

PRE-BID MEETING

ALPHA DELTA PHI FRATERNITY REMODELING
5747 SOUTH UNIVERSITY
CHICAGO, ILLINOIS 60637

FEBRUARY 11, 2004

AGENDA

1. Sign-in for all present
2. Introduction of Owner and Architect: Roger Deschner and Frank Heitzman
3. Job schedule:
Bids Due: Thursday, February 26, 2:00 p.m. at Heitzman Architects, 111 North Marion, Oak Park
Contract signed March 15
Contractor work which does not disturb occupants (exterior work, electrical service, millwork measurement and fabrication): March 15 – May 31
House vacated for interior construction work (plumbing, electrical, heating, bathrooms, and kitchen): June 15 (Tuesday) – August 31
Move in: September 20 (Monday)
4. Who to contact with questions: Frank Heitzman, (708) 848-8844
5. Issuance of Addenda: (by email)
6. Last date for questions: Tuesday, February 24
7. Substitution procedures: see specs sect 01600, p. 6 – can submit proposals for substitutions in Owner's interest up to 60 days after commencement of work.
8. Additional site visits: call Frank Heitzman, (708) 848-8844
9. Requirement for Bid Bond, Performance and Labor and Material Payment Bond: none
10. Temporary office, water, power, lighting, telephone, sewer & toilet facilities: can use Owner's facilities
11. Dumpster location: in rear
11. Parking during Construction: parking in rear for 6 vehicles, or more if wall is removed early
123. Deliveries and storage: in rear

END OF AGENDA FOR PRE-BID MEETING