

PRE-BID MEETING AGENDA



JIM MATTOX PARK IMPROVEMENTS (40-00362) TCI 9th Floor Conference Room Monday, August 18, 2014, 2:00 p.m.

I. Introduction

A. Review of Contract Requirements/Expectations

- Type of Contract: IFB – **Low Bid** Calendar Days: **120**
- Estimated Construction Cost: **\$127,000.00**
- Required Forms
 - Sign & date the 010 IFB, 025 Forms,
 - Addendum Acknowledgment forms
 - Bid Bond
- SBEDA Requirements & Guidelines: Subcontractor/Supplier Utilization Plan / Waiver
- Labor Compliance (Wage & Hour): Top 10 Compliance Tips

B. Submission of Responses

- Submittal due Date: **TUESDAY, SEPTEMBER 9, 2014 by 2:00 P.M.**
- Hand Delivery Location: City Clerk's Office, 2nd Floor of City Hall at 100 Military Plaza (SW corner of Commerce and Flores). Allow ample time for security screening.

C. Information Posted

- Review Website (<http://epay.sanantonio.gov/RFPListings/>)
- Pre-Bid Sign-In Sheet
- Amendments to the solicitation
- Responses to questions presented subsequent to Pre-Bid, & received prior to deadline for questions will be answered via addendum.

D. Restriction on Communication (040 Forms, Section 12)

- Respondents are prohibited from communication with the city staff and city officials regarding this solicitation with the exception of SBEDA questions up until Bid Opening date.
- Written questions are due **THURSDAY, AUGUST 21, 2014 BY 4:00 P.M.** (see 010 IFB)
- Responses will be given in writing via Addendum Form and posted on city's website.

E. Contract Award – The following (Must be submitted within 10 days of contract award)

- Payment and Performance Bonds
- Certificate of Insurance (Article 11: General Conditions)
- Waiver of Subrogation
- Additional Insured Endorsement

Project Schedule Method – (Section 3.10 General Conditions)

- Project Schedule letter hand out.