



jeffery a. scott architects p.c.
architects • engineers

MEMORANDUM

TO: Stephen Sutherland
The Kroger Company

FROM: Matt Andrus
Jeffery A. Scott Architects

DATE: June 29, 2017

RE: Kroger Store D-658
Southfield, MI
Pre-Bid Walk-through Meeting

JSA job # 17061

CC: File, Bidding Contractors

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

I. Introductions

A. Sign-in Sheet

II. Store History/Work Scope

A. G.C. to examine and become completely familiar with all existing conditions.

B. Minor Remodel

1. The floral department is all new and getting relocated adjacent to the vestibule and customer service.
2. New sushi department being installed on the sales floor adjacent to produce prep.
3. New seafood prep and meat cutting room.
4. Couple new refrigerated island cases.
5. New/relocated shelving at old floral department.

C. Project will get all new Neighborhood décor.

III. Bidding

- A. The bid due date for this project is Thursday, July 6 at 2:00pm.
- B. Due date for RFIs submitted to the Architect is Friday, June 30 at 5:00pm.
- C. The project is available through sitefolio. All addendums, bulletins, RFI's, change orders must go through sitefolio.
- D. Electrical take-offs, refrigeration take-offs are due at the same time as the trade proposal submittals, within 24 hours of bid.
- E. The estimated project duration is 8 weeks. Contractors will need to identify a project duration on their construction schedule.
- F. Anticipated construction start date is projected middle of August.

- G. 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.
- H. Make sure to review and follow all specifications and drawings. The proposed work is not what you did on the last project.
- I. Refrigeration specifications are quite extensive. Sub-contractors to review all specifications.
- J. Make sure to review the Direct Buy list as this is constantly being updated.
- K. Work is to occur at night (10:00pm to 7:00am). Day work to occur only if given permission.
- L. The store must remain open at all times during normal business hours. Keep the store clean. Construction can not affect customers or store sales.
- M. 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.
- N. Union contractors, MBE, WBE, project schedule, contractor's track record will all be a factor when reviewing the bids.
- O. Quality assurance is essential from all trades involved in the project.
- P. Be aware of noise ordinances so not to disturb neighbors at night.
- Q. 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.
- R. The awarded contractor will have weekly meetings and 3 week look ahead schedule.
- S. G.C. to coordinate with all contractors, even those hired by Kroger or the landlord. Also coordinate with third party testing company.
- T. A superintendent is required to be on-site at all times whenever work is being performed. One superintendent is required if day work is being performed including deliveries. One superintendent is required if night work is being performed. Two superintendents if both day and night work is being performed.
- U. This project is in for building plan review. Kroger pays the building permit. The contractor is responsible to pay for all other permits.
- V. Kroger has a goal of zero waste on this project. Contractors will need to put in a minimum of \$5,000 for this on their bids.
- W. Fire suppression contractors must walk the store prior to bidding to identify any recalled sprinkler heads, insufficient coverage areas, etc. These items must be included and identified in the base bid.
- X. All fire alarm and fire suppression changes requested by the AHJ will be the responsibility of the GC.
- Y. The GC must have a clear understanding of who is performing the EMS work. Indicate this on the trade proposal.
- Z. 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. Zero waste reports will be required for each payment draw.
- AA. GC must follow the ASD (Kroger standard detail) for temporary barricades.
- BB. GC responsible to install the 'fast alert' temperature sensors and brackets in the refrigerated cases. Kroger provides sensors and brackets.
- CC. Kroger keeps all demolished fixtures at their discretion.
- DD. Kroger performs the air balance in the store.
- EE. Storage pod locations need to be coordinated with Kroger and will need the approval of the city.

FF. GC to provide unit costs on their bids for per unit items on the project.

IV. Project description

A. Phasing plan

B. Ceilings

1. The ceiling in the power alley is being removed and will be open to the structure. Existing structure will need to be painted.
2. New lights in the power alley due to the ceiling being removed.
3. Due to the existing low height of the structure in the power alley, no major items (HVAC main ducts, sprinkler main lines) will need to be raised. Contractor responsible to re-work any existing wall framing as needed.
4. New ceiling tiles in vestibule.
5. New ceiling grid and tiles in the sushi prep, seafood prep and meat prep areas.

C. Finishes

1. New sales floor LVT in the power alley.
2. Provide an allowance of 1,500 square feet of VCT for replacement throughout the sales floor. This is in addition to what is indicated on sheet A-4.
3. New carpet in portion of vestibule, office mezzanine and pharmacy.
4. New epoxy in seafood prep, meat prep and dairy cooler.
5. New quarry tile in portion of vestibule.
6. New Neighborhood décor throughout the store.

D. Mechanical / Plumbing

1. New exhaust fan for seafood.

E. Electrical

1. Contractor to provide temping of all power, refrigeration.
2. New lights on sales floor power alley. New lights in floral, seafood prep and meat prep.
3. New decor lighting.

F. Refrigeration

1. Existing parallel racks to remain.
2. This store will receive an all new refrigerant leak detection system.

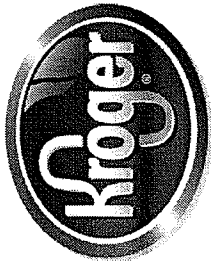
G. Fire Suppression / Fire Alarm

1. Modify existing fire suppression system in new, relocated and modified areas as indicated and as required. Identify and replace any recalled fire suppression devices. Identify and add sprinkler heads to missing areas.
2. The existing fire alarm system is existing to remain. Relocate any existing fire alarm devices as required to achieve the new configuration.

V. Attachments

- A. The pre-bid meeting sign-in sheet is attached to this memorandum.

END OF MEMORANDUM



Pre-Bid Meeting Sign-in Sheet

KROGER D658 SOUTHFIELD, MI
Store Name

D658
Store Number

6/29/17
Date

This sign-in acknowledges your attendance to this meeting and your commitment to adhere to the plans and specifications as they are drawn/written.

We appreciate your attendance at this important session. Some of the attendees at this meeting may be competitors or potential competitors. Whenever competitors meet there is the potential for unlawful activity or the appearance of unlawful activity. Kroger will not permit this forum to be used in furtherance of any illegal or improper conduct.

Kroger strongly believes in free competition and it is Kroger's policy to comply in all respects with the antitrust laws. Agreements regarding prices, markets, or with whom parties will deal, can violate the antitrust laws and as such no discussions along these lines, whether during the formal meetings or during meals, outings or other breaks, are permitted.

If at any time during this meeting you feel the discussion has drifted into inappropriate areas, you should immediately bring this to the attention of the person chairing the meeting.

As part of the Billion Dollar Roundtable, Kroger has been recognized as a leader in promoting diversity through the development and engagement of women-, minority-, and diverse-owned businesses. It is Kroger's goal to have at least one M/W/DBE firm participate in every construction project.

Name	Company	Phone	E-Mail
Jon Buddingh	TONY AND SONS, INC.	248-860-9932	j.b@TonyandSonsInc.com
DEAN CHADYK	RAVE'S CONST. INC.	248-635-4346	DEAN@RAVESINC.COM
Chris Bonk	B5 Contractor Service	517 202 1034	chris.bonk@B5contractor.com

Kroger Store No. D-658
Southfield, Michigan

[illegible]