

PRE-BID CONFERENCE REPORT

JBHM Architects, P.A. ▪ 308 E Pearl Street Suite 300, Jackson MS 39201 ▪ Phone 601 352 2699

- Project:** **George County School District
Central Elementary Classroom Addition and Rocky Creek Elementary
Dining Room and Kitchen Expansion
JBHM P.N. 22022.00**
- Date/Time:** **Tuesday, November 15, 2022 / 2:45 PM
George County School District Central Office; 5152 Main Street / Lucedale, MS 39452
Site Tours Following**
- Present:** **Jeff Mathis / Chris West / William Davis – George County School District
Ryan Florreich / Carl Bradley – JBHM Architects
Refer to the attached Sign-In Sheet for others in attendance**
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Items Discussed:

1. Introductions

- Introduce all project team members present:
 - Jeff Mathis / Chris West / William Davis – George County School District
 - Ryan Florreich / Carl Bradley – JBHM Architects
- Review project team:
 - JBHM Architects – Architect
 - Structural Design Group – Structural Engineer
 - Murray Corban Consultants – Foodservice Consultant
 - GSK Mechanical – Mechanical Engineer
 - MP Design Group (Machado|Patano) – Electrical Engineer

2. Section 001113 Advertisement for Bids

- Review location/time for receipt of bids:
 - Bids received until **2:00 PM on Thursday, December 1, 2022.**
 - *If Mailed:*
George County School District
5152 Main Street
Lucedale, MS 39452
 - *If Hand-delivered:*
George County School District
Central Office – 5152 Main Street
Lucedale, MS 39452

If Submitted Electronically:
www.jbhmplans.com

- Official Time is kept by the Board Room clock, and on the www.jbhmplans.com website. On the day of the bid opening, bidders are encouraged to verify the official time and synchronize accordingly. All bids will be date/time stamped when received at the Central Office Front Desk.
- Proposal Security is required – 5% of the Base Bid.
- A valid Certificate of Responsibility issued by the Mississippi Board of Contractors is required for all bidders (general and subcontractors) submitting a bid in excess of \$50,000.00.
- Bids cannot be withdrawn within sixty (60) days after the bid date.



3. Section 002113 Instructions to Bidders

- Requests for Interpretations: All Questions should be e-mailed to rflorreich@jbhm.com (with a CC to kmathew@jbhm.com). Clearly specify the project name on all correspondence.
- Proposed addendum dates:
 - Addendum No. 1 is expected to be issued on or before Tuesday, November 22, 2022.
 - Additional addenda will be issued as necessary.
 - 'Cut Off' time for final Addenda is Monday, November 28, 2022, at 5:00 PM. Beyond this point, the project must be bid "as you see it"; JBHM can offer no interpretation beyond the cut off.
- All Addenda will be issued via e-mail sent from www.jbhmplans.com, to the e-mail address input when registering for plans; verify and update with the website helpdesk if necessary, (662) 407-0193. Hard copies of addenda and/or clarifications will NOT be mailed and/or faxed to planholders, unless specifically requested. **Bidders shall ensure that personnel will be available to monitor e-mail for any addenda or clarifications.**
- Refer to Sections 002113 and 012500 for substitution request procedures.
- Within 7 days of the bid opening, the apparent low bidder must identify all subcontractors and supplier with bids or quotes in excess of \$50,000.00; submittal format for this list is included with the Proposal Form.
- Out-of-State Contractors shall note the requirements for "Non-Resident Contractor" in Paragraph 1.05. These requirements, if applicable, must be satisfied prior to the bid opening, or submitted along with the proposal.
- Bidders shall take note of the evaluation of the lowest and best bidder, as well as the items to be submitted with the proposal form (list of prior projects completed, resume of the proposed project manager, and resume of the proposed project superintendent).

