



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

PRE-BID MEETING & JOB WALK AGENDA (MANDATORY)
May 27, 2020 at 09:00 AM
D-1172 DVC Year-Up Alternative Modifications - Library

BID DATE – June 4, 2020 prior to 2 PM

1. Introduction of Project Team Members:

- District:** PJ Roach – Facilities Project Manager (4CD)
Ben Cayabyab – Contracts Manager (4CD)
Ines Zildzic – Vice Chancellor, Facilities Planning and Construction (4CD)
Brian Jemo – Project Director (Kitchell)
Mike Owens – Sr. Project Manager (Kitchell)
- DVC Campus:** Jim Buchanan – Director of Maintenance and Operations
- Architect:** Mark McTeer – Managing Principal (tBP/Architecture)
Felix Canari – Project Leader (tBP/Architecture)
Jennifer Davis – MS Architect (tBP/Architecture)
- Haz-Mat Consultant:** Steffen Steiner – Terracon
Will Frieszell - Terracon

2. Communication During Bidding and Contract Award Phase

- All questions, clarifications, and requests for information (RFI) shall be directed to Ben Cayabyab (District Office) in writing via email messages at: bcyabyab@4cd.edu and Mike Owens at: mowens@kitchell.com
- Do not contact Architect or other design consultants directly.
- All responses to all RFIs shall be included in the Addendum to be issued by the District.
- Last date to submit RFI's is May 29, 2020.

3. Project Scope and Description / Phasing:

A. Year Up Alternative Modifications:

Addition of a kitchenette in an existing classroom. Includes demolition/hazmat abatement, casework, sink, floor finishes, drywall, plumbing, electrical, paint and doors/frames/hardware (see specs for additional information).

4. Contractor Job Site Coordination:

A. Access & Parking

- Parking is located within the perimeter of the Contractor's allotted Laydown and Parking area.

B. Storage

- Contractor responsible for security of their stored materials, equipment, tools, etc.

C. Work restrictions

- Normal Work Hours 7 AM to 5 PM, Monday through Friday.
- Contractor shall coordinate deliveries during hours the site is the least occupied.
- Contractor shall provide traffic control and ensure safety of nearby pedestrians.
- Shutdown of utilities – Contractor to provide proper and timely notifications of shutdown. Any facilities/equipment affected by the shutdown must be reactivated.

D. Temporary utilities/services

- Contractor shall provide and maintain temporary sanitary facilities for use of all workers.

E. Inspections & Testing

- The Project will NOT have an Inspector of Record and special inspectors. This is a Non-DSA Project.

F. Site Clean-Up and Protection

- Contractor is responsible for keeping the site clean and safe during and after hours. Protection existing conditions in work area.

5. Plans & Specifications:

- Available at <http://www.4cd.edu/webapps/purchasingviewbids/default.aspx>
- Contractor is responsible for checking website for new postings.
- See Notice Inviting Bids for additional information.

6. Bid Package:

- Bid Form
- Bid Security 10% of Bid (Bid Bond / Cashier's Check)
- Acknowledgement of Addenda in Bid Proposal Form
- Non-Collusion Affidavit, to be included in Addendum #1.
- Iran Contracting Act Certification Form, to be included in Addendum #1.
- Authorized signature of Bid – Bid amount will remain valid for 90 days following acceptance.
- See Contract Documents for additional requirements and/or contact District Purchasing Contracts Manager, Ben Cayabyab.

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

- Bids due – June 4, 2020 prior to 2 PM
- Award of the contract – June 15, 2020
- NTP – June 15, 2020
- Start Construction – July 6, 2020
- Substantial Completion Date is July 31, 2020 – 47 calendar days from the Notice to Proceed date of June 15, 2020. Construction Starts approximately July 6, 2020.

9. Hazardous Material Abatement (Terracon)

- Pre-Renovation Hazardous Materials Survey Report for Year-Up Alternative Modifications. To be included in Addendum #1.

10. Labor Reporting

- Attention is directed to Labor Code Section 1725.5 regarding Department of Industrial Relations (DIR) contractor registration process including registration criteria and implementation of DIR registration requirements.

11. Field Walk (Following the meeting)