

Meeting Agenda

Meeting #	Mandatory Site Walk - RFP for Lease-Leaseback Construction Services		
Date	December 21, 2017	9:00 am	
Attendees	Jim Dobson (SCUSD)	Director of Facilities	jimd@scusd.edu
	Jeff Bozeman (SCUSD)	Project Manager	jeff-bozeman@scusd.edu
	Jessica Sulli (SCUSD)	Contract Specialist	jessica-sulli@scusd.edu
	Brian Meyers (HMC)	Principal in Charge	brian.meyers@hmcarchitects.com
	Stanley Ng (HMC)	Project Manager	stanley.ng@hmcarchitects.com
Location	SCUSD Transportation / Warehouse site		
Project	SCUSD Central Kitchen – Phase 1		
Project #	3186053-000		

- **Team Introductions**
- **Project Overview**
 - Pre-Qualification
 - Public Works – Prevailing Wage
 - Project Labor Agreement
- **General Instructions**
 - Proposal due January 22, 2018 at 4:30pm
 - RFI's submitted to Jessica Sulli no later than January 8, 2018
- **Scope of Services**
 - Project Scope: Transportation, Renovated Warehouse, Grounds Warehouse
 - Architect of Record – HMC Architects
 - Reviewing Agencies – DSA (ACS), LFA, Health Department, 3rd Party
 - Project Inspector
 - Project Documents – e-Builder
 - Pre-Construction Services
 - Construction and Post Construction Services
 - Cost Estimate: \$21,000,000
 - Financing
 - Fee Proposal
 - Proposed Budget
 - Schedule Update
 - 50% CD's uploaded to eBuilder 12/18/17
 - 100% CD's upload to eBuilder: 1/29/18
 - Project Award: 2/15/18
 - Notice to Proceed: 4/26/18

cc: Attendees, AL, NT (HMC), Cathy Allen – SCUSD
 File: MM

Meeting Agenda
Client / Project Name
Date

- Construction - 287 calendar days
 - Warehouse Modernization – 4/26/18 – 8/10/18
 - Grounds Warehouse – 4/26/18 – 8/10/18
 - Transportation – 4/26/18 – 2/15/19
- Subcontractors
- **Contents for Proposal**
 - Cover Letter
 - Qualifications
 - Experience
 - Price Proposal
 - Designated Subcontractor list
- **Selection Procedures**
 - Qualification
 - Experience
 - Price / Proposal
 - Interview and Presentation – tentatively scheduled for 1/31/18
 - Best Value Score
 - **AWARD**
- **Site Walk**

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