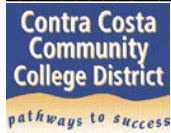


# MEETING AGENDA



**PROJECT NAME/No:** C-4016 New Science Building – Increment 2  
**DSA #:** 01-117149

## MANDATORY PRE-BID MEETING

**Date:** July 25, 2019  
**Time:** 9:00 a.m.  
**Location:** Contra Costa College  
Student and Administrative Building, Rm 107  
2600 Mission Bell Drive, San Pablo, CA

### I. INTRODUCTIONS AND SIGN IN

- Ron Johnson
  - a. Introduction of Project Team Members:
    - Ines Zildzic ..... Vice Chancellor, Facilities Planning and Construction, Contra Costa Community College District (CCCCD)
    - Ron Johnson ..... Project Manager, Critical Solutions, Inc. (CSI)
    - Mike Chambers..... Construction Manager, Critical Solutions, Inc. (CSI)
    - Ben Azarnoush..... District Design Director, Contra Costa Community College District (CCCCD)
    - Johnny Wong..... Architect of Record (AOR), SmithGroup (SG)
    - Yuki Suda ..... Architect, SmithGroup (SG)
    - David Bleiman..... Structural Engineer – Rutherford & Chekene (R&C)
    - Edwin Silva..... Inspector of Record (IOR) – Structures Group (SG)
    - Pablo Reguero ..... Project Engineer, Critical Solutions, Inc. (CSI)
    - Ben Cayabyab ..... Contracts Manager, Contra Costa Community College District (CCCCD)
    - Bruce King ..... Buildings & Grounds Manager, Contra Costa College (CCC)
    - Sharon McBrian ..... Vice President Construction Services, Property & Casualty, *Keenan*
  - b. Sign-in sheet. Meeting sign-in sheet will be posted to the District’s webpage by the end of the day.

### II. WELCOME AND INTRODUCTORY REMARKS

- Ines Zildzic
- Ron Johnson
  - a. **Important Note:** An on-site job walk/field presentation follows this meeting. Attendance at this meeting and job walk is mandatory. At completion of the field presentation, bidder is responsible to obtain a Certification of Site Visit (Section 00450), signed by the District. This signed form **must** be submitted with your bid.
  - b. Public Safety and Noise
  - c. Project Stabilization Agreement (PSA) DOES apply to this project.
  - d. EADOC (Bentley Systems) Web-Based Construction Management System
  - e. This is a DSA-monitored project
  - f. Review bid documents and submit RFIs early (do not append attachments to emails – RFIs must be in body of email only), so responses can be issued in a timely manner.
  - g. OCIP DOES apply to this project.

**III. BRIEF PROJECT DESCRIPTION**

- Johnny Wong/David Bleiman
  - a. Overview of Building Design
  - b. Deductive Alternates
  - c. BIM
  - d. LEED Silver
  - e. Anticipated Addendum

**IV. PROJECT WORK RESTRICTIONS (see Section 01140)**

- Mike Chambers
  - a. Contractor Parking/Staging/Access
  - f. Quality Control
  - g. Schedule Requirements/Rain/Final Week
  - h. Some Required Saturday Work
  - i. Personnel
  - j. Mock-Ups
  - k. Take Over Inc.1 Fencing/Lights/SWPPP
  - l. Addendum for Existing Conditions (Grading, Shoring and Utilities As-Builts).
  - b. Bidders are encouraged to carefully review Division 0 & 1, specifically Section 01140, Work Restrictions.
  - c. College Winter Break, Spring Break and Summer Break - Finals
  - d. Contract Duration
    - Carefully review Section 00600, Construction Agreement
    - **21 Calendar Days** from NTP to Mobilization
    - **650 Calendar Days** from NTP to Substantial Completion (SC)
    - **60 Calendar Days** between SC and Final Completion (FC)
    - Award of contract scheduled to be issued the day after District Board approval.
    - Successful Contractor will be required to submit bonds and insurance expeditiously.

**V. OWNER-CONTROLLED INSURANCE PROGRAM (OCIP)**

- Sharon McBrian
  - a. Program Discussion

**VI. BID PHASE COMMUNICATIONS & CORRESPONDENCE:**

- Ben Cayabyab
  - a. All project-related questions/RFIs must be submitted, via email, without attachments, to:  
**Ben Cayabyab, Contracts Manager**  
Contra Costa Community College District  
500 Court St., Martinez, CA 94553  
**Email:** [bcayabyab@4cd.edu](mailto:bcayabyab@4cd.edu)
  - b. Deadline for receipt of RFIs is **August 20, 2019, prior to 5:00pm.**

**VII. BID PHASE SCHEDULE MILESTONES**

- Ben Cayabyab
  - Last day for RFI: August 20, 2019, prior to 5:00 p.m.
  - Last Addendum Issued: August 27, 2019
  - **Bid Opening: September 4, 2019, 2:00 p.m.**
  - Award of Contract: September 12, 2019
  - Notice to Proceed September 23, 2019 (approximate)

**VIII. BID OPENING:**

- Ben Cayabyab
  - a. Bids must be received at the **Contra Costa Community College District Office at 500 Court St, Martinez, CA by September 4, 2019, 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.
  - d. An announcement will be made at the two-minute mark prior to the bid opening deadline.

**IX. BID PACKAGE:**

- Ben Cayabyab
  - 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.
    - Current DIR Registration
    - Acknowledgement of any addenda issued.
    - Listing of actively-licensed subcontractors, including license numbers.
    - Bid Bond – 10% of Bid Amount.
    - Statement of Bidder's Qualifications (Section 00400), signed by an authorized officer of the Bidder.
    - Non-Collusion Affidavit, fully executed.
    - Completed and signed Certification of Site Visit (Section 00450).
    - 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.

**X. SUBSTITUTION REQUESTS MUST COMPLY WITH CONTRACT DOCUMENTS**

- Mike Chambers
  - a. Reference Section 00700, General Conditions, Article 3.11.1

**XI. SITE JOB WALK/ FIELD PRESENTATION**

- Mike Chambers
  - a. Review Construction Site
  - b. Review Staging Area
  - c. Questions