## MEETING MINUTES

<table>
<thead>
<tr>
<th>PROJECT:</th>
<th>Network180 Crisis Center Addition &amp; Renovation 790 Fuller NE Grand Rapids, MI</th>
<th>DATE:</th>
<th>September 26, 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>SUBJECT:</td>
<td>CM Pre-Bid Meeting</td>
<td>START:</td>
<td>11:00 a.m.</td>
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<tr>
<td>MEETING SITE:</td>
<td>790 Fuller</td>
<td>ADJOURN:</td>
<td>12:00 p.m.</td>
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<tr>
<td>PREPARED BY:</td>
<td>Juliet C. Jakobowski Maes, AIA, LEED AP Project Manager</td>
<td>DISTRIBUTED:</td>
<td>September 27, 2017</td>
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<tr>
<td>PROJECT NO.:</td>
<td>Network180 Crisis Center – CM RfQ</td>
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<tr>
<td>ATTENDING:</td>
<td>Please see attendee list – attached</td>
<td></td>
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<tr>
<td>DISTRIBUTION:</td>
<td>Network180 Procurement Website</td>
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If information contained herein is thought to be inaccurate or incorrect, please contact writer at once for resolution.

1. **Introductions**

2. **Network180 Policy and Procedure**
   a. Construction schedule is aligned with the receipt of a State grant.
   b. Qualifications only to be submitted by the Friday, September 29, 2017 deadline.
   c. Questions to be sent to the Network180 procurement website.
   d. Qualifications shall be specific to the project:
      i. How will you assist with phasing?
      ii. What is your strategy to meet the budget?
      iii. How can you assist with garnering funds?
   e. Network180 Crisis Center objective is to construct space for individuals having a substance abuse or mental health crisis, in an effort to divert individuals from entering emergency departments or jail. This facility will be filling the gap for a need to provide quicker care in an appropriate setting.
   f. This is a very visible project and has the support from the County, the Jail, and City of Grand Rapids.

3. **Overview of the Project**
   a. Approximately 20,000 square feet of new space will be constructed north of the existing facility. Utilities will need to be relocated. Parking and circulation will need to be reworked. New space will be 23-hour locked crisis unit, 6-bed residential (voluntary) unit, support space, office and...
building services space. The client areas will need to be anti-ligature construction. The 23-hour unit will be a “B” occupancy building. The residential unit will be licensed as an adult foster care facility. Plan review by Bureau of Fire Services is not anticipated due to the 6-bed occupancy.

b. The construction budget is set at $7.5 million.

c. The schedule reflects the new construction to be completed for occupancy by late December 2018. The renovation work can be completed after that date, unless you can suggest another approach.

d. The contract will be A134–2009 Standard Form of Agreement Between Owner and Construction Manager as Constructor where the basis of payment is the Cost of the Work Plus a Fee without a Guaranteed Maximum Price. Please propose an alternate contract, if you think another type is more suitable.

e. A fee matrix will be provide with the request for proposal to the short-listed firms.

f. There will be County involvement:
   i. Kent County owns the property, so lay-down staging will need to be coordinated with them.
   ii. Parking is at a premium and needs to be considered in the phasing and final construction.

4. Interview Information

a. CM Interviews are scheduled for the morning of Wednesday, October 11, 2017. No objections were raised during this meeting with regard to preparing a fee proposal or for the interview, if shortlisted.

b. Network180 interview priorities:
   i. Team synergy – bring the team who will be working with Network180 and the A/E team to the interview.
   ii. Profile similar work completed.
   iii. Offer phasing approach and strategy.
   iv. Provide strategy to meet timeline and budget.
   v. If you have suggestions, comments or concerns about the schedule and or the construction budget, please address these concerns in your qualifications response. A recommended strategy should accompany these concerns.

5. Q&A

a. Utility relocation coordination will be the responsibility of the CM.

b. Questions to be answered by Network180 procurement via addendum on the website:
   i. Will this be a prevailing wage project?
   ii. Will this require certified payroll?
iii. Is there a requirement for MBE/DBE participation?