



1-888-LAKETRAN | www.laketran.com

555 Lakeshore Blvd. Painesville Twp., OH 44077

Pre-Proposal Meeting Minutes Request for Qualifications for Owner's Representation Services

August 1, 2022

- Meeting attendance list is attached.
 - a. Unfortunately, not all the callers on Zoom provided their contact information.
- All questions must be addressed in writing to aaaby@laketran.com.
- Completion of the forms is a condition of responsiveness.
- RL Bowen is the Architect and Civil Engineer of record the project. Design phases are completed. RL Bowen will manage the bidding process for construction.
 - a. Design-bid-build project delivery method.
- Laketran is in operation Monday – Friday 4:00am to 1:30am and Saturday 6:00am to 9:30pm. The building must remain in operation during construction. Bus operations must continue as normal and cannot be impacted by construction.
- There is a phasing plan built into the construction documents. It will be the OR's responsibility to ensure the phasing plan is enacted. OR does not have to develop the phasing plan. Laketran and RL Bowen have already determined the phasing schedule.
- Laketran intends to award this project at the September 26, 2022 Board of Trustees Meeting with a quick turn around to begin this project.
 - a. Construction will hopefully go out to bid and be awarded in early 2023.
- The construction project will use prevailing wage.

A tour was provided to those physically in attendance who wanted to go on the tour. Each area of the building was briefly visited.

- Laketran has about 250 employees. 200 of which are drivers. There is one employee entrance
- Maintaining security of the building during construction is of the utmost importance and it will be the OR's responsibility to enforce security measures with the contractors.
- There can be no impact on the wetlands that lie behind the fence at the back of Laketran's property.



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- The OR will be responsible for ensuring that the contractor is not blocking bus traffic, not mobilizing in undesignated areas, and maintaining onsite security.
- Signage and communication with employees and public for construction areas and shutdowns is important and OR will work with contractor and Laketran staff.
- Construction will not include any changes to the propane fueling station and bulk fluid management.

Questions:

Q1. What is the expectation of communication?

A1. OR will be expected to have a high level of communication with Laketran staff. Milestone reports are responsibility of the OR. Communication is an essential function of the OR. Laketran's Board of Trustees is heavily engaged with this process and will require frequent updates. The OR may be expected to present to the Board of Trustees.

Q2. What is the role of the OR with regard to IT?

A2. It is Laketran's responsibility to maintain IT network. Is the OR's responsibility to coordinate any major outages or downtime with Laketran staff. Coordination and communication is key to ensure that bus operations and riders are not impacted.

Q3. What is the level of inspection required?

A3. The OR is expected to propose what you think is best to manage the project and protect Laketran's interests.

Q4. What about special testing?

A4. If special testing is needed, the OR needs to provide and/or hire the appropriate sub-contractors.

Q5. Is there a need for post-construction work?

A5. There is not an anticipated need for post-construction services at this time.

KEITH BARE

Director of Maintenance
kbare@laketran.com

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**PRESENTATION SERVICES
PROPOSAL MEETING
8/1/2022**

Print Information or Attach Business Card

Company	
Attendee's Name/Title	
Address	
City, State, Zip	
Phone	
E-mail	

BEN CAPELLE

CEO
bcapelle@laketran.com

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Print Information or Attach Business Card

Company	Ruhlin
Attendee's Name/Title	Ben Myers Superintendent
Address	6931 Ridge Rd
City, State, Zip	Sharon Center OH
Phone	330 239 2800
E-mail	bmyers@ruhlin.com
Company	
Attendee's Name/Title	
Address	
City, State, Zip	
Phone	
E-mail	



ALISON K. FRYE, PE
Senior Project Engineer

9375 Chillicothe Road
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**REPRESENTATION SERVICES
-PROPOSAL MEETING
8/1/2022**

Information or Attach Business Card

Company	SME
Attendee's Name/Title	Alison Frye, PE Senior Project Manager
Address	9375 Chillicothe Road
City, State, Zip	Kirtland, Ohio 44094
Phone	440-487-2169
E-mail	alison.frye@sme-usa.com
Company	
Attendee's Name/Title	
Address	
City, State, Zip	
Phone	
E-mail	



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Print Information or Attach Business Card

Company	Ozanne Construction Company
Attendee's Name/Title	Karen Slifka, Marketing Manager
Address	East 25th Street
City, State, Zip	Cleveland, OH 44114
Phone	216-696-2876
E-mail	KSlifka@ozanne.com
Company	
Attendee's Name/Title	
Address	
City, State, Zip	
Phone	
E-mail	




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Print Information or Attach Business Card

Company	
Attendee's Name/Title	THOMAS B. GWYDIR, JR., PE Vice President d 440.530.2306 m 440.487.6049 tgwydir@ctconsultants.com
Address	8150 Sterling Court Mentor, OH 44060
City, State, Zip	
Phone	
E-mail	
Company	
Attendee's Name/Title	PETER J. FORMICA, PE Principal d 440.530.2210 m 440.477.1727 pformica@ctconsultants.com
Address	8150 Sterling Court Mentor, OH 44060
City, State, Zip	
Phone	
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Print Information or Attach Business Card

Company	Quality Control Inspection, Inc.
Attendee's Name/Title	Mark Pace Regional Director of BD
Address	9500 Midwest Ave
City, State, Zip	Garfield Hts, Ohio
Phone	440-359-1900
E-mail	mpace@qcigroup.com

Company	
Attendee's Name	
Address	
City	
Zip	
Phone	
E-mail	

Andrea Aaby

From: Hamilton, Jenny - aboutPMC <Jenny.Hamilton@aboutPMC.com>
Sent: Monday, August 1, 2022 2:06 PM
To: Andrea Aaby
Cc: Zannoni, Steven - aboutPMC; Myers, Doug
Subject: Owner's Representative Services - Project Management Consultants LLC

Hi, Andrea. I'm Jenny Hamilton with Project Management Consultants LLC. Per the request in the pre-proposal meeting, I'm sending you my contact information – 216.566.5659, Jenny.Hamilton@AboutPMC.com.

We look forward to competing for Laketran's owner's representative services.



Jenny Hamilton, CPSM | Growth Manager | Project Management Consultants LLC
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O: 216.566.5659 | **M:** 216.904.1178
F: 216.566.5800 | www.aboutPMC.com
Jenny.Hamilton@aboutPMC.com