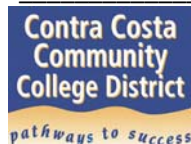


MEETING AGENDA



PROJECT NAME/NO.: L-1232 - Various AC Split System Replacement

PRE-BID MEETING, Mandatory

Date: March 5, 2024
Time: 2:00 PM
Location: Los Medanos College
Main Entrance
2700 E Leland Rd., Pittsburg, CA 94565

I. INTRODUCTIONS AND SIGN IN

- Stefan Johnson, Construction Manager

a. Introduction of Project Team Members in Attendance:

Carlos Montoya, Ed.D.	Vice President of Business & Administrative Services
Jarrod Holcombe	Buildings and Grounds (B&G) Manager, LMC
Mike Bransford	Buildings and Grounds (B&G) Lead Technician, LMC
Greg Golston	Buildings and Grounds (B&G) HVAC Specialist, LMC
Hwakong Cheng	Taylor Engineers
Laura Van Rietema	Taylor Engineers
Stefan Johnson	Construction Manager – Wilsey Ham

- #### b.
- Sign-in sheet will be circulated and collected by Stefan Johnson; It will be posted to the District's bids webpage.

II. WELCOME AND INTRODUCTORY REMARKS

- L-1232 - Various AC Split System Replacement project to replace various A/C Split Systems around the campus and incorporate into the ALC Building Automation System.
- An on-site job walk/ field presentation follows this meeting.
- Review bid documents and submit RFIs by Tuesday **March 12**, so responses can be provided in a timely manner.

III. INTRODUCTION & ADDITIONAL REMARKS

- **Public Safety**
All buildings will be occupied during the construction. Electrical/IDF rooms are not in use.
- **Dust Control**
Majority of the work will be in active IDF/Data rooms. Dust control is critical around networking equipment.

IV. BRIEF PROJECT DESCRIPTION

- Hwakong with Taylor Engineers to go over project in detail:
Provided brief overview of the scope of work within the various rooms:

V. PROJECT WORK RESTRICTIONS (see SECTION 01140 WORK RESTRICTIONS)

- a. Project is to take place over summer – goal is to issue NTP the week of April 22.
- b. Contractor may not use the bathroom facilities for the duration of the project and must provide porta-potties and cleaning stations. Location of bathroom facilities to be coordinated with District and approved prior to placement.
- c. Staging of material & equipment by contractor to be secured and locked. Staging area or contractor’s storage container to be coordinated with District in advance.
- d. Interruptions to utility service shall be kept to a minimum and shall be as such times and durations as approved ahead of time by the District.
- e. Bidders are encouraged to carefully review Division 0 & 1, specifically Section 00800, referencing Work Restrictions.
- f. Additional work restriction information may be added by addendum.

VI. BID PHASE COMMUNICATIONS & CORRESPONDENCE:

- a. All project-related questions/RFIs must be submitted in writing (email is preferable) to:
Ben Cayabyab, Contracts Manager
Contra Costa Community College District
500 Court St., Martinez, CA 94553
Email: bcayabyab@4cd.edu
- b. **Deadline for receipt of RFIs is Tuesday March 12, 2024, prior to 5:00 PM.**

VII. ADDENDA UPDATE:

- a. Addendum #1 to be issued to address any RFIs.

VIII. BID PHASE SCHEDULE MILESTONES

- **Last day for RFI:** **March 12, 2024, prior to 5:00 p.m.**
- Last Addendum Issued: March 19, 2024
- **Bid Opening:** **March 26, 2024, 2:00 p.m.**
- Award of Contract: April 11, 2024
- Notice to Proceed April 22, 2024 (approximate)

IX. BID OPENING:

- a. **Bids must be received at the Contra Costa Community College District Office at 500 Court St, Martinez, CA by Tuesday, March 26, 2024, prior to 2:00 PM.**
- b. All bids will be time stamped at the reception counter in the building lobby.

- c. Any bid received after the bid opening time will be rejected.

X. BID PACKAGE:

- a. Review your bid package carefully before submitting it. Be sure to include all required documentation, or bid will be rejected.
 - Completed Bid Proposal Form (Section 00300), to include bidder's name and signature.
 - An active CLSB license number, as required in the bid documents.
 - Acknowledgement of any addenda issued.
 - Listing of actively-licensed subcontractors, including license numbers.
 - Bid Bond – 10% of bid Amount.
 - Non-Collusion Affidavit, fully executed.
 - Add/deduct for alternates must be indicated properly.
 - 1. Alternate 1 is split into labor and materials.
 - Other documents as required by the Contract Documents.
- b. Bid bond must accompany bid; company checks can be accepted, but no cash will be accepted.
- c. Contact **Ben Cayabyab** if you have additional questions.

XI. CONTRACT DURATION DISCUSSION

- a. Review carefully Section 00600, Construction Agreement
- b. 102 Calendar Days to Substantial Completion (SC)
- c. 30 Calendar Days between SC and Final Completion
- d. Award of contract (NOA) scheduled to be issued the day after approval by the District Board.
- e. Successful Contractor will be required to submit bonds and insurance expeditiously.

XII. SUBSTITUTION REQUESTS MUST COMPLY WITH CONTRACT DOCUMENTS

- a. Reference SECTION 00600, General Conditions, Article 1.4
- b. Sample Substitution Request Form is included in bid package.

XIII. SITE JOB WALK/ FIELD PRESENTATION

- Stefan to give overall review of project scope.
- Review project site, electrical connections.

XIV. MISCELLANEOUS