

## NOTES

### PRE-BID CONFERENCE

#### CALABASAS CIVIC CENTER

8:00a.m., Tuesday, September 12 2006

Council Chambers  
Calabasas City Hall  
2nd Floor  
26135 Mureau Road  
Calabasas, CA 91302

#### 1. INTRODUCTIONS

- 1.1 Personal and company introductions were made.
- 1.2 Sign-in sheet was passed around for attendees to sign. The following persons were present at the meeting. Most but not all of those present attended the hosted jobsite inspection tour after the meeting.

Maureen Tamuri, Community Development Director, City of Calabasas  
Glenn Michitsch, Sr. Planner, City of Calabasas  
Ruben Flores, Sr. Public Works Inspector, City of Calabasas  
Kevin Jones, Principal, Jones & Jones  
Daniel Benjamin, Associate Principal, Harley Ellis Devereaux  
Diego Matzkin, Project Manager, Harley Ellis Devereaux  
Edward Wong, Project Architect, Harley Ellis Devereaux  
Terence Lawrence, Sr. Construction Administrator, Harley Ellis Devereaux  
Luis Porto, Construction Administrator, Harley Ellis Devereaux  
Sean Bani, Electrical Engineer, Harley Ellis Devereaux  
Tep Kalambaheti, Mechanical Engineer, Harley Ellis Devereaux  
David Freedman, Former Project Manager of Harley Ellis Devereaux  
Jason Lorcher, Greenworks Studio  
Dan Krief, Civil Engineer, KPFF  
Willy De Leon, Sinanian Development Incorporated  
Brenda Sosoban, Telenet VOIP, Inc.  
Samir Alyaghen, FTR International  
Rodger Jones, Douglas E. Barnhardt, Inc.  
Michael Tinajero, S.J. Amoroso Construction  
Leo Rudnick, Mallcraft, Inc.  
Erick Larsen, Emma Corporation  
Victor Huizar, Bernards

#### 2. BACKGROUND ON THE CITY AND PROJECT

- 2.1 Brief remarks on the history of the project were provided so that Bidders would have an understanding of the context of the project and its significance to the City

3. BACKGROUND ON ARCHITECTURE, LEED GOALS & SPECIAL FEATURES

- 3.1 The architecture and systems of the project were presented to the bidders using illustration boards and plans.
- 3.2 Consultants described pertinent elements of the design.
- 3.3 Renderings, samples and palette boards were provided for review by the Bidders. All "Information Available to Bidders" was presented.
- 3.4 No substitutions will be considered prior to bidding. Bids must contemplate only specified products. Note was made that substitution requests made after contract award will be carefully reviewed to insure that they meet the product requirements and that they satisfy any LEED requirements as well. Any product that does not satisfy both requirements will not be approved.
- 3.5 Contractors were advised to pay close attention to the requirements of LEED related specification sections. The facility is designed to achieve LEED Gold rating. The contractor will need to follow through with specified LEED requirements during construction to achieve the LEED Gold award for the project.

4. ADJACENT PROPERTIES

- 4.1 Streets to north: the City will allow parking in the streets to the extent available
- 4.2 Hillside to south: headwall in the southwest corner of the site to be repaired as well as replacement of three broken splash walls at the rear of the site.
- 4.3 Kilroy property to west: parking lot to remain open and usable during construction, including access to parking through driveway and drive aisle. The parking lot is private and may not be parked in by the contractor or subcontractors unless advance arrangements are made between the contractor and the landlord. The contractor will be responsible to arrange for and pay for all parking at no cost to the Owner.
- 4.4 Caruso property to east: acoustic wall design will be by contractor. (Length, height and wall characteristics are described on Drawing B1.1. Two restaurants (Mi Piaci and Marmalade) will be sensitive to noise and dust.

5. CLARIFICATION PROCESS DURING BIDDING

- 5.1 Bidders should direct all questions directly to the Asst. City Clerk, Gwen Peirce.
- 5.2 Bidders will receive addenda issued by the City.

