



MANDATORY PRE – BID MEETING Notes

Project: Catholic Charities Westside Head Start - Tolleson

Project #: 22025

Date/Time: October 13th, 2023 @ 9am AZ Time

Location: 2504 South 91st Avenue
Tolleson, Arizona 85353

AGENDA:

1. Welcomes and Introductions - *Donnella Quijano with Architectural Resource Team introduced herself and Yatin Dua with Catholic Charities Westside Head Start introduced himself and team.*
2. Overview of the Facility and Project - *Donnella shared a brief overview of project and that this is the 5th project that Catholic Charities has built and that this everyone involved is very familiar with the process. Yatin shared that this is a federal funded project that follows the 45-CFR 75 regulations. This is a fixed price project and contingencies are required. Bid bond and performance bonds are required.*
3. Scope –
 - a. Classroom Building with Sprinklers/Fire protection Systems, Permitting and installation. – *Building is a stick build, slab on grade project*
 - b. Improvements of the site and off-site.
 - c. Food Service Permitting and Inspection process.

The project will require permits and inspections to be obtained and paid for by the contractor. (Building, Fire, County Service Kitchen Permit). – *The Civil Engineer indicated that there are multiple permit options and that not all are needed. The Engineer will provide a list. Contractors are responsible for permits. The Contractor is responsible for sprinkler and signage design which is to be approved by the City of Phoenix. Signage examples to be provided. Contractor to provide county food service permit.*

Work By Owner – Security and Intercom system, Playground equipment and Mist System. – *The Contractor is responsible for security, IT, and intercom system conduit. There is adequate above ceiling space for conduit provided.*



4. Schedule

Addendum #2 will be issued after Pre-Bid meeting and another will be issued on as needed before Bid due date. – ***The Addendum #2 will be issued on Monday Oct 16th.***

Will email addendum and include questions and responses from today's meeting.

- a. Last Date for Receipt of RFI's, Substitution Requests & Prior Approvals is Friday, October 20th, 2023 at 5:00 PM AZ time. – ***Last day for RFI's to be submitted to Donnella.***
- Direct all RFI's in writing to dquijano@art-team.com
- b. Deliver Bids to :
**7400 W. Olive Ave, Suite 10, Peoria AZ 85345 (On or Before)
Friday, October 27th, 2023 at 10:00 AM AZ time. – Please give
adequate drive time as location can be tricky to locate.**
- c. Public Bid Opening by Zoom Meeting to be held **Monday, November 6th, 2023 at 10:30 AM AZ** time:
Register in advance at: <https://us02web.zoom.us/meeting/register/tZwkd-vqj4vHNAG3A4syc0iMoLRjCupyMQv> – ***Register in advance to receive the zoom link to participate in the bid opening.***
- d. Award Contract Thursday, November 30th, 2023
- e. Protest Period (2 weeks) November 30th – December 14th, 2023.
- f. Contract Negotiations Begin December 14th, 2023' – ***Negotiations may take longer than usual due to the specific contract requirements of this project.***
- g. Notice to Proceed no later than December 30th, 2023. Earlier if possible Pending contractor required documentation, and contract execution. etc...
- h. Substantial Completion (Certificate of Completion) Saturday, August 10th, 2024.
- i. Final Completion: Saturday, August 17, 2024. – ***Schedules should reflect the best the contractor can do. We are anxious to get started as timing for opening in the Fall of 2024 is highly desired and if not complete by this date would delay opening to Fall 2025 due to Head Start operating requirements.***

5. Bid Requirements and Project - Federally funded by the Office of Head Start and subject to Davis Bacon wages and other federal requirements. – ***A Labor Compliance company has been hired for this project and will be introduced at the project kick-off meeting. Bid bond and performance bonds are required.***



6. **Meeting Discussion and Questions:**
- a. ***Documents provide an equipment list however substitutions are acceptable if provided through the submittal process.***
 - b. ***All materials must be submitted for review through the submittal process.***
 - c. ***A contractor requested the Engineer estimate for the project for bond purposes. Donnella will request this from the Engineer.***
 - d. ***IT and Data lines to be provided by the Owner. The contractor is responsible for the drops.***
 - e. ***Testing and special inspections are to be provided by the Contactor.***
 - f. ***A contractor asked if there was a location for spoils on-site. It was discussed that spoils can be relocated to property to the North, but it was recommended that Contractors include hauling off the spoils.***
 - g. ***The existing grade elevation was surveyed and is correct in the documents.***
 - h. ***Kim Steele to provide the school calendar. The daily school session starts at 8:00 and pick-up ends by 3:30. Do not plan to leave site between 3:00 – 3:30pm as this is the time parents pick up. Parents start lining up in the drive as early as 2:00pm.***
 - i. ***A site entrance off 91st Ave will be cut into the current fence. A temporary chain link fence to be provided and then the original fence to be re-installed after project completion. Construction fencing to be provided at the back side of the site.***
 - j. ***A Contractor asked for clarification on light poles, and it was clarified that light poles do not need to match the existing exactly.***
 - k. ***A Contractor asked for clarification on the size of the metal privacy panel and the 9'-6" elevation shown was not of the privacy panel.***
 - l. ***It was clarified that the magna lock gates are called out on plans, but substitutions are acceptable.***
 - m. ***A contactor asked if asphalt upgrades were to be included and it was clarified that asphalt is to be left as existing.***