CONSTRUCTION OF FIRE STATION ONE AND A FIRE ADMINSTRATION BUILDING

RFP #14-100215

PRE-PROPOSAL CONFERENCE
MINUTES
SEPTEMBER 18, 2013 started at 9:02 A.M.

I. <u>OPENING OF MEETING</u> - (Purchasing)

All in attendance were asked to sign in. It was stated that the meeting was being recorded and that minutes would be transcribed. Note these minutes will be a summary of the meeting and not verbatim.

II. <u>Those present were:</u>

Architect/Engineering Team of RMKM Architecture, P.C. – Miles Cook
City of Farmington – Edward Smylie, Rosalyn Potter
Contractors – Pete Witzemann, Pete's Plumbing
Bryan McCarty and Kelsey Starks, Farmington Heating
Shay Davis, Jaynes Corporation
Greg Schumacher, Echo Electric
Steven Dansie, B & M Cillessen Construction
Javier Holguin and Dwight Dye, Javier Construction
Tom Hummell, RHA

III. <u>PROJECT SUMMARY</u> - (Miles Cook, RMKM Architecture, P.C.)

Construction of a two story fire station and a one story office building with concrete foundations and concrete slabs on grade; light steel structural frame; composite second floor structure, structural steel roof deck with rigid insulation and single-ply membrane roof surface. Exterior walls consist of cold-formed metal framing, batt insulation, sheathing with weather barrier, and Exterior Insulation Finish Systems (EIFS); and exposed glazed concrete masonry unit walls with rigid insulation. Interior wall finishes consist of painted gypsum board and exposed glazed concrete masonry units. Floor finishes consist of exposed polished concrete w/ low shrinkage concrete mix, ceramic tile, patio paver and roofing system, and carpet. Ceiling finishes consist of exposed and painted acoustical steel roof deck, painted gypsum board and acoustical panels in a lay-in suspended grid system. Also included are glazed aluminum window and storefront systems; glazed aluminum doors and frames; hollow metal doors and frames; solid core wood doors; and overhead coiling and sectional bay doors. Sundries include, but are not limited to fire pole, steel stairs, hydraulic elevator, custom casework, stainless steel counters with integral sinks, fire extinguishers and cabinets, signage, roller window shades, toilet and bath accessories and flagpole. Site work includes but isn't limited to site clearing and earthwork, concrete paving, asphalt paving, concrete masonry site walls, chain link fencing and gates (both manual and motorized), sleeves for landscape irrigation system, and site drainage.

The Work shall be conducted in three phases, with each phase substantially complete as indicated, prior to commencement of subsequent phases:

Phase 1, Construction of Fire Station One:

A) The extent of the Work of this phase is indicated on the drawings; Work shall commence immediately after the Notice to Proceed and be substantially complete, ready for occupancy prior to commencement of phase 2.

B) Existing Fire Station Building shall remain in full operation until the new Fire Station One is complete, a Certificate of Occupancy has been issued and the Owner has occupied the new building.

Phase 2, Demolition of Existing Fire Station Building:
A) After Owner has occupied the new building, Owner will remove hazardous materials from the existing Fire Station Building – contractor shall allot time for this in the construction schedule.
B) After removal of hazardous materials from the existing Fire Station Building is complete, demolition of the existing Fire Station Building shall be commenced.
Phase 3, Construction of Administration Building:
After demolition of the existing Fire Station Building is complete, construction of the Administration Building shall be commenced and expedited to substantial completion and occupancy.
All phases shall be completed within the time period designated for the construction schedule. Base Bid - $2,800,000 Additive Alternates - $60,000

IV. <u>RFP DOCUMENTS</u> - (Purchasing)

A. This is a Construction/RFP. Award of the Contract will be evaluated based on the evaluation criteria, reference page 49, and awarded to the top evaluated firm.

B. TAB I, BIDDING REQUIREMENTS, pages 6 through 31.

1. Acknowledgement of Receipt Form, page 6, if you haven't already submitted this form, and if you have it with you, you can submit it now or via fax. Only potential Offerors who elect to return this form will be added to the Plan Holder's list, and receive copies of all future communications, relating to, and including addendums if issued.

