

CITY OF ALPINE



New Animal Shelter Construction

Non-Mandatory Pre-Bid Meeting

February 26, 2010 – 2:00 P.M. (CST)
City of Alpine – City Hall
100 North 13th Street, Alpine, Texas 79830

Agenda

A. INTRODUCTIONS:

1. City of Alpine
2. Naismith Engineering, Inc.
3. Thomas Greenwood Architect, PLLC
4. Others (not present):
 - Jose I. Guerra, Inc. – structural engineering
 - S. Kanetzky Engineering, LLC – mechanical, electrical, plumbing
 - Renewable Resources Consultants, LLC – geotechnical report
 - Steve Walker - surveyor

The audio of this meeting is being digitally recorded so that accurate minutes are prepared and that all questions are answered.

B. GENERAL REQUIREMENTS DISCUSSION:

PROJECT SCOPE: The Project consists of the construction of approximately 6,500 square foot animal shelter to be located at 2900 Old Marathon Road on the east side of Alpine. Construction drawings and project manuals are available at City Hall and at www.neionline.com.

EARTHWORK: The City or Brewster County road construction crews may do the sitework for the project to reduce costs. This will be decided in the coming weeks/months as bids are reviewed and availability of the City and/or County crews is evaluated. In general, the site will require about 3 to 4 feet of fill and about 1 to 2 feet of cut to achieve final grade. A 3-foot tall retaining wall will contain the yard on the west side of the building, with stairs between the yard and parking lot.

PARKING LOT: The parking lot will be composed of decomposed granite. A concrete curb and gutter will contain the granite north, west, and south sides. A flat ribbon curb will contain the granite to the east and allow surface drainage in that direction.

EXTERIOR SITE FEATURES: Concrete driveway, corrugated steel pipe culvert, ADA parking spaces, concrete bumper curbs, sign, flagpoles, detached crematorium, perimeter fence/gate with concrete strip footing/wall, buried utilities between the building and road.

ANIMAL SHELTER BUILDING: The main building is a 5,610 square foot pre-engineered rigid frame steel building with 905 square feet of covered porch area at the north and south ends of the

gabled roof main structure. 1,427 square feet of the main building is covered outdoor kennel area leaving 4,183 square feet of conditioned interior space. The 1,061 square feet of indoor kennel area is cooled by evaporative cooling and heated with gas radiant tube unit heaters. The floor finish for most of the Office/Adoption Area is polished concrete. Ceilings are primarily suspended acoustic ceiling tile with gypsum board soffits and borders. Exterior building finishes include an acrylic synthetic stucco finish on CMU wainscots and door surrounds. The majority of the exterior wall finish is corrugated metal siding over a weather barrier and plywood sheathing on 6 inch structural steel stud framing.

CREMATORIUM: A detached crematorium building will be located east of the animal shelter building, connected with a sidewalk. The crematorium will have a push-up rolling door, a walk-in freezer, and a gas-fired cremation burner.

PROJECT TIMETABLE:

-The deadline to submit final questions to the City, engineer, or architect will be Wednesday, March 3, 2010 at 3:00 PM CST. Any questions received after that time will not be responded to.

-Bids are due and will be opened at 3:00 PM CST on Wednesday, March 10, 2010 at Alpine City Hall at 100 N. 13th St., Alpine, Texas, 79830.

-Bids will be reviewed by City staff and City Council. The City reserves the right to reject any or all bids. No guarantee can be made at this time as to when a notice to proceed will be given.

MISCELLANEOUS ITEMS:

LAY DOWN AREA/STORAGE YARDS: Contractor shall coordinate with the City on an area for equipment and materials.

INSPECTION: City of Alpine will have an inspector on the project site, periodically. The City's Inspector will be the on-site project representative during the construction and his duties will include maintaining a record and making field measurements of work completed; inspection of the work to insure that construction is accomplished in general conformance to the design drawings, specifications, and other contract documents; and serving as a contact person between the owner, engineer, and contractor. NEI will conduct periodic inspections.

PROTECTING THE WORK: Contractor is responsible for protecting the work until the final acceptance by the owner. This includes materials stored on-site.

MATERIAL: Unless otherwise noted on the plans and specifications, all material used on the project shall be new.

INSURANCE: The contract requires that the Contractor give the owner notice prior to canceling insurance. Contractor shall supply Owner with current insurance certificate when previous insurance expires.

TESTING: All testing shall be completed as outlined in the plans and specifications for the project. Any material testing (concrete, density, etc.) required for the project will be completed by one of the regions geotechnical firms. Contractor shall coordinate these efforts with the inspector.

EXISTING UNDERGROUND UTILITIES: Contractor is responsible for contacting all local utility companies and clearing all lines.

WATER CHARGES: Water used for testing and construction may be acquired from the City. Contractor will make arrangements for the purchase of water.

CHANGE ORDERS: Change orders will be processed through the Engineer. The City and Architect must approve all change orders before performing the work.

WARRANTY: Contractor will guarantee the work for one (1) year from completion and acceptance by Owner.

AS-BUILT DRAWINGS: Contractor is responsible for maintaining a set of record drawings. Any changes or adjustments to the plans should be noted on the drawings.

TAX EXEMPTION CERTIFICATE: City of Alpine is tax exempt on this project.

C. QUESTIONS/COMMENTS: Detailed questions regarding structural engineering, mechanical, electrical, plumbing, or septic design may be deferred to the respective designer not in attendance at the pre-bid meeting and will be answered by addenda.

QUESTIONS ALREADY RECEIVED:

1. The bid form consists of only one Bid Tabulation page including items in a box above: Addendum Acknowledged, Statement of Bidder Qualifications, Affidavit of Non-Collusion and Bid Bond. The form for Affidavit of Non-collusion not found, please provide.

Answer: The form for Affidavit of Non-collusion was inadvertently left out of the project manual. It will be included as an attachment to Addendum 2 for bidders to complete and include in their bid.

2. Is this a Davis-Bacon wage scale job?

Answer: No. Because the project is funded by City money, Davis-Bacon wages do not apply.

3. Does this project require apprenticeship compliance?

Answer: No. Because the project is funded by City money, apprenticeship compliance is not required.

4. What is the number of days to complete project? Are there liquidated damages?

Answer: Per section §3.3 of AIA Document A101-2007 in the project manual, “the Contractor shall achieve Substantial Completion of the entire Work not later than Two Hundred Forty (240) days from the date of commencement”. Liquidated damages will be \$500 per day.

5. There is no place on the bid form to list my contact information, so how do you know which bid is from what contractor?

Answer: A revised bid form with places for company names and contact information will be included in Addendum 2. The items on the bid list are not expected to change.

D. FOLLOW-UP: The sign-in sheet for this meeting, this agenda, minutes of this meeting, and addenda will be posted on the project website at www.neionline.com.

E. SITE VISIT: If desired, the pre-bid meeting may continue at the project site to discuss the building layout, earthwork, etc.