



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

PRE-BID MEETING & JOB WALK AGENDA (MANDATORY)  
July 25<sup>th</sup>, 2019 at 1:00PM  
DVC San Ramon Campus

D-4002 DVC SRC Increment 2

BID DATE – August 19, 2019 prior to 2 PM\*

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I. INTRODUCTIONS AND SIGN IN:

- a. Introduction of Project Team Members:
  - Ines Zildzic.....Vice Chancellor, Facilities Planning and Construction, Contra Costa Community College District (CCCCD)
  - Diane L. Hardy.....Project Manager, Critical Solutions, Inc. (CSI)
  - Rob Mohr.....Construction Manager, Critical Solutions, Inc. (CSI)
  - Ben Azarnoush.....District Design Director, Contra Costa Community College District (CCCCD)
  - Phan Dung.....Architect of Record (AOR), Noll & Tam Architects
  - Becky Denio .....Architect, Noll & Tam Architects
  - Stephanie Rivas.....Project Engineer, Critical Solutions, Inc. (CSI)
  - Ben Cayabyab .....Contracts Manager, Contra Costa Community College District (CCCCD)
  - Jim Buchanan .....Buildings & Grounds Manager, Diablo Valley College (CCC)

I. WELCOME AND INTRODUCTORY REMARKS

- Ines Zildzic, Diane Hardy
  - 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.

II. 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)
  - Copy to Rob Mohr – Sr. Construction manager at [robm@csipm.com](mailto:robm@csipm.com)
- All responses to RFIs shall be included in the Addendum to be issued by the District; See Bid Phase Schedule, below.

III. Project Scope and Description:

- a. Introduction by Phan Dung, Noll & Tam:

The Overall Project Summary consists of renovations to portions of the existing instructional buildings as well as construction of a new 6600 SF Library and Learning Resource Center; including site improvements.

Increment 2 Work includes, but is not limited to:

1. Renovations at the Learning Commons
2. Renovations at the existing West Building for a new Café, including site improvements for a grease interceptor and trash/recycle/compost enclosure
3. Accessibility upgrades to existing restrooms as needed
4. Construction of a new 6600sf building – Library Learning Resource Center (LLRC)
5. Site Improvement at the new LLRC, including subgrade preparations, rerouting of existing underground utilities, extension of utilities to serve the new buildings and landscape improvements

## II. **PROJECT WORK RESTRICTIONS** (see Section 01140)

Diane Hardy

- I. Contractor Parking/Staging/Access
  - a. Parking impacts must be minimized to every extent possible. Consider street parking and carpooling to site; especially during first 2-3 weeks of each term
- II. Storage
  - a. Contractor responsible for security of their stored materials, equipment, tools, etc.
  - b. Dumpsters/temporary toilet facilities
  - c. Provided by the Contractor. Location to be approved by District.
- III. Temporary Work Activity Plan
  - a. Provide a Temporary Work Activity Plan prior to any Work starting on the Project Site
  - b. Locate temporary facilities, modified paths of travel, fencing, signage and site stabilization
  - c. Provide a proposed schedule of temporary interruptions
  - d. 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

## IV. **PROJECT JOB SITE COORDINATION AND EXECUTION:**

Refer to Special Procedures Section 01416

- I. When necessary, contractor shall include in their bid to work Saturdays or swing shift to ensure Work does not interfere with the campus operations.
- II. Temporary utilities/services
  - a. Refer to Temporary Facilities and Controls Section 01500
  - b. Contractor shall provide and maintain temporary sanitary facilities for use of all workers.
- III. Quality Control
  - a. Inspections & Testing
  - b. Refer to Section 01400, Quality Control Requirements.
- IV. Site Housekeeping
  - a. Contractor is responsible for keeping the site clean and safe during and after hours.
- V. Project Schedule
  - a. Schedule Requirements/Rain/Final Week
  - b. Some Required Saturday Work Likely
  - c. Work may be performed during the daytime work shift hours of 7AM – 5PM Monday through Friday that do not disrupt or impact occupied areas.
- VI. Key Dates
  - a. College Winter Break, Spring Break and Summer Break - Finals
- VII. Contract Duration
  - a. Carefully review Section 00600, Construction Agreement
  - b. 21 Calendar Days from NTP to Mobilization
  - c. 425 Calendar Days from NTP to Substantial Completion (SC)
  - d. 30 Calendar Days between SC and Final Completion (FC)

- e. Award of contract scheduled to be issued the day after District Board approval.
- f. Successful Contractor will be required to submit bonds and insurance expeditiously.

VIII. Personnel

V. PLANS & SPECIFICATIONS:

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

VI. BID PHASE SCHEDULE MILESTONES:

- Last Day for RFI: August 5<sup>th</sup>, 2019
- Last Addendum Issued: August 12<sup>th</sup>, 2019
- Bids due – August 19<sup>th</sup>, 2019 prior to 2 PM.
- Board approval on September 11<sup>th</sup>, 2019. Contract award estimated September 12<sup>th</sup>, 2019.
- Contract duration is 424 calendar days from NTP
  - Discuss key Campus schedule dates – see handout [Contra Costa Academic/Classified Calendar]

VII. 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.

VIII. BID OPENING:

- **Bids must be received at the Contra Costa Community College District Office, 500 Court St, Martinez, CA, by August 19<sup>th</sup>, 2019\*, prior to 2:00 PM.**
- 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.

IX. SUBSTITUTION REQUESTS MUST COMPLY WITH CONTRACT DOCUMENTS

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

X. BONDS:

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

XI. Field Walk (Following the meeting)