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**MEMORANDUM**

**TO:** Cody Vantrease  
The Kroger Company

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

**DATE:** March 12, 2024

**RE:** Kroger Store D-711  
Swartz Creek, MI  
**Pre-Bid Meeting**

**JSA job #** 23086

**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. There is a separate integration project that is starting. The new floral department and grocery reset will be part of that project and not included in this remodel. The new frozen door cases are also being moved from the remodel to the integration project.
2. Relocated produce sales floor tables and display fixtures to create a new layout.
3. All new sushi island to replace the existing sushi island that is being removed.
4. Existing deli prep, bakery prep, and meat and seafood prep to remain with new/relocated cases and fixtures especially along the front line of the departments.
5. New dual temp meat and fresh dairy island cases.
6. New grocery freezer wall and door. New wood curbs.
7. New kitchenette in the break room.
8. Re-finish existing customer service, pharmacy, check lanes, fillers and shadowboxes.
9. New charging racks and split system in the pickup area.

C. Project to receive all new Artisan décor.

D. Alternates

1. Alternate #1: Price for zero waste per the specification manual.

III. Bidding

- A. The bid due date for this project is Wednesday, March 27 at 3:00pm.
- B. Due date for RFIs submitted to the Architect is Wednesday, March 20.
- C. Anticipated construction start date is approximately May 5 with a completion date of August 2.
- D. The estimated project duration is 13 weeks, however the contractors are to indicate if they can complete the project sooner.
- E. The grocery reset will be part of a separate project.
- F. Kroger will review the bids and notify the lowest 2-3 bidders if 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. GC's to provide a 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 Vendor Contact 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 Mundy Township. Swartz Creek should issue the permit and perform the inspections. 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 township and the landlord (if applicable).

#### IV. Project description

##### A. Exterior

1. Patch and repair portion of the brick exterior walls where signs have been removed or replaced.
2. New exterior signs by Kroger. New power for the pickup sign by the GC.
3. Exterior sign on the rear of the building to be removed complete.

**B. Ceilings / Electrical**

1. Existing open to exposed structure to remain.
2. Relocate existing track lighting in the produce and floral areas. Remove starburst, hanging beams and signage.
3. Relocate existing décor track lighting for the new décor.
4. New suspended ceiling and lights for the new sushi island. Existing suspended ceiling and lights for the existing sushi island to be removed.
5. New stainless steel ceiling panels around the deli hood.
6. Relocated hanging lights for the new dual temp meat island case. New hanging light fixture at the new dairy island case.
7. Repaint the existing soffits throughout the store.
8. Contractor to provide temping of all power.
9. Kroger to provide low voltage work.

**C. Finishes**

1. Project to receive all new Artisan décor.
2. Re-polish existing concrete sales floor.
3. Existing flooring in the prep areas to remain. New flooring to match existing where work is occurring and for the new configuration.
4. New LVT in the conference room, offices, and customer service.
5. New scored FRP on the walls in the prep areas over the existing wall tile.
6. Re-finish existing customer service, pharmacy, check lanes, fillers and shadowboxes. Also re-finish existing accounting and storage room walls. Paint all wood trim black at customer service, accounting and storage room.
7. Repaint existing refrigerated cases and valances. Bakery cases are a new color.
8. Kroger to professionally deep clean existing toilet rooms.

**D. Mechanical / Plumbing**

1. Existing RTU's to remain.
2. New split system in the pickup area.
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 and distributed units 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**