- 5.3 Cut-off date for questions from Bidders will be two to three days prior to the cut-off date for issuance of addenda.
- 5.4 Cut-off date for issuance of addenda will be 10 calendar days prior to bid day.
6. SOILS & UNDERGROUND CONDITIONS
  - 6.1 A general description of soils conditions was provided. Bidders should pay close attention to the geotechnical report which is a Bid Document.
  - 6.2 Area of note: southeast corner of site where oxidized, fractured soils were encountered during investigations.
  - 6.3 Underground utilities (electrical, gas and cable tv) exist on the City property near the east property line, in the area of the acoustic wall. The contractor will need to perform potholing prior to working in the area to assure any existing underground utilities are not disturbed.
7. SCHEDULE
  - 7.1 The City will prefer to occupy the new facility by 12/31 2007, however during the meeting it was announced that a condition of bid acceptance will be the sum of the Base Bid (based on 420 calendar days to completion) and Deductive Alternate A (based on alternate schedule proposed by Bidder).  
LATER: Addendum 3 was issued to address the new acceptance criterion.
  - 7.2 LATER: Interim milestone dates will be adjusted if an alternate schedule is implemented.
  - 7.3 The City intends to award the contract by the November 1, 2006 Council meeting unless it can be awarded earlier, and construction will commence in November 2006.
8. WORK BY OTHERS
  - 8.1 FF&E
  - 8.2 Telecom /IT system / AV ("electronics package")
  - 8.3 Ceramic tile artwork at water feature
  - 8.4 The independent contractors performing the foregoing work will need access by the Contractor and coordination by the Contractor.
9. SAFETY
  - 9.1 A Contractor safety program submittal will be required prior to construction.

- 9.2 Although the Contractor controlled safety program will be submitted to the Owner and Construction Manager, it should be noted that the purpose of the submittal is to assure the CM and Owner that the Contractor has a safety program and the means to enforce it. Construction safety is strictly the responsibility of the Contractor, not the Construction Manager or Owner.

#### 10. CONTRACTOR'S AUTOMATED ADMINISTRATION SYSTEM

- 10.1 The Contractor will be allowed to use his own system, e.g., Prolog, Sun Microsystem, Expedition, etc.
- 10.2 Hardcopy forms shall be subject to review and modification by the Owner to assure fairness of format and content.
- 10.3 The Owner has an RFI form that will be required to be used by the Contractor in lieu of any Contractor-provided RFI form. The RFI form is in the Division 1 specifications.

#### 11. DESIGN-BUILD PORTIONS OF WORK

- 11.1 Amongst other things: barricades; existing utility protection, shoring and all other matters relating to temporary construction and means and methods will be design-built by the Contractor.
- 11.2 There are some structural items that will require structural calculations and details provided by the Contractor.

#### 12. TESTS & INSPECTION

- 12.1 All testing and inspection will be furnished and paid for by the Contractor, including attendance of manufacturers' inspectors as necessary.
- 12.2 The Owner will provide its own discretionary testing & inspection using Twining Labs but this will not relieve the Contractor of providing its own testing and inspection.

#### 13. MONTHLY BILLING PROCEDURE

- 13.1 A Cost Breakdown is provided in the Supplemental Bid Form with instructions on how to separate costs.
- 13.2 Each month, four Schedules of Values will be submitted:
  - A. City Hall
  - B. Library
  - C. Site Work
  - D. Summary (total of A, B and C)

13.3 This is to allow the State of California's Office of Library Construction auditors to track disbursements of grant funds.

14. CONTRACTOR'S ORGANIZATION

14.1 Org chart submittal is part of the Supplemental Bid Form

14.2 Due to LEED requirements of the Contractor, the position of Environmental Manager is included as a staffing requirement

15. QUESTIONS AND ANSWERS

15.1 Questions were answered as the discussion progressed along with any final questions at the conclusion of the meeting.

15.2 Bidders are encouraged to submit any questions to the City Clerk as promptly as possible. Q&A will be streamed onto the City website and collected for issuance in addenda.

16. HOSTED SITE INSPECTION TOUR

16.1 A hosted site inspection tour was provided to the Bidders during which the Owner, A/E, and CM shared their knowledge of the site conditions including adjacent properties.

16.2 Bidders are encouraged to visit the site with relevant subcontractors to assure accurate bidding.

**End of Notes**