

MATCH-E-BE-NASH-SHE-WISH BAND OF POTTAWATOMI INDIANS
Pre-Bid Meeting (Roads Program)
Minutes of June 29, 2010 @ 2 P.M.
Luella Collins Community Center

ATTENDEES: Monte Davis, Bruce Zeinstra, and Dawn Lenger

GUESTS: Ed Davids (Hoffman Bros., Inc.)

The meeting began at about 2:13 p.m. in the classroom of the lower level at the Luella Collins Community Center.

Monte reviewed the Request for Proposal (RFP). The Tribe has received funding from the Bureau of Indian Affairs (BIA) Indian Reservation Roads (IRR) program under the American Recovery and Reinvestment Act (ARRA) for construction of a road and all appurtenances. This project is in conjunction with the development of elders housing on 33-acres owned by the Tribe on 128th Avenue, Wayland Township, Allegan County, Michigan. The project involves construction of the roadway, including mass grading, retention basin construction, underground storm sewer, catch basins, concrete sidewalks, paving restoration, and installation of street trees. A pre-construction meeting will be held with the BIA approximately 1-week prior to construction beginning. The contractor will be required to do monthly reporting through ARRA. Specific points addressed were:

- ⊕ Bond Requirements – A bid bond of 20-percent is required with all bids that are submitted.
- ⊕ Davis Bacon Act (Wages) – All laborers will be paid prevailing wage. Proper forms must be completed and submitted to Project Owner.
- ⊕ Construction Timeline – The project needs to be completed in approximately 90-days from the signing of the contract.
- ⊕ Construction Documents – The contractor must supply a traffic control plan and safety plan. Once construction begins, safety reports are required on a weekly basis, and certified payrolls must be submitted within a timely manner.
- ⊕ Proposals must be submitted by July 19, 2010, at 3:00 p.m. at Suite 7 of the administrative offices of the Tribe along with three copies of the proposal.

Questions asked were:

- ⊕ What kinds of trees do you intend to plant?
The trees will be Sugar Maples.
- ⊕ Is this project State tax exempt?
Yes. No State sales tax must be paid because of an agreement in place between the State of Michigan and the Tribe.
- ⊕ Change orders are based on unit price and not on overall costs?
Correct. Change orders will state the description of work, unit(s) of measurement(s), and unit price(s). The contractor is not authorized to begin any

additional work without prior written approval. See page 4 of the Request for Bids for additional information regarding Change Orders.

- ⊕ Will the contractor be able to receive an electronic copy of the plans?
Yes. Holland Engineering can provide those.
- ⊕ Who will pay for the permits?
The Tribe will pay for all permits. Work, requiring permits, has already received approval.
- ⊕ Will this project require an NPDES permit in addition to the Soil Erosion & Sedimentation Control permit?
Yes. The contractor will be responsible for the NPDES requirements and reports, which means they will need to have a certified storm water operator.
- ⊕ Will the houses be constructed one at a time?
No. The houses will be constructed simultaneously.
- ⊕ Are there any vendors that the contractor is not allowed to use?
No. Restrictions are not allowed under ARRA.
- ⊕ Any gravel and sand for the project will be imported, but top soil will remain on site?
Yes. The process will include stripping the top soil, mass grading, importing gravel and sand, and finishing up with re-spreading the top soil.
- ⊕ Is the proposed construction timeline set because August, September, and October can be very wet months, effecting the progress of the project?
Staying as close as possible to the 90-days is very important because of the timeline that the elders' housing development is working under.

With no further questions, the meeting was concluded at approximately 2:38 p.m.
Minutes taken by Dawn Lenger