



**CONTRA COSTA COMMUNITY COLLEGE DISTRICT**  
500 Court St, Martinez, CA 94553

**PRE-BID MEETING & JOB WALK AGENDA (MANDATORY)**  
November 19, 2018 at 2:00PM  
DVC San Ramon Campus

**D-4002 DVC SRC Increment 1**

**BID DATE – January 04<sup>th</sup>, 2018 prior to 2 PM\***

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**1. Introduction of Project Team Members:**

**District:** Diane Hardy – Senior Project Manager (CSI)  
Stephanie Rivas – Sr. Project Engineer (CSI)  
**Architect:** Project Manager: Phan Dung, Architect, Noll & Tam Architects

**2. Communication During Bidding and Contract Award Phase**

- All questions, clarifications, and requests for information (RFI) shall be directed to:
  - Ben Cayabyab in writing via email messages at: [bcayayab@4cd.edu](mailto:bcayayab@4cd.edu)
  - Copy to Diane Hardy, Sr. Project Manager at [diane\\_h@csipm.com](mailto:diane_h@csipm.com)
- All responses to RFIs shall be included in the Addendum to be issued by the District;

**3. Project Scope and Description:**

- **Scope**
- The Overall Project Summary consists of renovations to portions of the existing instructional buildings.
- Increment 1 Work includes, but is not limited to:
  - a. Renovations to classrooms as indicated in the Increment 1 Project Scope Diagrams.
  - b. Relocation and renovation of Anatomy and Physiology/Cadaver Lab
  - c. Renovations at existing east building for relocation of Bookstore.
  - d. Modifications to existing walls, new interior walls, doors, interior glazing, ceilings and finishes,
  - e. compliance with current life safety codes, and modification to building systems (HVAC, electrical, lighting, fire alarm, fire protection, plumbing and telecommunications) for the renovation scope.

**4. Contractor Job Site Coordination:**

- A. Access & Parking**
  - Parking by Police Dept. issued permit
- B. Storage**
  - Contractor responsible for security of their stored materials, equipment, tools, etc.
- C. Dumpsters/temporary toilet facilities**
  - Provided by the Contractor. Location to be approved by District.

**D. Work hours**

- Refer to Work Restriction Section 01140
  - Provide a Work Restricted Activity Plan
    - Locate temporary facilities, modified paths of travel, fencing, signage and site stabilization
  - Provide a schedule of temporary interruptions
    - Interruptions to utility service conducted off hours per Section 01140
  - Work may be performed during the daytime work shift hours of 7AM – 5PM Monday through Friday that do not disrupt or impact occupied areas.
  - Shutdown of facility natural gas system – contractor to provide proper and timely notifications of shutdown. Any facilities/equipment affected by the shutdown must be reactivated.
  - When necessary, contractor shall include in their bid to work Saturdays or swing shift to ensure Work does not interfere with the campus operations.

**E. Temporary utilities/services**

- Refer to Temporary Facilities and Controls Section 01500
  - Contractor shall provide and maintain temporary sanitary facilities for use of all workers.

**F. Inspections & Testing**

- Inspection will occur as needed.

**G. Site Housekeeping**

- Contractor is responsible for keeping the site clean and safe during and after hours. If not maintained the District will complete and back charge the Contractor.

**5. PLANS & SPECIFICATIONS:**

- Available at <http://www.4cd.edu/webapps/purchasingviewbids/default.aspx>
- See Invitation to Bid for additional information.

**6. BID PACKAGE:**

- Bid Form
- Site Visit Certification Required
- Bid Security 10% of Bid (Bid Bond / Cashier's Check)
- Acknowledgement of Addenda in Bid Proposal Form
- Non-Collusion Affidavit
- Authorized signature of Bid – Bid amount will remain valid for 90 days following acceptance.
- See Contract Documents for additional requirements and/or contact David S. Wetmore, Director of Purchasing & Contracts.

**BID OPENING:**

- **Bids must be received at the Contra Costa Community College District Office, 500 Court St, Martinez, CA, by December 17<sup>th</sup>, 2018\*, prior to 2:00 PM.**
  - **\*Note: amended to January 4, 2019, prior to 2:00pm in Addendum #1**
- All bids will be time stamped at the reception counter in the building lobby.
- Any bid received after the bid opening time will be rejected.
- An announcement will be made at the two-minute mark prior to the bid opening deadline.

**7. BONDS:**

- Payment Bond is 100% of Contract amount
- Performance Bond is 100% of Contract Amount
- See Contract Documents for additional requirements

**8. Project schedule**

- Last Day for RFI: December 10, 2018
- Last Addendum Issued: December 17, 2018
- Bids due – January 04<sup>th</sup>, 2018 prior to 2 PM.
- Board approval on January 23<sup>th</sup>. Contract award estimated January 24<sup>th</sup>, 2019.
- Contract duration is 270 calendar days from NTP
  - Discuss key Campus schedule dates – see handout [Contra Costa Academic/Classified Calendar]

**9. Field Walk (Following the meeting)**