4. Section 004200 Proposal Form

- Review Base Bid and Alternates:
 - Base Bid: All work, except for Add Alternate No. 1
 - Add Alternate No. 1: Concrete Flume at Central Elementary School
 - Total Bid: Include Base Bid and all Additive Alternates
- Bidders note Unit Prices (related to sitework) to be provided on the Proposal Form.
 - Unit Price #1: Excavation and removal of unsuitable soils from the project site, per cubic yard, field measured (also refer to Spec. Section 31 23 18).
 - Unit Price #2: Structural Fill, hauled to the project site, placed, and compacted, per cubic yard, field measured (also refer to Spec. Section 31 23 18).
- Review Contract Time:
 - Start Work on December 19, 2022 (the anticipated effective date of the Notice to Proceed) and complete the entire work in three hundred sixty-five (365) consecutive calendar days, subject to the terms and conditions of the Contract. Therefore, the specified date of substantial completion shall be December 19, 2023.
- All addenda must be acknowledged on the Proposal Form.
- Non-Collusive Affidavit must be completed and submitted with each bid.
- The following Information is required to be submitted with the Proposal. Refer to Section 002113 Instructions to Bidders for additional information:
 - Attach a list of projects completed within the last five (5) years that are similar to this project in size, complexity, cost, and schedule restraints. Include no less than the following information:
 - a. Name of the Project
 - b. Owner's name and contact information
 - c. Contract's original sum and final contract amount
 - d. Contract's original Substantial Completion date and actual Substantial Completion date
 - e. Indicate if there were any claims, Liquidated Damages imposed, etc.



- Attach a resume of the Proposed Project Manager.
- Attach a resume of the Proposed Project Superintendent.

5. Section 005200 Agreement Form

- Owner will use AIA Document A101, 2017 Edition, “Standard Form of Agreement Between Owner and Contractor, where basis for Payment is a Stipulated Sum as a part of the Contract Documents”.

6. Section 005200.01 Insurance and Bonds Exhibit

- AIA Document A101, 2017 Edition, Exhibit A Insurance and Bonds. This insurance and bonds exhibit is a critical part of the A101–2017, Standard Form of Agreement Between Owner and Contractor. A sample of AIA Document A101, 2017 Edition, Exhibit A Insurance and Bonds is attached to this section, and will be finalized and become an exhibit to the Owner-Contractor Agreement upon project award.

7. Section 007200 General Conditions

- AIA Document A201, 2017 edition will be utilized, as modified by Section 002213 Supplementary Conditions.

8. Section 002213 Supplementary Conditions

- Contractor shall pay for the building permit and all other permits, fees, licenses, inspections, and all other approvals and charges necessary for proper execution and completion of the work.
- Due to plan distribution via www.jbhmplans.com (meaning very few, if any, bid sets are returned to the Architect for distribution to the awarded Contractor), Contractor shall include in their Proposal the cost of printing all documents required for construction, as-built drawings, and close-out documents (Article 2.3.6).
- Contractor’s Project Manager and Superintendent are to be designated in making the Proposal and cannot be changed without the written approval of the Owner and Architect.
- Time Extensions for Weather are not allowed. The completion date for the project is paramount.
- Review liquidated damages: \$1,000.00 per calendar day.
- Bidders shall review Required Insurance and Bonds, listed in Article 11 and Spec. Section 005200.01.
- Substantial Completion considerations (Article 9.8):

- Article 9.8.1:

Substantial completion for purposes of this Contract occurs only upon Contractor’s compliance with the following conditions precedent: (a) the Contractor furnishes to the Architect all close-out documents required by the Contract Documents in a form satisfactory to the Architect and the Owner, (b) the Contractor furnishes the manufacturers’ certifications and/or warranties required by the Contract Documents; (c) the Contractor furnishes the Guarantee of Work set forth hereinbelow; and (d) the Architect certifies that the Work is sufficiently complete in accordance with the Contract Documents so that the Owner can occupy or utilize the Work for its intended purpose.

The Guarantee of Work shall be submitted as a separate document signed by Contractor and Contractor’s Surety and shall state the following:

Contractor and Contractor’s Surety hereby guarantee that all Work performed on the Project is free from defective and/or nonconforming materials and workmanship and that for a period of one year from the date of substantial completion or such longer period of time as may be called for in the Contract Documents for such portions of the Work, Contractor or its Surety will repair and/or replace any defective and/or nonconforming materials and workmanship in accordance with the requirements of the Contract Documents.

- Article 9.8.2.1:

The Contractor shall be responsible for the costs of all construction administration services provided



by the Architect including any and all other related expenses incurred by the Architect for providing services for the Project required by failure of the Contractor to achieve final acceptance / completion of the Project within 30 days after the first occurrence of the below described events:

1. *Specified date of Substantial Completion; or*
2. *Actual date of Substantial Completion;*
3. *More than two (2) reviews of Close Out Documents.*

The costs of the Architect's additional services shall be deducted by the Owner from the Contractor's final application for payment to pay the Architect for additional services required by the Contractor's failure to achieve final completion of the project within the 30-day period described above. These additional services are above and beyond the liquidated damages that the Owner may be due per Contract Documents.

