



**Pre-Qualification Conference for Architectural Services  
for the Automotive Technology Building Modernization & Expansion  
at  
Cosumnes River College**

**Pre-Qualification Conference Minutes**

**Date:** November 6, 2018

**Time:** 2:00 p.m.

**Attendees:**

Dan McKechnie – Director, Facilities Planning & Construction, Facilities Management

Shari Fink – Confidential Administrative Assistant, Facilities Management

Attendees per sign in sheets

**I. WELCOME**

Mr. McKechnie welcomed everyone to the Pre-Qualification Conference.

- Agenda: An agenda was made available to all attendees. Mr. McKechnie reviewed the agenda.

**II. FUNDING**

- This project is funded by Local Bond Measure M passed in 2008.

**III. GENERAL PROJECT INFORMATION**

- Estimated construction budget: \$5.2 million. We have yet to determine if or how much infrastructure money will be applied to this project. Generally, the infrastructure money in the past has been for hydronic piping but is not limited to hydronics. Infrastructure might include electrical or gas, or whatever is needed for the campus. We will look at the proximity of the existing infrastructure and how much impact this project is going to take and try to find orders of magnitude to improve the infrastructure.
- Existing Building 8,832 asf, the Expansion 5,070 asf
- Design/DSA Approval/Bidding: 22 months
  - Programming has been allocated in this time period.
- Construction: 20 months

#### **IV. ADMINISTRATIVE ITEMS**

- Submittals Due: 11/20/18 by 4:00 p.m.
- SOQ Format – Firms are asked to please follow the RFQ format as closely as possible for their submittal.
- Selection Schedule – Mr. McKechnie reviewed the selection schedule.
  - Deadline for submission – November 20, 2018 by 4:00 p.m. at Facilities Management.
  - Review by selection committee – November 21 – December 14, 2018
  - Announcement of short-listed firms – December 19, 2018
  - Presentations by shortlisted firms – January 15, 2019
  - Anticipated Agreement Start Date: February 2019

#### **V. GENERAL PROJECT ORIENTATION**

Mr. McKechnie provided a general orientation of the project. He pointed out the building on the 2012 CRC Master Plan showing the expansion and modernization. Mr. McKechnie noted that the modernization of the building is a minor portion of the project. The modernization will take place in the portion that connects the existing building to the expansion. Mr. McKechnie noted that much of the project scope is still to be determined. Mr. McKechnie pointed out the existing Auto Technology building on the aerial photos and identified the area planned for expansion.

#### **VI. PROJECT SCHEDULE**

Mr. McKechnie reviewed the project schedule.

- Contract start - Feb 2019
- Design completion - Jan 2020
- DSA – Early to mid 2020
- Bidding – Late 2020
- Construction start Dec 2020 – Completion May 2022

#### **VII. QUESTIONS & ANSWERS**

No questions were asked.

#### **VIII. ADJOURNMENT**

Mr. McKechnie adjourned the meeting at approximately 2:07 p.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.