



January 10, 2018

PRE-BID MEETING AGENDA
Sutter Middle School - HVAC Replacement
Sacramento City Unified School District
Architect's Project No. 15-1225

Meeting Date: January 10, 2018
Meeting Location: Sutter Middle School, 3150 I Street, Sacramento (meet at flagpole)

A. INTRODUCTIONS

1. Owner Representatives
2. Project Inspector
3. Design Team
4. Others (Testing Lab, Geotechnical Engineer, etc.)

B. PROJECT REVIEW

1. Project Description:

Under a single contract modernize the Sutter Middle School, Sacramento City Unified School District located in Sacramento, CA. Work includes: 1) Replace classroom unit ventilators and rooftop condenser units; 2) Add economizers to portable buildings; 3) Remove boiler units; 4) Retrofit lighting fixtures for Prop 39; 5) CMU crack repair/rehabilitation; 6) Other work as shown in the documents and as required for a complete and operational project.

2. Project Estimate:

- a. The Construction Estimate for the project is \$5,500,000.00.

3. Schedule:

The following schedule summarizes the major activity dates (Dates are approximate and actual start dates are subject to change):

a.	Bid	Dates
	1) Advertise to Bid (first)	12/21/17
	2) Advertise to Bid (second)	12/28/17

- 3) Pre-Bid Conference 1/10/18
- 4) RFIs Due to Architect 1/19/18 by 5:00 p.m.
- 5) Addendum (last) 1/27/18
- 6) Bids Due 1/30/18 by 4:30 p.m.
- 7) Board Award 2/1/18
- b. Contracts
 - 1) Bond Preparation TBD
 - 2) Contract Execution TBD
- c. Pre-Construction Activities
 - 1) Start Date 2/5/18
 - 2) Submittals and Approvals 2/5/18 - 3/19/18
 - 3) Materials Ordering/Stockpiling 3/12/18 - 5/28/18
 - 4) School Concludes for Summer 6/14/18
- d. Construction
 - 1) Date of facility availability 6/18/18
 - 2) Construction, All Units 6/18/18 - 8/8/18
- e. Occupancy: In order to accommodate a phased occupancy by the Owner, the Contractor will turn the buildings over for occupancy as follows:
 - 1) Occupancy – Staff 8/20/18
 - 2) Occupancy – Students 8/23/18
- f. Completion/Close-out
 - 1) Substantial Completion Date 8/8/18
 - 2) Complete Punch List Work 8/13/18 - 8/15/18
 - 3) Close-out/Completion 8/15/18

4. Addendum:

- a. An additional addendum is anticipated. Contractors with questions that may need to be answered by addenda are encouraged to contact the Architect as soon as possible. Addendum No. 1 is posted in E-Builder with the Bid Documents.
- b. Significant addendum items: Insert items
- c. Only written addenda changes to documents shall be incorporated into the bid.

5. Contract Requirements:

- a. Pre-Bid Meeting: Mandatory
- b. Bid Package: Complete, sign and notarize as required.
- c. DVBE: Required
- d. PLA: The successful Contractor (and all Subcontractors) will be required to execute an “Agreement to be Bound”
- e. Finger Printing
- f. Irregularities: Prepare and submit documents carefully to avoid irregularities.

6. Compliance Monitoring Unit

This Project is subject to prevailing wages and certified payroll in accord with Chapter 1, Part 7, Division 2 of the Labor Code, and will be strictly enforced. In addition, this project is subject to the requirements of Subchapter 4.5, of Chapter 8, of Title 8, of the California Code of Regulations. Contractor and all subcontractors must furnish certified payroll records to the Department of Industrial Relations' (DIR) Compliance Monitoring Unit (CMU) **on the first and fifteenth of each month** in the manner required by the CMU. Contractor shall contact the CMU for requirements.

7. Quality/Expectations

- a. Quality requirements of project documents will be enforced.
- b. Substitutions will be considered and approved only if equal; see submittal Procedures – Section 01 3300.
- c. Close-out procedures to be followed on schedule as required.

C. OPEN DISCUSSION

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Distribution: All Present
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