



H&A

HECKMAN &
ASSOCIATES, P.A.
ARCHITECTS

PRE-BID CONFERENCE MINUTES

MIDLAND THEATER HTF GRANT

The Midland Theater Foundation, Inc.

Date and Time: 3:00PM 1 October 2019

Location: Midland Theater
212 W. 8th Street
Coffeyville, KS 67337

Attendees: Denise York & Jim Criswell, Midland Theater Foundation
John E. Heckman, AIA Heckman & Associates, P.A.
Jason McVey, DCI- Justin Wintjen, Hofer- Tyler Strickland, Graham
Marlin Carson & Chris Kink, A+ Décor- Matt Melburn, 5M Restoration
Devin Brown- Mid-Continental Restoration

A. Introductions & Project Overview

All persons in attendance were introduced and the overall project was described by the architect. It was pointed out that the project is being partially funded by a Heritage Trust Fund Grant and that all work must adhere to the Secretary of the Interior's *Standards for the Treatment of Historic Properties*.

B. Instructions to Bidders

The Invitation to Bid notice was reviewed and sealed bids will be publicly opened at 3:00PM on October 8th, 2019 at 115 W. 9th Street in Coffeyville, Kansas. This is the Coffeyville's Reawakening headquarters. It was noted that a Performance and Payment Bond will be required on the project and a Bid Bond must be enclosed with the bid.

C. Bid Form & Bid Form Supplemental Sheet

The Bid Form was reviewed and discussed. The contract time for completion of the Work must be noted on the Bid Form. The number inserted should be in Calendar Weeks. The Bid Form Supplement sheets referred to will be given to the two low bidders within 24 hours of the Bid Date.

D. Review of Contract Documents

The contract documents were reviewed, followed by a tour of the project. It was noted that copies of the Contract Documents is available on the architect's website at www.heckmanandassociates.com.

E. Questions?

Various questions were raised during the tour and they will be addressed in an Addendum to be posted on the architect's website. The following items were discussed or questions were raised:

1. Renovation & painting of the (4) steel windows on the south elevation of the building will be included in the project as an alternate.
2. Renovation & painting of the metal face and underside metal of the marquee will be included in the project as an alternate.
3. The masonry restoration contractors discussed the need to quantify their bids as to the amount of tuck-pointing and masonry repair. That will be addressed in the next Addendum. Also, any damaged or partially missing bricks must be replaced.
4. The (4) hollow metal doors to be replaced on the north elevation were inspected. It was determined that the existing custom hollow metal frames can be left in place and doors only replaced with new continuous hinges installed and the existing panic devices and closers reused.

Please notify the Architect of any corrections or additions to these minutes by Friday the 4th of October, 2019.