



**Business Services  
Contracts Office**

5735 47th Avenue, Sacramento, CA 95824  
(916) 643-2464

*Janea Marking, Chief Business Officer  
Robert Aldama, Purchasing Manager II*

**Hard bid  
Mandatory Pre-Bid Conference Agenda**

PROJECT: #0822-401  
Maintenance & Operations Facilities Office TI  
MEETING DATE: January 6, 2025  
TIME: 3:00 PM  
LOCATION: 425 1<sup>st</sup> Avenue, Sacramento, CA 95818

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**1. Introductions**

- a. Sacramento City Unified School District – Tina Alvarez-Bevens
- b. Nacht & Lewis Architects – Chris Flatt
- c. Kitchell CEM – Ryan Wade and Eric McMullen

**2. Review Milestone Dates / Requirements**

- a. BID ROLLOUT SCHEDULE
  - i. **01/06/2025 at 3:00pm – Mandatory** Pre-Bid Conference at SCUSD Maintenance & Operations Facilities Office – 425 1<sup>st</sup> Avenue, Sacramento, CA 95818
  - ii. **01/09/2025 by 2:00pm** – Deadline to submit questions via email in accordance with Bid Package #0822-401 Section 00 21 13 – Instructions to Bidders
  - iii. **01/03/2025** – Deadline to submit pre-qualification applications. Link to Quality Bidders can be found at <https://www.scusd.edu/contractor-prequalification>.
  - iv. **01/14/2025 by 2:00pm** – If applicable, an addendum will be uploaded to the Bid Package Document link <https://gateway.app.e-builder.net/app/bidders/landing?accountid=aaf85f30-eade-4a97-af1d-5076c07d8a32&projectid=7842f0f7-7583-4b65-a167-81792768df4f&bidpackageid=bb8a2f2a-b9e2-4ecf-a8e5-e74bf5fe82ea>
  - v. **01/17/2025 by 2:00pm – Bids due.**
  - vi. **01/24/2025** – Notice of Intent to Award
  - vii. **02/06/2025** – Board Meeting to Award Contract
  - viii. **02/07/2025** – Anticipated Notice to Proceed
- b. Pre-qualification Requirement – due 10 business days prior to Bid Package due date – online application at <https://www.scusd.edu/contractor-prequalification> (Ed Code Section 20111.6)
- c. Registration to the DIR by Bid Package due date (Labor Code Section 1725.5)
- d. SK&T / Apprenticeship Program Compliance (Ed Code Section 17407.5)

**3. Scope of the Project – (A/E) (Section 00 11 13 of the Project Manual - Notice to Bidders)**

Removal of existing non-bearing walls, finishes, ceiling systems, and replacement with new, provide new finish materials, provide doors and frames, move MDF from mezzanine to finished floor, remove and replace all low voltage cabling, remove and replace all electrical outlets, remove and replace all interior lighting, and replace mechanical units on roof.

**4. Review Anticipated Project Timelines – (Article 2: Schedule)**

- Notice of Intent to Award: 01/24/25.
- Notice to Proceed: 02/07/25.
- All work shall be complete within **150 calendar days** from the commencement date stated in the Notice to Proceed.
- Submittals Complete within 35 days following the NTP.

**5. Determination of Project Cost (Section 00 11 13 and Article: 3 of Project Manual)**

**Highlights below:**

- a. Engineers Estimate for this project is **\$1,500,000**.
- b. The Contract Documents include a **10%** allowance for unforeseen conditions.

**6. Inquires.** Any questions regarding this Bid Package or selection process shall be directed in writing to all the following:

Sacramento City USD Contracts Office  
Robert Aldama: [robert-aldama@scusd.edu](mailto:robert-aldama@scusd.edu)  
& Tina Alvarez-Bevens: [tina-alvarez-bevens@scusd.edu](mailto:tina-alvarez-bevens@scusd.edu)  
and  
Ryan Wade, Project Manager  
Kitchell CEM  
[Rwade@kitchell.com](mailto:Rwade@kitchell.com)

**7. Please refer to the Project Manual Exhibit M for the SCUSD Project Labor Agreement.**

**8. Adjourn & Walk the Site**



# Sacramento City Unified School District

MANDATORY Pre-Bid Conference Sign-In-sheet

0822-401 SCUSD Facilities M&O TI

01/06/25 3:00pm

REPRESENTATIVE PRINT NAME	COMPANY	TELEPHONE	EMAIL PRINT CLEARLY
JOSH WALKER	SB JAMES CONST.	916-257-9705	JOSH.WALKER@SBJAMES.COM
DUSTIN FRETWELL	SB JAMES CONST.	916-337-3415	DUSTIN.FRETWELL@SBJAMES.COM
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Braden Lyss	Rodan Builders	(650) 508-1700	Bids@rodanbuilders.com
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Spencer Van Tassel	PentHall	916 884-4248	SVantassel@PentHall.com



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