PRE-BID Conference Notes

Attendees:
Joseph Meyer – Facilities Planning & Engineering Specialist, LRCCD
Jennifer Alford – Purchasing Supervisor, LRCCD
Tanya Fralin – Senior Buyer/Contract Specialist LRCCD

Attendees per sign in sheet

Location: DO- Facilities Maintenance

Discussed the following:

- Procedures for handling questions and requests for information, as well as deadline to submit RFI’s.
- Covered the bid opening date, Board approval date, addendum postings, attached agenda items (provided to attendees).
- New building – 27,000 GSF
- Fire department may have alternates; alternates will be identified via addendum.
- Parking lot may require upgrades to bring up to code.
- Any landscape areas need to be returned to original state or better.
- Building 20 and 21 will be clarified in bid addendum.
- Access to the following must be maintained:
  - City sidewalk
  - Student Services off of Freeport must be maintained.
  - Quad area behind Student Services must be maintained as well as in Technology and Cosmetology.
- Water tie-in on 12: work to be done during a break.
- Mechanical room (boilers) can be fenced while in construction.
- Simple fencing plan for staging area
- Any questions regarding certified payroll will be handled by Joseph Meyer
- Egress: Joseph will provide requirement or updates (if any) via addendum.
- Joseph to follow up to see if a plot plan is available in project manual.
- Discussed submittals, bid deadline, attendees advised to refer to project manual.

Meeting ended at approximately 2:45 PM.

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.