

NOVATO BUS FACILITY SECURITY IMPROVEMENTS
CONTRACT NO. 2012-BT-6

Pre-Bid Conference Minutes
November 29, 2011

The meeting started at 10:00 a.m.

Mike Yim is the Project Engineer for this Project. Introductions were made. The attendance list is attached. All attendees were instructed to submit any and all questions to the District Secretary's office.

Discussion of General Requirements by Mike Yim

Bid Opening: Contract advertised on November 15. Bid opening is December 20, 2011, at 2:00 p.m. at the Administration Building, Toll Plaza, Golden Gate Bridge, San Francisco. See Pages N-1 thru N-3.

Proposal: Pages P-1 to P-25, and Questionnaire on Q-1 through Q-5. All questions are to be answered and all certifications need to be signed. If any questions are left unanswered or any certifications unsigned, the bidder may be considered nonresponsive.

Insurance Requirements: Page P-5 and on Page SP 7-11.

DBE Requirements: Pages N-1. Proposal Pages P-9 through P-12. Page SP 2-3, and Special Provisions Section 11 on pages SP 11-1 thru SP 11-9.

Discussion of DBE by Gail Jackson

Gail provided handouts regarding the DBE requirements, a "Bidder Request for Assistance" form, and a list of local DBE firms for prospective bidders. She explained that there is no DBE goal on this Project, but using DBE subs is strongly encouraged. Bidders receive no extra preference for using SBEs or DBEs.

If there is anything that she can help you with as far as identifying firms or providing other information, she would be glad to do that. If you are a DBE or have someone who is a DBE, please attach a copy of the DBE certification.

Discussion of General Requirements-Continued by Mike Yim

Project Duration: There are 110 working days. After that, liquidated damages apply, see page SP8-1. Regular working hours are 7:30 a.m. to 4:30 p.m., Monday through Friday. Any night work or weekend work must be approved by the Resident Engineer.

Cooperation and coordination: Coordinate with District Resident Engineer and Inspector, and cooperate with District and Bus Maintenance Staff at all times during construction.

Site Walk: Prospective bidders are welcome to walk the site to get familiar with the site and verify the site conditions and equipment access following this meeting.

Discussion/Questions & Answers and Miscellaneous Items by Mike Yim, Tom Hawkins & Karen Collins

Tom pointed out that anyone wishing to visit the site after this meeting will need to notify the Engineer and make an appointment. He also explained that there are about 40 buses staging in and out of this facility all day. Contractor shall maintain access in and out of the bus lot and employee parking lot at all times.

Full-size plans and hard copies of the Bid Documents are available for purchase from the District Secretary Office.

Someone asked if the gates are electrically powered. The employee parking lot entrance swing gates and the bus lot entrance sliding gate are both electrically powered automatic gates. At the employee parking lot, furnishing and installing all electrical and other components for the automatic powered gates, except for furnishing the gate operators, shall be by the Contractor. The District will furnish the gate operators. At the bus entrance sliding gate, the Contractor shall furnish and install all components for the automatic electric powered sliding gate. See plans and specs for gate and gate operator requirements.

Funding for this project requires compliance with Buy American Requirements. Contractor shall complete page P-15 in the Proposal Section.

Reminder to fill out "Special Note No. 1" form, if you get the documents from the website so that you will be included on the Plan Holder's List, and to check District website for addenda, questions/answers, and other updates.

The Engineer's estimate for this Project is \$660,000.

The meeting adjourned at 11:05 a.m.

KMC/gm

Attachments

c: MYim
PWong
JREberle/EZBauer
KMCollins
VLMitchell
CRHarris/3.2.20.0