

# PRE-BID MEETING SUMMARY NOTES

CIP 301-669: Men's Restroom/Shower/Locker Remodel

Tuesday, January 30, 2018; 9 AM – 11 AM  
Corporation Yard, 100 Lincoln Centre Drive, Foster City

## 1. Welcome and Introductions

<u>All</u> questions about the project can be directed to the Project Manager:  Building & Vehicle Maintenance Manager Kurt Zander 650-918-9480 Kzander@fostercity.org	Questions about the agreements, insurance, budget and process may also be directed to:  Sr. Management Analyst Andra Lorenz 650-286-3215 <a href="mailto:Alorenz@fostercity.org">Alorenz@fostercity.org</a>
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Attendee sign-in sheet available as a separate document

## 2. Scope of Work

This project is the demolition of existing and construction of ADA compliant, durable, quality, attractive and easy to maintain facilities for a working crew. Elements of the project include, but are not limited to the following:

- Exhaust Fan
- Windows
- Partitions
- Sinks
- Toilets
- Fixtures
- Flooring
- Mirror
- Water Heater

The bid documents call for a base bid on the Shower and Restroom, with a bid alternate for the Locker Room. Bids will be evaluated on the Base +Alternate bid. The City's preference is to do all three rooms if funding allows.

The contractor shall have a valid contractor license and shall be responsible for obtaining all applicable permits required for the job, including but not limited to Business License from the Finance Department and Use Permit from the Building Department. There will be no fee for the City permits.

A complete description of the work is contained in the Plans and Specifications available for purchase here: <http://www.fostercity.org/doingbusiness/cip669biddocs.cfm>

Work Day and Hours for the project are Monday through Friday from 7:30 AM to 4:30 PM unless requested and approved in writing. City Staff will provide gate and door access during these hours.

The Restroom/Shower/Locker room will be closed to City personnel during the course of the project. Secure materials storage is limited to inside the project area. A small outdoor staging/lay down area may be made available, but security of materials remains the responsibility of the contractor.

### 3. Project Timeline

- Pre-Bid Conference Tuesday, January 30, 2018 (9 AM)
- Deadline to submit questions Sunday, February 4, 2018 by 5pm (in writing)
- City response to written questions Wednesday, February 8, 2018 by 5pm (via e-mail)
- Bid Opening Thursday, February 15, 2018 (2 PM)
- Council Awards Contract Monday, March 19, 2018 (tentative)
- Tentative Notice to Proceed date Tuesday, May 1, 2017
- Substantial Completion 75 calendar days from Notice to Proceed
- Final Completion 100 calendar days from Notice to Proceed

Liquidated damages: \$500/day for each day beyond Final Completion Date

### 4. Bid Information

A complete description of the work is contained in the Plans and Specifications available for purchase at: <http://www.fostercity.org/doingbusiness/cip669biddocs.cfm>. The required bid documents can also be downloaded at that site.

Bids will be opened at 2 PM on Thursday, February 15, 2018 at City Hall, 610 Foster City Boulevard, Foster City.

### 5. Site Tour

All attendees were taken to the job site for in-person inspection.

### 6. Q & A

All questions must be submitted in writing on or before February 4, 2018. E-mail is acceptable. Answers to written questions will be provided in writing on or before February 8, 2018. No questions will be accepted except in writing or after February 4, 2018.

The following questions were received at the Pre-Bid Conference:

Question	Answer
Are Fire Sprinklers and/or Fire Alarms included in the project?	Fire Sprinklers and / or Fire Alarms are not required for this project.
What is the Engineer's Estimate for this project?	There is not an Engineer's Estimate, but details about the budget for the project can be found on page 531 of the City's Annual FY 2017-18 Budget: <a href="http://www.fostercity.org/departmentsanddivisions/finance/upload/FY-2017-2018-Final-Budget.pdf">www.fostercity.org/departmentsanddivisions/finance/upload/FY-2017-2018-Final-Budget.pdf</a>
Does the bid include abatement / remediation of hazardous conditions?	Yes, the abatement/remediation of hazardous conditions is part of the project. The City has included a report from the National Analytics Laboratory in document 00 7319 regarding findings related to asbestos, lead and mold.

Question	Answer
Does the successful contractor need to have a City Business License?	In addition to having a valid contractor license, the successful contractor will need to have a current Foster City Business License and obtain the City Use Permit for construction. Information about Business Licenses can be found here: <a href="http://www.fostercity.org/departmentsanddivisions/finance/Business-License-FAQ.cfm">www.fostercity.org/departmentsanddivisions/finance/Business-License-FAQ.cfm</a>
At what point in the project does the Successful Bidder need to obtain the Business License?	Within 30 calendar days after receiving Notice of Award of contract.
Does the successful contractor have to employ union labor?	The successful contractor shall comply with prevailing wage conditions outlined in Document 00 7200, section 15.07.
Where do we submit the bid forms?	Bid submittal instructions are in the Notice Inviting Bids, Document 00 1113, section 1.01.