Job Walk Notes

Attendees:
Debra Kristoff – Purchasing, Los Rios CCD
Kim Carrillo – Purchasing, Los Rios CCD
Scott Battles– Facilities Management, Los Rios CCD

Additional attendees per sign in sheet

Location: American River 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, August 12, 2016.**

Items discussed:
1. The project’s objective is to clean exposed concrete surfaces and seal exterior of library.
2. There is $15,000 contingency allowance and specifications allow for 200 square feet of necessary repair.
3. Semester starts next week and students will be on campus.
4. Can walkways or doors be blocked? No. All walkways and egresses need to remain available. Contractor is required to obtain prior approval from Project Manager Scott Battles before blocking any areas.
5. Walkway and egress signage to be coordinated by Contractor with Project Scott Battles.
6. Staging area to be provided in nearby parking lot.
7. Identified bird netting that if removed, is to be reinstalled by the contractor.
8. Sealing will be required behind the bird netting and where it attaches to the building.
9. Working off hours or after hours is acceptable with prior District approval per Project Manual, General Conditions, Section 53.
10. Will oak trees be trimmed? Yes by District.
11. Will irrigation be off? Yes
12. Is there work in the courtyard interior? No. Students may be occupying courtyard.
13. Does the building leak? No. Contractor is responsible to ensure joints are sealed to prevent washing & sealing fluids from leaking into building.
14. Can epoxy injection be used? Yes.
15. Are there existing tie downs on the roof? Yes. Contractor is responsible to provide engineered tie downs for District evaluation.
16. Project Manager will take pictures of roof access and provide. If roof access is needed prior to bid opening contact Project Manager Scott Battles (916) 856-3432.
17. Is there asbestos on the building? A test will be conducted by District.

Meeting ended at approximately 10:30 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.