deputy Director- Jeff Halter
Henry Vilas Zoological Society- Executive Director- Alison Prange
WDM Architects- Scott Ramser
 - b. Sign-in sheet: a list those attendees who signed-in are on the following page.
 - c. Addenda: Two addendums have been issued to date. The first clarified the date of this pre-bid conference, the second included only division 01 of the specification. Any questions need to be received by the design team no later than 7 days prior to bid (Thursday December 5), to be included in a final addendum no later than Monday December 9.
 - d. Bid date: bids will be received as planned until Thursday, December 12, 2013 at 2:00pm at the Public Works office.
 - e. Follow-up site visits: made during the bid period to be coordinated with the Deputy Director of the Zoo- Jeff Halter. His contact information is included in the instructions to bidders. Please note that it is a free zoo, so the public area of the site available anytime during zoo hours and does not require coordination with the zoo in advance.
 - f. Bonds: 5% bid bond required; and 100% performance and payment bond.
 - g. Single contract: The entire work will be awarded under a single contract including but not limited to the following specialty trades: rock work, cage work, life support systems (pool filtration) and kitchen equipment.
 - h. Allowances and Alternates: Note that there are two allowances identified that are to be included in base bid. Note that alternates one through 6 are all adds, alternate 7 (seal exhibit) is a deduct.
 - i. Direct Purchase: The bid form asks for the amount of materials and equipment that individually exceeds five thousand dollars that can be purchased by the county. This material and equipment including tax is all to be included in the base bid. Further explanation is provided in item 21 of the instructions to bidders.

- j. Informational bid: The bid form also asks for an ‘informational bid’ on the concessions building. This is for book keeping purposes only. All of this work is to be included in the base bid. Further explanation is provided in item 16 of the instructions to bidders.
- k. Construction site access: reference all provisions as shown on CS1.0. It should be noted that the Zoo is currently working with the City on allowing contractor use of the east parking lot. Should anything change in this regard it will be clarified by addendum.
- l. Working hours: work on the site is limited only by the City of Madison noise ordinance to 7am – 7pm as long as it is coordinated with zoo staff for work before or after normal zoo hours and provided that the perimeter of the zoo is securely maintained at all times.
- m. Walk-through: A walk-through of the site was conducted where the general boundaries and access points of the construction project were identified.

In addition please note the following:

- 2. Design Questions during the bid period should be sent to Scott Ramser, WDM Architects, sramser@wdmarchitects.com and copied to:
Eric Urtes, Dane County LTE Project Manager urtes.eric@countyofdane.com and Rob Nebel, Dane Co. Assistant Director of Public Works, nebel@countyofdane.com
General questions regarding county process to be sent directly to Eric and Rob.
Please compile any series of questions into a numbered list that is dated so that they can be addressed as a group.
- 3. It is the responsibility of the contractor to bid products ‘equal’ to those specified. Products will not be reviewed prior to the bid.

(sign in sheet begins on following page)

RFB 313086 Construction of Arctic Animal Exhibit and Concessions
Walk-Through
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Name	Company	Email
Randy Hostman	Ragnar Benson Construction	randy.hostman@rbic.com
Jim Mahalko	Ragnar Benson Fonstruction	jim.mahalko@rbic.com
Ed Schmidt	Doral Corp.	Ed.Schmidt@doralcorp.net
Paul Kubenik	Doral Corp	Paul.Kubenik@doralcorp.net
Gary Garrison	The Nassal Co.	ggarrison@nassal.com
J.R. DeLap	The Nassal Co.	JDeLap@nassal.com
Michael Lopez	The Nassal Co.	mlopez@nassal.com
Scott Lewellin	J.P. Cullen & Sons	Scott.Lewellin@JPCullen.com
Tom Pertzborn	J.P. Cullen & Sons	Tom.Pertzborn@JPCullen.com
Ben Bobzien	J.P. Cullen & Sons	Ben.Bobzien@JPCullen.com
Dan Weigel	KD Glass	dweigel@kdglass.com
Krista Luckow	Cemrock	kluckow@cemrock.com
Kyle Baker	Dave Jones	kbaker@davejonesinc.com
Chris VanDreese	Miron Construction	chris.vandreease@miron-construction.com
Jack Pedersen	Kessenich's Ltd	jpedersen@kessenichs.com
Gregory Jarosz	JF Ahern Co.	gjarosz@jfahern.com
Mark Nilsestuen	Findorff	mnilsestuen@findorff.com
Mike Bartelt	Findorff	mbartelt@findorff.com
Jay Schlicher	Benjamin Plumbing Inc	jay@benjaminplumbing.com
Stan Slaney	S&L Underground	
Mike Simonson	H&H Electric	msimonson@hhelectric.com

<u>Tom Richards</u>	Dane County Contracting, LLC	danecountycontracting@tds.net
<u>Mark Opsahl</u>	Grunau Company	mark.opsahl@grunau.com
<u>Tyler Marotz</u>	Air Temp	tylerm@airtemperature.com
<u>Chris Schmitz</u>	Boldt Construction	chris.schmitz@boldt.com
<u>Gus Schultz</u>	Boldt Construction	gus.schultz@boldt.com
<u>Tim Hilsenhoff</u>	Monona Plumbing and Fire	timh@mononapfp.com
<u>Tony Buss</u>	CG Schmidt	tony.buss@cgschmidt.com
<u>Steve Robinson</u>	CG Schmidt	steve.robinson@cgschmidt.com
<u>Andrew Bero</u>	Advantage Refrigeration	abero@adrefinc.com
<u>Denny Staffl</u>	Superior Equip	
<u>Aaron Kubly</u>	Kessenich's LTD	akubly@kessenichs.com
<u>Mike Burke</u>	Monona Plumbing and Fire	mburcke@mononapfp.com
<u>Dana Fjelstad</u>	S&L Underground	slunderground.dana@merr.com
<u>Kevin Zastrow</u>	McKay Nursery	kzastrow@mckaynursery.com
<u>Tony Sippl</u>	Payne & Dolan	tsippl@payneanddolan.com
<u>Shari A. Roll</u>	Westphal & Company	sroll@westphalec.com
<u>Steve Cechvala</u>	WU & associates	steve.cechvala@wuassociates.com