



## Meeting Minutes

SLAY ENGINEERING CO. INC.  
123 Altgelt Avenue  
San Antonio, TX 78201  
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**Project Name:** Guadalupe Cultural Arts Center

**Project Number:** 11-059

**Meeting Date:** July 09, 2013

**Meeting Time:** 10:00 am

**Location:** Main Plaza Bldg., 114 W. Commerce, SA, Tx 78205

**City Project:** 40-00262

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**Attendees:**

See Pre-Bid Meeting Agenda Attached

See Pre-Bid Meeting Sign up Sheet

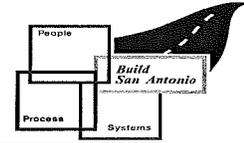
Roger C. Lawhead

These meeting minutes are intended to present the information discussed during the meeting and allow all parties involved to respond. Please respond in writing if there are any additions, deletions, or changes that need to be made to the meeting minutes. The meeting minutes will be assumed accepted if the engineer does not receive written notification of changes within 72 hours of receipt of the meeting minutes.



# CITY OF SAN ANTONIO

*Capital Improvements  
Management Services*



## Pre-Bid Meeting Agenda

**Project:** GUADALUPE CULTURAL ARTS CENTER

**DATE:** July 9, 2013

- I. Introductions  
July 12 – last day for questions  
July 16 – last date for Addendum
- II. Background on the project:
  - a. Project Manager and Slay Engineering will provide background – Summary of project was presented.
- III. Utilities
  - a. CPS – No CPS comments
  - b. SAWS – No SAWS comments. Only SAWS work in project is box adjustments to grade.
  - c. AT&T – MH adj by AT&T
  - d. Time Warner – No TW comments
  - e. Grande – No Grande comments
  - f. VIA – Trey Garnet; VIA will build bus stops after 180 days is complete; notify VIA for VIA bench & sign removal.
  - g. Other –
- IV. COSA Departments
  - a. Small Business – Must meet minimum percentages or bid may be disqualified.
  - b. Compliance – Labor compliance 1-4-13; Follow labor compliance requirements
  - c. Schedules – 180 calendar days; Thomas Gonzalez; Contractor is responsible for maintaining the schedule.
  - d. Inspections – Juan Martinez – Coord. Construction w/Inspection department.
  - e. Environmental – John Rodriguez – No environmental issue known or expected.
  - f. Public Arts – No comments
  - g. Traffic – No comments
  - h. Stormwater – No comments
  - i. Real Estate – No comments
  - j. Disability Access Office – No comments
  - k. Public Relations – No comments
- V. Engineering and Internal Comments  
Brandon White with Jerdon asked if 14% as required for M/WBE participation is part of overall 20% SBE. Ans – Yes.

Capital Improvements Management Services

CIP – Horizontal

See attached sign-in sheet for attendees

PRE-BID MEETING



CITY OF SAN ANTONIO  
CAPITAL IMPROVEMENTS  
MANAGEMENT SERVICES

July 9, 2013

GUADALUPE CULTURAL ARTS CENTER STREET PROJECT #40-00262

NAME	ORGANIZATION	PHONE	EMAIL
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