

### Job Walk Notes

**Attendees:**

Kim Carrillo – Purchasing, Los Rios CCD  
Reza Mirmiran – Facilities Management, Los Rios CCD  
Mike O'Brien – Architect

Additional attendees per sign in sheet

**Location:** Los Rios Community College District Workforce And Economic Development

**Project review:** Briefly discussed the project including but not limited to the following items:

1. Submittals, bid deadline, required bid documents, Board approval date, addendum postings, attached agenda items.
2. Attendees advised to refer to project manual for details.
3. It is not mandatory that the plans are purchased from ARC Document Solutions; however, ARC is the official reprographics, and all addenda are issued from ARC.
4. Procedures for handling questions and requests for information, and deadline to submit RFI's.
5. Request for information will be accepted until **12:00 PM, Friday, May 11, 2018.**

**Items discussed:**

1. This project includes a contingency allowance to be included in the Base Bid.
2. Addendum will be issued to include asbestos survey and roof conduit information.
3. Reviewed scope of work and viewed rooms; roof; rear shed; storefronts; walkways; parking lot; lobbies; windows; and exterior.
4. Not a DSA project but it is a Sacramento County project and will require the awarded contractor to pull required permits once awarded.
5. Work hours? Standard 8 AM to 5 PM work hours. Evening work hours will be allowable at no additional cost. Work schedule to be coordinated with Project Manager Reza Mirmiran and Ethan Way.
6. Building is occupied? Yes. July and August do not have scheduled classes. Work schedule to be coordinated with Project Manager Reza Mirmiran and Ethan Way.
7. Switchgear installation will be coordinated with Project Manager Reza Mirmiran.
8. For the restroom, is there an ADA compliance report? Yes.
9. Shall existing conduits be used? Yes, if possible. Or replace with new.
10. Number of roof top units (RTU) to be replaced? 5, please refer to sheets 1-M2.3A and 1-M2.4A
11. Will there be dedicated parking? Yes.
12. Identified SMUD's and AT&T's exterior rooms.
13. All glazing to be replaced? Yes.
14. Have paint & plaster been tested? Yes. Refer to specifications, plans and addenda.
15. Will plaster need expansion joints? No.

Meeting ended at approximately 11:00 A.M.

Note: These meeting minutes represents the District's best effort to record the issues addressed during the pre-bid meeting. If no corrections or clarification are provided by the attendees within five (5) days of receipt of these minutes, these meeting minutes will be considered accurate, final and part of the project record.