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**MEMORANDUM**

**TO:** Malachi Mosley  
The Kroger Company

**FROM:** Matt Andrus  
Jeffery A. Scott Architects

**DATE:** March 19, 2024

**RE:** Kroger Store D-365  
Ann Arbor, MI  
**Pre-Bid Meeting**

**JSA job #** 23058

**CC:** File, Bidding Contractors

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A pre-bid meeting was held at the store with the Owner, Architect and bidding contractors to review the proposed project.

I. Introductions

A. Acknowledgement of attendees

II. Store History/Work Scope

A. G.C. to examine and become completely familiar with all existing conditions. The contractors are required to perform a site visit to this store prior to submitting bids.

B. Minor Within the Walls Remodel

1. New floral kiosk and layout.
2. New/relocated produce tables and fixtures on the sales floor.
3. Existing deli prep, bakery prep, and meat and seafood prep to remain with new/relocated cases and fixtures.
4. New furniture and kitchenette in the break room with new sink.
5. New sales floor bakery display tables.
6. Re-finish customer service millwork.
7. Accounting room and offices to switch locations. Accounting to be relocated into the existing office. A new wall is being built in the existing accounting room to create a manager's office and secondary office.
8. There is a recycling room minor project that is currently under construction at the store. This will be completed prior to the start of the remodel.

C. Project to receive all new Artisan décor.

D. Alternates

1. Alternate #1: Price for zero waste per the specification manual.
2. Alternate #2: Provide a price for new resinous flooring in the prep areas to replace existing VCT. Base bid is for the existing VCT to remain.

### III. Bidding

- A. The bid due date for this project is Thursday, April 4 at 2:00pm.
- B. Due date for RFIs submitted to the Architect is Thursday, March 28.
- C. Anticipated construction start date is approximately April 28 with a completion date of July 20.
- D. The estimated project duration is 12 weeks. Contractors will need to identify a project duration on their construction schedule.
- E. The grocery reset will occur sometime in October, after the project is completed.
- F. Kroger will review the bids and notify the lowest 2-3 bidders that they have been selected for the second round of bidding that includes any value engineering suggestions at that time.
- G. The project is available through Sitefolio. All addendums, bulletins, RFI's, change orders must go through Sitefolio.
- H. Electrical take-offs, refrigeration take-offs are due at the same time as the trade proposal submittals, within 24 hours of bid. Email the wire and copper bids to the Kroger PM.
- I. G.C. to provide construction schedule. Must complete work per the scheduled dates. Substantial completion of the project is required 2-3 weeks prior to the grand re-opening. No work/minimal work to occur the week before and the week during holidays.
- J. Make sure to review and follow all specifications and drawings. The proposed work is not what you did on the last project.
- K. Refrigeration specifications are quite extensive and are regularly being revised. Contractors need to review these and all specifications.
- L. Make sure to review the Direct Buy list as this is constantly being updated.
- M. Work is to occur at night (10:00pm to 7:00am). Day work to occur only if given permission.
- N. The store must remain open at all times during normal business hours. Keep the store clean. Construction can not affect customers or store sales. GC to have damage control in place when working on the roof.
- O. Use union contractors, MBE, WBE if possible. It is always encouraged. Kroger has a goal of at least one MBE, WBE per project and 50% union contractors. This needs to be identified on the trade proposal.
- P. Union contractors, MBE, WBE, project schedule, contractor's track record will all be a factor when reviewing the bids.
- Q. Quality assurance is essential from all trades involved in the project.
- R. Be aware of noise ordinances so not to disturb neighbors at night.
- S. The awarded contractor is responsible for keeping sitefolio up to date with photos, meeting minutes, etc. per the specifications by each Monday morning at 10:00am.
- T. The awarded contractor will have weekly meetings at the store and needs to provide a 3 week look ahead schedule.
- U. G.C. to coordinate with all contractors, even those hired by Kroger or the landlord. Also coordinate with third party testing companies.
- V. A superintendent is required to be on-site at all times whenever work is being performed, including deliveries. Two superintendents are required if both day and night work is being performed. The daytime superintendent does not need to be full time if no work or deliveries is occurring.

