Job Walk Notes

Attendees:
Joe Bardon – Project Manager, LRCCD
Jennifer Alford – Purchasing Supervisor, LRCCD
Tanya Fralin – Senior Buyer/Contract Specialist LRCCD

Attendees per sign in sheet

Location: CRC Arts Gallery Building

Discussed the following:

- Procedures for handling questions and requests for information (RFI’s), and the RFI submittal deadline.
- Bid opening date, Board award date, addenda postings, attached agenda items (provided to attendees).
- Bid is based on total bid, which includes base bid and alternates as outlined in the bid documents.
- The building is about 3,000 square feet.
- Williams and Paddon Architects and Planners discussed that there will be additional alternates and modifications which will be provided via addendum.
- Purchasing will update bid form with additional alternates via addendum.
- There are no restrooms in the project.
- The adjoining restroom will be modernized with finishes and accessories.
- Williams and Paddon discussed that the project may involve hardscape areas.
- Staging area will be determined and confirmed.

Meeting ended at approximately 3:45 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.