

## Meeting Minutes

Project No: 19039.00

Subject: 3665 11th Street Renovation  
**General Contractor Pre-Bid Meeting**

Meeting Date: December 1st, 2020

Prepared By: Wayne Dutton

Minutes are as follows:

### 1. Bidder Sign-In Sheet:

- a. See attached list of meeting Attendees. Attendees attended both in person or on Virtual meeting.

### 2. Milestone dates of importance:

- a. Sub-Contractor Walk-through: Thursday, December 10th @ 1:00PM @ project site.
  - 1) It is the bidding General Contractors responsibility to invite their 'subs' to this meeting.
  - 2) A presentation will not be given by the Architect at this meeting.
  - 3) Sub-contractors will be free to walk the building and site from 1:00PM to 2:00PM.
- b. Bid Due Date: January 15th, 2021 @ 2:00PM
- c. Anticipated Bid Award: February 19th, 2021
- d. Substantial Completion: November 30th, 2021

### 3. Point of Communication during bidding process:

- a. Bidders Point of Contact (during the bidding process):
  - 1) Wayne Dutton, Project Manager, Thomas Roberts Architect LLC.
  - 2) Contact shall be made via email only at: Wayne@thomasrobertsarchitect.com
- b. RFI (requests for information):
  - 1) All RFIs shall be emailed to Wayne Dutton
  - 2) RFIs will not be accepted after January 11th @ 10:00AM
  - 3) RFI responses will be emailed directly to the submitter and sent to all bidders in the form of Addendum(s).
- c. Bid Addendums:
  - 1) Periodic Addendums will be issued to all bidders prior to January 11th.
  - 2) Addendums will contain all RFI responses as well as additional clarifications that the Architect may feel important.

4. **Project Description**: Wayne presented a brief project description. The description was not intended to cover all project details, but instead give an overall general understanding of the scope of work.

- a. Site Work:
    - 1) Remove and replace paving
    - 2) Existing building footings to be removed at two locations
    - 3) Rework of street curb
    - 4) New fencing with two auto gates
    - 5) New approach
    - 6) New storm system
    - 7) Equipment pads
    - 8) Dish and footing
    - 9) Antenna and footing
    - 10) Landscaping
  - b. Building Envelope/Exterior:
    - 1) Remove and replacement of the roof system
    - 2) New window and door penetrations
    - 3) Reuse of existing openings
    - 4) Masonry infill of various openings
    - 5) Tuckpointing and masonry repair.
    - 6) New aluminum windows and storefronts
    - 7) New overhead garage doors
    - 8) New EIFS finish along street facade.
    - 9) Painted at all remaining facades
    - 10) Metal canopies
    - 11) Skylights
    - 12) Roof access hatches
  - c. Building Interior:
    - 1) Gut building down to masonry wall and roof structure.
    - 2) All new MEP
    - 3) Fire- Suppression
    - 4) Office construction
    - 5) Garage space
    - 6) Computer rooms
    - 7) Steel framed mezzanine
  - d. Computer Rooms:
    - 1) Raised floor
    - 2) FM200 chemical fire suppression system
    - 3) GC to provide all MEP infrastructure.
    - 4) Computer equipment by others.
  - e. HVAC
    - 1) VRF system
    - 2) Infra-red gas heating system within garage
    - 3) Stand along HVAC (cooling units) within computer room
5. **Forthcoming information clarification(s):** Questions were asked regarding the following topics. Additional information and clarification of these items will be issued in the near future.
- a. Installation of low voltage wiring: Which systems are to be included/excluded from the GC's scope of work.
  - b. Permit Fees: Will permit fees be waived for this project?

- c. Wage Requirements: To be clarified.
- d. New utility mains: New vs. Existing will be further clarified.
- e. Computer/Server Room equipment: Equipment is by others. Further clarification will given as to start and stop of GC scope within these rooms.
- f. Abatement: Scope to be clarified.

END OF DOCUMENT