

MINUTES OF PRE-BID MEETING

Date of meeting: 17 May 2012

Date minutes prepared: 23 May 2012

Prepared by: John J. Speegle, Architecture with Speegle & KIM-Davis: Architecture (SKDA).

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Location: 9th floor conference room, 114 E. Commerce Street, SATX

Time: 9:30 a.m. to approximately 10:15 a.m.

Attendees: Elvia Fernandez (EF), Chair of meeting, Contracts Division; Maria G. Godina (MG), Economic Development Specialist; Thomas Gonzalez (TG), CIMS Portal Services; David Placious (DP), COSA Wage Rate; Carlos Mendez (CM), CIMS Vertical Office; Eric Reyna (ER), CIMS Vertical Office; John J. Speegle (JJSP), Architect, SKDA; and five general contractors.

Attachment A: register of attendees.

Attachment B: Pre-bid Conference Meeting Agenda

1. EF chaired the meeting to order at 9:45 a.m. She began with an introduction of the persons attending and then proceeded with the following comments:

- A. Construction Contract will be 120 days of completion.
- B. G.C.'s to sign and date "010 IGN, 025 Unit Pricing" with any and all Addendum Acknowledgements forms.
- C. Bid bond is required.
- D. EF turned the meeting over to MG, whom discussed the SBEDA Requirements and Guidelines: 24% SBE subcontracting goal, of which the G.C. is not allowed to be this %. A waiver or possible waiver are possible for the 24%. However, make sure the math is correct on your forms. The "Utility Plan" is based upon your base bid. SBE are certified by the South Central Texas Regional Certification Agency. SBDE office is available for assistance if need be. The G.C. and your subcontractors needs to be registered with COSA "Central Vendor Registration. Any problems with the NIOP (spell) codes have been worked out. Call MG at 207-5438 if you have any questions.
- E. EF then turned the meeting over to DP to discuss the Wage rate and other miscellaneous items. DP was filling in for another person. Wage scale listed in Specification (Section 0780) in the 010 form: Heavy Highway Wages. Weekly basis payroll certified payroll schedules have to be submitted. Time and a half for any wages over 40 hours/week. Penalty is \$60/day. All work has to be paid hourly and no lump sum contracts will be allowed.
- F. TG discussed that the G.C. needs to submit a "Primera" schedule. The 120 day schedule will be organized around "20 day" periods. The template will have a link to any specifications.
- G. CM, project manager working with the architectural firm, discussed various issues. No environmental issues at the job site. Soil is stockpiled on the site. Any excessive amounts that can't be used will have a C.O. issued. Permit and inspection fees are paid for by COSA. Any additional inspections after failed inspections shall be covered by the G.C. Special inspections by COSA will be performed by on-call testing agency. COSA has an arborist on-call. Water and electrical is at the edge of the site. COSA to pay any impact fess. COSA will try to get a waiver from CPS for its fees. The playground will have to be barricaded if the pavilion shade structure is part of the contract. CM will determine the future location of a staging area.

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- H. At this point, Bob Schneider of CGC asked a question: “is there a maintenance period for sod?” JJSP responded: “yes, as per the warranty period.”
- I. EF then discussed the Submission of Responses.
Submittal due date is Tuesday, June 5th, 2012, by 2:00 p.m.
Hand deliver to City Clerk’s Office, 2nd floor of City Hall, 100 Military Plaza.
Allow ample time for security screening.
Contract award: after bids are open and you are the low bidder, you must submit within ten days:
Payment and performance bonds; certificate of insurance (article 11, General Conditions);
& the “Additional Insured Endorsement.”
EF stated that the website will have the minutes of this meeting downloaded to it.
Additionally the “sign-in” page will also be downloaded.
Also, responses to any questions received by the architect shall also be downloaded.
Please review the website (<http://epay.sanantonio.gov/RFPlistings/>).
- J. EF mentioned that there is a “restriction on communication” (040 Form, Section 12).
Respondents are prohibited from communications with COSA staff and officials on this solicitation.
The following exceptions:
1. SBEDA staff may be contacted for assistance.
 2. Any written comments shall be directed to the Architect.
 3. Written questions must be received a week prior to the submittal date.
 4. Answers by architect shall be given in writing via Addendum(s).
- K. EF requested any questions. None were made and the meeting was adjourned.
- L. Afterwards, ER asked a question to TJ about the cost of the “Primera” software.
TJ then stated that any project scheduling software may be used on this project.
ER requested to JJSP that this information be included in Addendum #1.

END OF MEETING MINUTES. TWO PAGES TOTAL.