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**Town of Colma**  
**Town Hall Renovations and Addition Project**  
**Infill & Sitework Package**  
**Pre-Bid Meeting Agenda**

Non-Mandatory Meeting

Thursday 9/7/17 @ 2pm

1198 El Camino Real Colma, CA 94014

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**Project Staff:**

Brad Donohue	Town of Colma, Director of Public Works
Mike Cully	Town of Colma, Building Official
Mahan Bozorginia	CSG Consultants Inc., Project Manager
Andrea Wooding	Ratcliff Architects, Architect
Bill Winkleman	Ratcliff Architects, Architect

**Agenda:**

1. Logistics
  - a. Review Bid Documents
    - i. Bid Manual
      1. Bid Opening (9/28/17 @ 2pm)
      2. **Bid RFIs (Due 9/14/17 by 5pm)**
      3. Bid Schedule
        - a. Add Alternates
        - b. Unit Pricing
        - c. Labor Rates
      4. Bond Forms
      5. Contract Agreement
    - ii. Plans
    - iii. Specifications
      1. Special Conditions
      2. General Conditions
  - b. Schedule
    - i. 300 Calendar Days
    - ii. CPM
      1. Updated Monthly
    - iii. 3 Week Look Ahead
      1. Updated Weekly
  - c. Field Reporting
    - i. Daily Report Submissions
    - ii. Daily Personnel Record Submissions
2. As-Build Conditions – Reference Plans & Specs for Formal Details
  - a. 1941 Building
    - i. Council Chambers

- ii. Photos in Bid Manual
  - b. Foundations
    - i. Coring for Electrical
  - c. Structural Steel – Completed by Others
    - i. Superstructure Framing
    - ii. Decking
    - iii. Interior & Exterior Stairs
  - d. Upper Concrete Wall Sections, Reference:
    - i. S-301
    - ii. S-503
- 3. OFCI (Owner Furnished, Contractor Installed ) Items
  - a. Appliances
  - b. Select Light Fixtures
  - c. Flat Panel Displays
- 4. Open Forum/Q&A/Walk-through
  - a. Engineer's Estimate Range for Phase IV: \$7M - \$9M
  - b. Concrete Coring at Grid Line 10 for Electrical System feeds were pointed out during the walk.
  - c. It was discussed that the site surrounding the building requires minimal rough grading on the North Side.
  - d. Temporary Utilities are existing, Contractor's will not need to provide water or power for temporary use.
  - e. Elevator shaft and guide rails are built, Contractor to coordinate scope with Otis PM listed on Bid Schedule for any other scope of work pertaining to Cab and Rail install.
  - f. Prior Phases of Project:
    - i. Phase 1: HAZMAT Abatement & Selective Demo
    - ii. Phase 2: Mass Grading, Excavation & Foundations
    - iii. Phase 3: Structural Steel Superstructure