

### Job Walk Notes

**Attendees:**

Kim Carrillo – Purchasing, Los Rios CCD  
Reza Mirmiran– Facilities Management, Los Rios CCD  
Danny McKeivitt - Engineer  
Additional attendees per sign in sheet

**Location:** Sacramento City College

**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, February 23, 2018.**

**Items discussed:**

1. Project has Allowance to be included in base bid. Refer to specifications.
2. Project includes 4 campuses. To view other campuses, contact Project Manager Reza Mirmiran at (916) 856-3428.
3. Working hours? Not before 7:00 AM and must cease by 10:00 PM to be coordinated with Project Manager & campus.
4. An addendum will be issued.
5. Fixture counts? Project includes “as built” drawings. Refer to drawings for current fixture counts and locations.
6. Are there any complete retrofit buildings? Sacramento City College North Gym and Sacramento City College parking structure were viewed. Refer to specifications and drawings.
7. Are there any emergency fixtures? Refer to specifications and drawings.
8. Can stairwell be closed? Coordinate with Project Manager.
9. Will all parking garage fixtures be replaced at Sacramento City College? Yes.
10. Is traffic control needed, or can parking garage be closed? Coordinate with Project Manager & campus.
11. For safety and access, at least one access and egress must remain open. Schedule to be coordinated with Project Manager.

Meeting ended at approximately 10:40A.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.