CONTRA COSTA COMMUNITY COLLEGE DISTRICT
500 Court St, Martinez, CA 94553

PRE-BID MEETING & JOB WALK AGENDA (MANDATORY)
November 19, 2018 at 2:00PM
DVC San Ramon Campus

D-4002 DVC SRC Increment 1

BID DATE – January 04th, 2018 prior to 2 PM*

1. Introduction of Project Team Members:

   District:   Diane Hardy – Senior Project Manager (CSI)
               Stephanie Rivas – Sr. Project Engineer (CSI)

   Architect: Project Manager: Phan Dung, Architect, Noll & Tam Architects

2. Communication During Bidding and Contract Award Phase
   - All questions, clarifications, and requests for information (RFI) shall be directed to:
     o Ben Cayabyab in writing via email messages at: bcayabyab@4cd.edu
     o Copy to Diane Hardy, Sr. Project Manager at diane_h@csipm.com

   - All responses to RFIs shall be included in the Addendum to be issued by the District;

3. Project Scope and Description:
   - Scope
     - The Overall Project Summary consists of renovations to portions of the existing instructional buildings.
     - Increment 1 Work includes, but is not limited to:
       a. Renovations to classrooms as indicated in the Increment 1 Project Scope Diagrams.
       b. Relocation and renovation of Anatomy and Physiology/Cadaver Lab
       c. Renovations at existing east building for relocation of Bookstore.
       d. Modifications to existing walls, new interior walls, doors, interior glazing, ceilings and finishes,
       e. compliance with current life safety codes, and modification to building systems (HVAC,
          electrical, lighting, fire alarm, fire protection, plumbing and telecommunications) for the
          renovation scope.

4. Contractor Job Site Coordination:

   A. Access & Parking
      - Parking by Police Dept. issued permit

   B. Storage
      - Contractor responsible for security of their stored materials, equipment, tools, etc.

   C. Dumpsters/temporary toilet facilities
      - Provided by the Contractor. Location to be approved by District.
D. Work hours
- Refer to Work Restriction Section 01140
  - Provide a Work Restricted Activity Plan
    - Locate temporary facilities, modified paths of travel, fencing, signage and site stabilization
  - Provide a schedule of temporary interruptions
    - Interruptions to utility service conducted off hours per Section 01140
  - Work may be performed during the daytime work shift hours of 7AM – 5PM Monday through Friday that do not disrupt or impact occupied areas.
  - Shutdown of facility natural gas system – contractor to provide proper and timely notifications of shutdown. Any facilities/equipment affected by the shutdown must be reactivated.
  - When necessary, contractor shall include in their bid to work Saturdays or swing shift to ensure Work does not interfere with the campus operations.

E. Temporary utilities/services
- Refer to Temporary Facilities and Controls Section 01500
  - Contractor shall provide and maintain temporary sanitary facilities for use of all workers.

F. Inspections & Testing
- Inspection will occur as needed.

G. Site Housekeeping
- 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.

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
- Authorized signature of Bid – Bid amount will remain valid for 90 days following acceptance.
- See Contract Documents for additional requirements and/or contact David S. Wetmore, Director of Purchasing & Contracts.

BID OPENING:
- **Bids must be received at the Contra Costa Community College District Office, 500 Court St, Martinez, CA, by December 17th, 2018**, prior to 2:00 PM.
  - *Note: amended to January 4, 2019, prior to 2:00pm in Addendum #1*
- All bids will be time stamped at the reception counter in the building lobby.
- Any bid received after the bid opening time will be rejected.
- An announcement will be made at the two-minute mark prior to the bid opening deadline.
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**
   - Last Day for RFI: December 10, 2018
   - Last Addendum Issued: December 17, 2018
   - Bids due – January 04th, 2018 prior to 2 PM.
   - Contract duration is 270 calendar days from NTP
     - Discuss key Campus schedule dates – see handout [Contra Costa Academic/Classified Calendar]

9. **Field Walk (Following the meeting)**