



MEETING MINUTES

Meeting/Project Name:	Hayes ES, Mount Bethel ES, and Lost Mountain MS Cooler/Freezer/HVAC Replacement, B2114		
Date of Meeting:	January 21, 2021	Time:	1:00 AM
Location:	Lost Mountain Middle School, 700 Old Mountain Rd., Kennesaw, GA 30152 Hayes Elementary School, 1501 Kennesaw Due West Rd., Kennesaw, GA 30152 Mount Bethel Elementary School, 1210 Johnson Ferry Rd., Marietta, GA 30068		

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** – Matt Shettle (SPLOST), Brandon Ledbetter (Maintenance), Michael Love (MWL/Architect), Gary Blount (Procurement), and Wendy Bell (Procurement)

2. **Attendees: See the sign-in sheet (posted on the website).**

3. **Gary Blount (Procurement) discussed key points and relevant dates of the bid.**
 - Responses are due February 15, 2021, at 3:00 PM ET. Late responses will not be accepted.
 - Bids may only be submitted electronically via email to gary.blount@cobbk12.org with “IFB B2114, Hayes ES Cooler/Freezer Replacement, Lost Mountain MS Cooler/Freezer Replacement and Mount Bethel ES Freezer and Kitchen HVAC” referenced in the subject line.
 - Attendance at the pre-bid meeting is mandatory to submit a bid.
 - The deadline for submitting questions is February 8, 2021, at 3:00 PM ET. All communication must be through Procurement Services/Gary Blount.
 - Companies must request plan documents from (MWL Architecture, LLC) 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 February 8, 2021, at 3:00 PM ET.

4. **Michael Love (MWL/Architect) discussed the scope of work summary.**
(Provide labor, material, and equipment including but not limited to the following scope of work)

Lost Mountain Middle School

- Demolition of the existing cooler & freezer including equipment, piping, lighting, electrical systems, dry pipe sprinkler system, finishes, and the concrete floor & foundations. Coordinate limits of demolition with new construction.
- Installation of a new cooler & freezer including the equipment, piping, lighting, electrical systems, dry pipe sprinkler system, floor system & foundations, finishes.
- Installation of equipment pad and chain link fencing.



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Hayes Elementary School

- Demolition of the existing cooler & freezer including equipment, piping, lighting, electrical systems, dry pipe sprinkler system, finishes, and the concrete floor & foundations. Coordinate limits of demolition with new construction.
- Demolition of selected doors, hardware, door frames, glazing, window frames, ceiling systems, walls, finishes, and foundations for relocation of the existing office & acquisition and expansion of the dry storage room. Coordinate limits of demolition with new construction.
- Installation of a new cooler & freezer including the equipment, piping, lighting, electrical systems, dry pipe sprinkler system, floor system & foundations, and finishes.
- Installation of fire rated & non-rated masonry & gypsum board wall assemblies, door frames, doors, hardware, window frames, glazing, ceiling systems, electrical systems, HVAC systems (mini-splits), and floor & wall finishes for relocation of the existing office & acquisition and expansion of the dry storage room.
- Relocation of existing HVAC supply & returns diffusers, sprinkler drops, and low voltage devices that are displaced with the new ceiling system.
- Electrical upgrades for the existing back-up generator.

Mount Bethel Elementary School

- Demolition of the existing freezer including equipment, piping, lighting, electrical systems, dry pipe sprinkler system, finishes, and the concrete floor & foundations. Coordinate limits of demolition with new construction.
- Demolition of selected door, hardware, door frame, ceiling systems, walls, finishes, and foundations for acquisition and expansion of the dry storage room. Coordinate limits of demolition with new construction.
- Installation of a new freezer including the equipment, piping, lighting, electrical systems, dry pipe sprinkler system, floor system & foundations, and finishes.
- Installation of fire rated & non-rated masonry & gypsum board wall assemblies, door frame, door, hardware, ceiling systems, electrical systems, HVAC systems (mini-splits), and floor & wall finishes for acquisition and expansion of the dry storage room.
- Existing Offices 629 & 630 are impacted by acquisition of space. New ceilings, paint, carpet & rubber base.
- Relocation of existing HVAC supply & returns diffusers, sprinkler drops, and low voltage devices that are displaced with the new ceiling system.

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- Installation of a HVAC system (RTU, ductwork, supply & return diffusers) for the Kitchen Area and associated spaces.
- Modified structural steel framing & roof deck for RTU and ductwork.
- Installation of a Utility Distribution System (UDS).
- Installation of a new back-up generator.
- Relocation of the existing cooler condenser including piping.
- Replacement of the cooler roof membrane and associated flashing and sealant.

Addendum-1 will be issued no later than 2/9/2021.

General Questions Asked

	Question	Response
Lost Mountain Middle School Questions		
1.	Is the cooler and freezer on the building management system, in terms of monitoring, being updated also?	Yes, in the specifications there is a reference for the GC to contact ALC.
2.	Will the refrigerant lines be covered in metal?	Yes, that is in the mechanical specifications.
3.	Will the new floor be brought up even with the regular/existing floor?	Yes, see the plan details and please read carefully.
Hayes Elementary School Questions		
4.	What type is the existing sprinkler system in the cooler?	It is a dry system.
5.	Will this generator be replaced?	No, the existing generator will be used, but the electrical interfaces will be upgraded to work with the existing generator.
Mount Bethel Elementary School Question		
6.	Is the existing roof being used?	Yes, it will be a cut and patch situation.
General Questions		
7.	What is the substantial completion date?	July 15, 2021 (final completion 30 days after)
8.	When can work start?	Work can start after the last day of school, however outdoor work may be started before school breaks for the summer.