1. Introduction of Project Team Members:
   District:
   - P.J. Roach  Facilities Project Manager
   - Jovan Esprit  Contracts Manager

   Architect: Page and Turnbull
   - Tim Reynolds  Architect

2. Communication During Bidding and Contract Award Phase
   - All questions, clarifications, and requests for information (RFI) shall be directed to Jovan Esprit (District Office) in writing via email messages at: jesprit@4cd.edu;
   - Advanced responses to the RFIs shall be communicated back to Jovan Esprit (DO) for Contractor information;
   - All responses to all RFIs shall be included in the Addendum to be issued by the District;

3. Project Scope and Description:
   A. Scope
      - Excavate crawl space to meet current code (18”).
      - Replace existing brick and post supports with concrete footings.
      - Exposed concrete to be formed to replicate existing siding. Sack and patch concrete smooth and paint to match existing color.
      - Seismic sheathing for cripple wall.
      - Alternates for crawl space vapor barrier and insulation.

   B. Limitations / Requirements
      - Structure to remain in place i.e. no lifting of structure to access work.
      - Museum would like to remain operational during construction. Currently open only on Tuesday, Thursday and Sunday.

4. Contractor Job Site Coordination:
   A. Safety/Security
      - The contractor is solely responsible for the safety and security of project.

   B. Access & Parking
      - Metered street parking.
      - Fence off project and parking lot. Walkway access to front door is to remain open during entire construction unless a coordinated plan and scheduled duration of closure is accepted. Museum would like to remain open Tuesday, Thursday, and Sunday.
      - Contractor responsible for encroachment/street closure permits from City and all required traffic control.
C. Storage
   • Parking lot adjacent to building.
   • Contractor responsible for security of their stored materials, equipment, tools, etc.

D. Dumpsters/temporary toilet facilities
   • Provided by the Contractor. Location and duration to be approved by District.

E. Work hours
   • 7 am – 5 pm Mon.-Fri. unless noted otherwise in the bid documents

F. Temporary utilities/services
   • Any necessary temporary electrical service will need to be coordinated with District.
   • Provide 72 hour notice in writing for planned utility interruption. No utilities to be interrupted without prior written approval.
   • Fire alarm, intrusion alarm, phones, and power must remain on to all occupied buildings, at all times of the project.

G. Inspections & Testing
   • City inspection. Contractor to coordinate and schedule all inspections with City Building Dept.
   • Building Permit has already been issued.

H. Site clean up
   • Contractor is responsible for keeping the site clean and safe during and after hours. If not maintained the District will complete and back charge the Contractor.
   • No mud, dirt or debris in the street or on sidewalks or driveways.

5. PLANS & SPECIFICATIONS:
   • Available at http://www.4cd.edu/webapps/purchasingviewbids/default.aspx
   • See Invitation to Bid for additional information.

6. BID PACKAGE:
   • Bid Form
   • Site Visit Certification Required
   • Bid Security 10% of Bid (Bid Bond / Cashier’s Check )
   • Acknowledgement of Addenda in Bid Proposal Form
   • Non-Collusion Affidavit
   • Pre-Qualification questionnaire
   • Authorized signature of Bid – Bid amount will remain valid for 90 days following acceptance.
   • See Contract Documents for additional requirements and/or contact District Purchasing Contracts Manager, Jovan Esprit

7. BONDS:
   • Payment Bond is 100% of Contract amount
   • Performance Bond is 100% of Contract Amount
   • See Contract Documents for additional requirements
8. Project schedule
   • Construction duration is 90 calendar days from NTP. NTP date TBD. Goal is to be completed in December prior to winter rains.
   • Submit Baseline Construction Schedule to District within 10 days of the NTP date.

9. Submittal/shop drawings/samples
   • Allow number of days for review as specified in bid documents.
   • Submit electronically in PDF via email.
   • 3’ x 2’ mockup of exposed concrete showing finish matching siding.

10. Certified Payroll:
    • Standard reporting procedures to State.
    • Must be DIR registered

11. Monthly Application for Payment
    • Schedule of values to be submitted and approved prior to first progress application.
    • Final payment will not be released until all change order, punch list, work is complete.
    • District committed to paying quickly.

12. Field Walk (Following the meeting)
    • Project Area