9. Section 008100 Federal Requirements and Section 008200 Prevailing Wage Rate Requirements

- Contractor note various requirements, due to the funding source(s) of this project.
- Davis Bacon and Certified Payrolls ARE requirements on this project.

These requirements may be deleted via Addendum.

10. Section 011000 Summary

- Site Locations:
 - Central Elementary School
14159 Hwy 26 West
Lucedale, MS 39452
 - Rocky Creek Elementary School
2183 Rocky Creek Road
Lucedale, MS 39452
- The Work of Project is defined by the Contract Documents and generally consists of the following:
 - Central Elementary School:
 - Addition to a classroom wing encompassing four (4) new classrooms and the relocation of an electrical room and janitor's closet.
 - Rocky Creek Elementary School:
 - Complete renovation and expansion of the existing Dining Room and Kitchen areas. The east end of the structure will be partially demolished to accommodate a new dining wing and the remaining structure will be renovated. The kitchen area receives an expanded work area, kitchen office, renovated staff restroom, and two serving lines. The new floor area will allow for larger dry storage, freezer and cooler functions.
- Project will be constructed under a single prime contract.
- Note requirements for Contractor's Access to Site and Use of Premises.
- Note requirements for Coordination with Occupants (Owner will occupy the premises during entire construction period, with the exception of areas under construction).
- Note Work Restrictions requirements:
 - On-Site Work Hours: No designated limits, other than the requirements of authorities having jurisdiction.
 - Existing Utility Interruptions: Do not interrupt utilities serving facilities occupied by Owner or others unless permitted under the following conditions and then only after providing temporary utility services according to requirements indicated
 - Notify Owner not less than two days in advance of proposed utility interruptions.
 - Obtain Owner's written permission before proceeding with utility interruptions.
 - Noise, Vibration, and Odors: Coordinate operations that may result in high levels of noise and vibration, odors, or other disruption to Owner occupancy with Owner.



- Discuss any special District requirements/requests.
 - No offensive clothing may be worn by any workers.
 - No smoking or use of tobacco products at any site.
 - Contractors cannot use restrooms in the existing school buildings. Contractor shall provide porta-johns.
 - It is noted that deliveries should be scheduled to NOT occur during school let-in / let-out times (+/- 7:30 - 8:10 and 3:00 - 3:30), due to high student traffic.
 - Laydown areas shall be carefully coordinated on-site and perimeter shall be secured by the contractor.

11. Section 012100 Allowances

- Review Schedule of Allowances:
 - Allowance No. 1: Contingency Allowance: Include a contingency allowance of **\$100,000.00** for use according to Owner's written instructions.
 - Allowance No. 2 Door Hardware Allowance: Include the lump sum of **\$20,000.00** for the purchase and delivery of door hardware. Installation of same shall be included in the base bid.
 - Allowance No. 3 Brick Allowance: Include the sum of **\$775.00 per thousand** for the purchase and delivery of standard modular-size, face brick as specified in Division 4 Section "Unit Masonry" and as shown on the Drawings. Allowance cost shall include purchase and delivery of face brick only; all other accessories and installation labor shall be included in the base bid.
 - Allowance No. 4 Mississippi Power Company: Include the lump sum of **\$12,500.00** for work to be performed directly by Mississippi Power Company.
 - Allowance No. 5 Interior Signage: Include the lump sum of **\$5,000.00** for Interior Signage.
- **Bidders shall monitor addenda for any additional allowances and/or revision(s) to the allowance numbers listed above.**

12. Section 012200 Unit Prices

- Review Schedule of Unit Prices:
 - Unit Price #1: Excavation and removal of unsuitable soils from the project site, per cubic yard, field measured (also refer to Spec. Section 312318).
 - Description: Excavation and removal of unsuitable soils from the project site.
 - Unit of Measurement: Cubic yard of soil excavated, based on field-measured survey of volume removed.
 - Unit Price #2: Structural Fill, hauled to the project site, placed, and compacted, per cubic yard, field measured (also refer to Spec. Section 312318).
 - Description: Structural Fill, hauled to the project site, placed, and compacted, per cubic yard.
 - Unit of Measurement: Cubic yard (Cubic meter) of structural fill material, placed, and compacted, field measured.

For Unit Price #1 and Unit Price #2, the Base Bid and Total Bid shall include all required excavation and backfill necessary to facilitate the construction of the building and associated utilities, site work, etc. Any additional excavation necessary beyond those indicated in the documents is intended to be paid via these Unit Prices and the Contingency Allowance.