2. Invitation to Bid, Construction Contract, page 7, Form AF-1(a)
   a. Deadline for questions – September 18, 2013 at 5:00 p.m.
   b. Proposal Due Date – Original offer, including everything required in the proposal other than the subcontractor qualifications and six copies, is due October 1, 2013 at 2:00 p.m.;
      The subcontractor qualifications and six (6) copies of the entire offer are due October 2, 2013 at 2:00 p.m. Because this is a RFP, the opening will not be public.
   c. Addendum Four, the final addenda, is scheduled to be issued by September 20, 2013 at 5:00 p.m. Form AF-1(b), page 8.
   d. Calendar days for project completion – **<u>480</u>** calendar days encompasses entire project – all three (3) phases.
   e. Liquidated damages amount - $463 per day

Note that all of the documents listed in f-j must be submitted with the original offer.

   f. Cost Proposal, Form AF-3, page 11
   g. Estimate of Taxes, Form AF-4, page 12
   h. Contractor's List of Subcontractors, Form AF-5, page 13, Subcontractor's listing threshold $14,500.00. No deviations from this list submitted in your proposal will be accepted unless the change has been approved by the Purchasing/Contracts Administrator.
   i. Bid Bond, Form AF-6, pages 14-15, (5% of the total amount of your proposal)
   j. Campaign Contribution Disclosure Form, pages16-17

3. New Mexico State Wage Rates, Public Work Project Requirements, wage rates, wage rate decision, pages 18-24.

   a. Contractors and Subcontractors submitting proposal pricing of more than

$60,000 must be registered with the New Mexico Department of Workforce Solutions prior to submitting a proposal to the City of Farmington.

b. Initial wage decision had expired but has been extended, see previous addenda.

4. Bidding Requirements, pages 25-31, make sure you read and understand.

C. TAB II, SPECIAL CONDITIONS, pages 32-35

1. The cost segregation process was discussed.

D. TAB III, TECHNICAL SPECIFICATION

E. TAB IV, PROPOSAL PROCESS AND PROPOSAL FORMAT REQUIREMENTS, pages 37-45.

1. Preliminary Schedule, page 39, has been changed due to extension of submittal deadline.

2. Organization of Material, Section 2, page 44

F. TAB V, QUALIFICATIONS OF OFFERORS AND EVALUATION CRITERIA, pages 51 through 53.

1. The In-State Preference will be applied for those Contractors with a valid resident contractor certificate. Please submit a copy of your resident contractor certificate with your proposal. Please reference instructions for Application for Preference, page 50, Section (3).

2. Resident Veteran's Preferance has been implemented by the NM Taxation and Revenue Department. Reference page 50, Section (4), and page 52 for the Resident Veterans Preference Certification to be submitted with your proposal.

G. TAB VI, CONDITIONS OF CONTRACT, pages 54-77, familiarize yourself with these.

H. TAB VII, CONTRACT FORMS, pages 78 through 97.

1. Drug-Free workplace certification, Form AF-25, page 96, must be submitted with original offer.

2. Contractor Safety Certification, Form AF-26, page 97, must be submitted with original offer.

I. Schedule – This criterion will be scored by the Purchasing Division not the evaluation committee. As long a schedule that meets the 480 days that addresses the phasing and appears to be well thought out, you will receive the points associated.

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IV. QUESTIONS FROM OFFERORS

Are you going to have weekly job site inspections? The inspection schedule will be determined by the Architect and the Project Manager.

Will Addendum Four be mostly administrative items not plan changes? At this time, it is

administrative items not plan changes. This is mostly clarifications and addressing the process.

Are you looking at fire station experience for the General Contractor and Sub-Contractors? The experience of both should be included and is taken into consideration. The General Contractors should include the Sub-Contractor qualifications and experience.

Need more clarification on the gauges for the walls. (Contractor was asked to submit specific questions in writing.)

Clarify wood or metal blocking.

Why does the Certified Payroll have to be bi-weekly when we pay weekly? Certified Payrolls are to be submitted within 5 business days following the close of the payroll whether paying weekly or bi-weekly.

V. OTHER BUSINESS FROM THE FLOOR

Organization of the materials submitted – put them in the order requested for ease of review by the committee. If your offer is not well put together, it will be reflected in your scores.

Preferences are mandated by State Statute. For both preferences, you must apply to the State. As long as the certificates are in the proposal, you will receive the points.

Photography will be addressed in Addendum Four. The requirements will be changed to make this easier and less costly. It was suggested that the Architect take the photos. The Architect will be on site on a regular basis. This documentation is in addition to the photos by the Architect and the Project Manager. Major portions of the work are specified to have photos taken.