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## Pre-Bid Conference Agenda

**Project:** Cañada College B8 MPOE A/C Replacement

**Date:** July 18 and 25, 2011, 9:00 am

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1. **Introductions** – Gogo Heinrich, Swinerton Management & Consulting
  - Canada College – Danny Glass, Facilities Manager.
  - District ITS – Eric Raznick
  - District Representative - Swinerton Management and Consulting
  - Architect – BCA
  - Engineer – Interface
  - DSA Inspector of Record – CIS Inc.
2. **Project Stabilization Agreement** (PLA, Project Labor Agreement)
  - San Mateo Building Trades Council (SMBTC)
  - Letters of Assent – required of all subcontractors.
3. **OCIP – Owner Controlled Insurance Program – Not applicable.**
4. **LEED Project** (Leadership in Energy & Environmental Design) – N/A
5. **Project Schedule**
  - Mandatory Pre-bids: July 18 and 25, 2011, 9:00 am
  - Last Day for Bid questions Wednesday, July 27, 5:00 pm
  - Issuance of Addendum Thursday, July 28, 5:00 pm
  - Bids Due August 2, 2011, 2:00 pm. **TURN IN BIDS AT THE COLLEGE OF SAN MATEO.**
  - Anticipated Notice to Proceed August 9, 2011.
  - Project Duration: 45 days to substantial completion
6. **Procedures**
  - Pre-Bid Correspondence and Contract Documents – Swinerton is POC for District
7. **Project Site Utilization -Swinerton**
  - Perimeter Fencing
  - Fire Access
  - Site Utilities – shutdown requests
  - Traffic Control – flaggers and signage
8. **Campus Issues**
  - Limit impacts to the College –Do not interrupt the Instructional Mission
  - Work Hours
  - Protect workers and the Campus Community



- Secure jobsite
- Dust and noise control
- Clean and orderly jobsite
- Deliveries – **do not deliver to campus/SMC.**
- Job trailer – None.
- Keys – Key Request Form
- Parking – parking permits – designated area.

9. **Required Bid Forms including without limitation:**

- Bid form
- Indemnity & Release Agreement
- Bond Accompanying Bid
- Subcontractors List
- Bidder Certifications
- Key Personnel
- Non-Collusion Affidavit

Gogo Heinrich, LEED AP  
Construction Project Manager  
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