



# MEETING MINUTES

|                              |   |              |          |
|------------------------------|---|--------------|----------|
| <b>Meeting/Project Name:</b> | Addison ES HVAC Modifications 2021, B2109                         |              |          |
| <b>Date of Meeting:</b>      | January 13, 2021  | <b>Time:</b> | 10:00 AM |
| <b>Location:</b>             | Addison Elementary School, 3055 Ebenezer Road, Marietta, GA 30066 |              |          |

## TOPICS OF DISCUSSION

These minutes, including any responses to the questions documented in these minutes, are provided for informational purposes only. None of the information contained herein is intended to supersede the information provided in the contract documents and is not binding unless it is documented in an addendum to the contract documents.

- 1. Introductions: CCSD Attendees** – Susan Hallmark (Addison ES Principal), Rose Zurawski (SPLOST), Daphne Griffin (SPLOST), Carla Bailey-Brooks (SPLOST), Doug Roland (Maintenance), Richard Ingram (CPL/Architect), Tim Pulver (CPL/Architect), Greg Kyzer (CPL/Mechanical Engineer), Chris McSpadden (Procurement), and Wendy Bell (Procurement)
- 2. Attendees:** See the sign-in sheet (posted on the website).
- 3. Susan Hallmark (Addison ES Principal) welcomed everyone and introduced the head custodian that would be available during the project.**
- 4. Chris McSpadden (Procurement) discussed key points and relevant dates of the bid.**
  - Responses are due February 4, 2021, at 3:00 PM ET. Late responses will not be accepted.
  - Bids may only be submitted electronically via email to [chris.mcspadden@cobbk12.org](mailto:chris.mcspadden@cobbk12.org) with "IFB B2109, Addison ES HVAC Modifications 2021" referenced in the subject line.
  - Attendance at the pre-bid meeting is mandatory in order to submit a bid.
  - The deadline for submitting questions is January 25, 2021, at 3:00 PM ET. All communication must be through Procurement Services/Chris McSpadden.
  - Companies must request plan documents from (CPL) to submit a bid.
  - A general contractor's license is required to bid.
  - General contractors must be pre-qualified. The deadline for submitting pre-qualification requirements is January 25, 2021, at 3:00 PM ET.
  - The budget for this project is \$2.1 million.
  - This project will go to the March board for approval and work will start beginning/mid-April.
  - **Site visits will only be allowed on January 20<sup>th</sup>, January 26<sup>th</sup> and February 3<sup>rd</sup>. You must visit between the hours of 9:00 -12:00 and bring a ladder and wear a mask. Call the school office before visiting the school. The front office phone number is 770-578-2700.**

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**5. Richard Ingram (CPL/Architect) discussed the scope of work and other project details.**

- This project consists of, but not limited to, renovations of the existing HVAC systems. Included are demolition, acoustical tile and grid replacement, painting, mechanical, electrical, and other scope of work as indicated in the contract documents.
- This project includes the completion of a new mechanical room addition.
- Work will include the demolition of the existing RTU’s currently serving the classrooms along three corridors and the Counselor’s suite, Art and Music rooms.
- Installation of a cooling tower to be connected to the new water source heat pumps and energy recovery units.
- The existing fire alarm system will be replaced.
- The kitchen hood and ceiling will be replaced.
- The work will include the relocation and reconnection of existing utilities and other construction elements required to install the new water source heat pumps.
- When selecting subs and looking at manpower requirements be aware of the large amount of work to be put into place in a short amount of time.
- The building will be accessible 7 days a week, 24 hours a day after school has been dismissed for the summer.
- Please refer to the specifications for the liquidated damages schedule.
- The Substantial Completion date is July 16, 2021.
- Review all the requirements in Section 02 4119 – Selective Demolition. Closely review the requirement for moving furniture and the installation of the water source heat pumps.
- As soon as the Notice of Award to Proceed has been given submittals can be made, equipment ordered, and work can start in the mechanical room addition.
- The fire lane along the back of the building cannot be blocked during school hours.

**6. Rose Zurawski (SPLOST) discussed other project details.**

- After Notice to Proceed there will be access to the school on weekends and after school hours, but it must be cleared with the Fire Marshal in order to work in the building while it is still occupied. Also, everything must be in order and back in place by the time the students return to school the next day.

**There were no questions asked during the meeting**