13. Section 012300 Alternates

- Review Schedule of Alternates:
 - ALTERNATE NO. 1 (ADD): Concrete Flume at Central Elementary School.
 - Base Bid: No Concrete Flume at Central Elementary School.
 - Add Alternate No. 1: Add Drainage Flume at Central Elementary School, as indicated on Drawing Sheet L2-0c.



14. Section 012500 Substitution Procedures

- Contractors shall take note of the noted time windows for submitting substitution requests.

15. Section 012900 Payment Procedures

- All payments must be submitted to and approved by the George County School District Board of Trustees. Board meetings are typically held on the first Tuesday of each month.
- The Architect must receive an Application for Payment not later than the Twentieth (20th) day of each month, for inclusion on the Board agenda for the following month.
- Davis Bacon and/or Certified Payrolls ARE required for this project. **These requirements may be deleted via Addendum.**

16. Section 013100 Project Management and Coordination

- The following information is relevant to how project information will be relayed during the construction process and is included below for general information. Review Paragraph 1.9 Communication Via Project Web Site
 - The following project information will be communicated electronically using the web-based service Newforma:
 - a. Submittals (via submittals Activity Center)
 - b. Request for Information (RFI) (via RFI Activity Center)
 - c. Proposal Requests (PR)
 - d. Potential Change Order (PCO) (via PCO Activity Center)
 - e. Change Orders
 - f. Construction Change Directives (CCD)
 - g. Applications for Payment
 - h. Notice to Proceed (NTP)
 - i. Site Observations
 - General Contractor will be given access to Newforma by the Architect at no charge.
 - The electronic submittal process is not intended for color samples, color charts, or physical material samples. These will be logged in to the software by the General Contractor; physical samples should then be forwarded to the Architect for review.
 - For project closeout, Contractor shall provide one complete hard copy of all close out documents for review. Once close out documents are approved, the Contractor shall provide one corrected hard copy and two thumb drives or two CD's as well as all information documented on the project web site in accordance with Specification Section 017700 Close Out Procedures.
 - At the Pre-Construction Conference, Contractor will be provided a Newforma help guide for submittal procedures and other guidelines for using Newforma.

17. Section 013300 Submittal Procedures

- All submittals, including samples, shall be formatted and include the information described in paragraph 1.4.
- All submittals will be processed through the JBHM – Jackson office. Bidders shall plan for any and all mailing costs, etc. that may be associated with this.
- Electronic submittals are preferred, in order to expedite review times.

18. Section 015000 Temporary Facilities and Controls

- Bidders shall note the items to be provided by the General Contractor.
- Bidders shall note provisions / usage charges for utilities during construction.
- Job sign: No job sign is required.



19. GeoTech Report (Section 003132)

- Included in Section 003132 Geotechnical Data.

20. The meeting was opened up to bidders questions concerning the specifications and drawings.

21. A tour of the project sites was made available to the attendees immediately following the pre-bid conference.

Meeting was adjourned.

Attachments:

Sign-in Sheet (1 page)

By _____



Ryan Florreich, AIA, NCARB

cc: All Attendees

All Planholders (distributed via www.jbhmplans.com site)

Wade Whitney / Natasha Henderson / Susan Moore – George County School District

Will Grigg – Structural Design Group

Bill Murray – Murray-Corban Consultants

Kevin Starks / Al Guynes – GSK Mechanical

Kenneth “Kenny” Beverin / Dylan Menhennett – MP Design Group

Ryan Florreich / John McBride / Jason Buckley / Kim Mathew – JBHM Architects

JBHM #: 22022.00.08



GEORGE COUNTY SCHOOL DISTRICT
CENTRAL ELEMENTARY CLASSROOM ADDITION AND ROCKY CREEK ELEMENTARY
DINING ROOM AND KITCHEN EXPANSION (JBHM P.N. 22022.00)
PRE-BID CONFERENCE: TUESDAY, NOVEMBER 15, 2022 – 2:45 PM
SIGN-IN SHEET

Name	Company / Representing	E-mail Address
Ryan Florreich	JBHM Architects	rflorreich@jbhm.com
CHRIS WEST	GCSD	chris.west@gcsd.us
William Davis	GCSD	William.Davis@gcsd.us
Carl Bradley	JBHM Architects	cbradley@jbhm.com
Jeff Mathis	GCSD	jeff.mathis@gcsd.us