- W. This project has been submitted for building plan review to Ann Arbor. Kroger pays the building permit. The contractor will pick up the building permit and is responsible to pay for all other permits.
- X. Kroger has a goal of zero waste on this project. Contractors will need to put in an alternate price for this in their bids.
- Y. GC is responsible/required to upload a monthly zero waste report into Sitefolio Request For Payment folder (RFP's/Waste Reduction Progress Report) when submitting payout. The GC is still responsible to attach the report when submitting for payment. When submitting for final payment, the GC is responsible to submit their final zero waste report and a total recap.
- Z. GC is responsible/required to upload the Lien Waivers into Sitefolio Request For Payment folder (RFP's/Lien Waivers) when submitting payout. The GC is still responsible to attach the report when submitting for payment.
- AA. The GC is required to upload the refrigeration handbook to Sitefolio when submitting for payment during the project.
- BB. Fire suppression contractors shall walk the store prior to bidding to identify any recalled sprinkler heads, insufficient coverage areas, etc. These items need to be included and identified in the base bid.
- CC. The GC must have a clear understanding of who is performing the EMS work. Indicate this on the trade proposal.
- DD. Kroger keeps all demolished fixtures at their discretion.
- EE. GC is responsible to empty the refrigerant from demolished cases. There is a checklist to document the cases being removed that needs to be submitted to Kroger. Cases to be recorded in the refrigeration handbook. This includes self-contained cases as well.
- FF. The Kroger refrigeration mechanic or head mechanic must sign off on the refrigeration handbook, not the Kroger PM.
- GG. GC to post as-built drawings to sitefolio and mail the hard copy as-builts to Kroger at the end of the project.
- HH. The refrigeration handbook, as-built drawings, zero waste report, etc will be required to be submitted to Kroger prior to the release of the final payment.
- II. GC must follow the ASD (Kroger standard detail) for temporary barricades.
- JJ. GC responsible to install the 'fast alert' temperature sensors and brackets in the refrigerated cases. Kroger provides sensors and brackets. GC to save extra sensors and brackets no longer needed on demolished cases.
- KK. Kroger performs the air balance in the store if needed.
- LL. Storage pods and dumpster locations need to be coordinated with Kroger and will need the approval of the city.

#### IV. Project description

##### A. Exterior

1. Repaint portion of the exterior EIFS. Patch and repair areas prior to painting.
2. New exterior signs by Kroger.
3. New power for the pickup sign by the GC.

##### B. Ceilings / Electrical

1. Existing sales floor ceiling grid and tiles to remain.
2. Remove hanging wood trellis structure in the produce sales area.
3. Relocate track lighting in produce and floral areas.

4. New track lighting in adult beverage and bakery areas.
5. Relocate existing décor track lighting for the new décor.
6. New ceiling grid and tiles in the break room.
7. New stainless steel ceiling panels around the existing deli hood.
8. Relocate a portion of the hanging lights at the island cases.
9. Modify ceiling grid and new ceiling tiles in a portion of floral and the offices due to the new walls and reconfiguration.
10. New valance lighting in the personal care area.
11. Provide an allowance of 100 ceiling tiles for miscellaneous replacement.
12. Contractor to provide temping of all power.
13. Kroger to provide low voltage work.

C. Finishes

1. Project to receive all new Artisan décor.
2. Remove areas of colored VCT and install new white VCT to match the adjacent areas. Remainder of existing VCT/LVT sales floor to remain. Patch and replace damaged areas. Flooring under the check lanes to remain. Install new flooring under the u-scans.
3. Remove existing ceramic tile floor in the vestibules. New carpet in the vestibules and exposed concrete floor at the cart storage area.
4. New LVT in customer service, accounting, offices, and break room.
5. Existing flooring in the prep areas to remain. New flooring to match existing where work is occurring and for the new configuration. Alternate #2: Provide a price for new resinous flooring in the seafood prep and bakery prep areas to replace existing VCT. Deli prep already has existing resinous flooring.
6. New scored FRP over the existing wall tile in the prep areas.
7. Re-finish the existing customer service, fillers and shadowboxes to remain.
8. Re-paint the existing refrigerated cases and valances.

D. Mechanical / Plumbing

1. Existing RTU's to remain.
2. New sink in the break room will require new plumbing.
3. GC to clean all exposed ductwork, diffusers, and any other items visible to the customers prior to the re-grand opening of the store.
4. Contractor to provide temping of all plumbing and mechanical.

E. Refrigeration

1. Existing parallel racks to remain. Modified refrigeration as indicated and required for the remodel.
2. Contractor to provide temping of all refrigeration.

F. Fire Suppression / Fire Alarm

1. Modify existing fire suppression system in new, relocated and modified areas as indicated and as required.
2. Identify and replace any recalled fire suppression devices. Identify and add sprinkler heads to missing areas not covered.
3. The existing fire alarm system is existing to remain. Relocate any existing fire alarm devices as required to achieve the new configuration.

**END OF MEMORANDUM**