



## ATTENDANCE and MINUTES

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|---------------------------------------|---|--|
| <input type="checkbox"/> BID OPENING  | <input checked="" type="checkbox"/> PRE-BID/PROPOSAL CONFERENCE | <input type="checkbox"/> SITE VISIT    |
| <input type="checkbox"/> PRESENTATION | <input type="checkbox"/> MANDATORY                              | <input type="checkbox"/> MANDATORY     |
|                                       | <input checked="" type="checkbox"/> NON-MANDATORY               | <input type="checkbox"/> NON-MANDATORY |

BID/RFP NUMBER: 23-DES-ITBPW-361

DATE: December 8, 2022

BID/RFP TITLE: TRAFFIC ENGINEERING AND OPERATION INTERIOR RENOVATION

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COUNTY CONTACT: Sy Gezachew

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### Minutes

1. Introductions:
2. Disclosure: Oral representations made at the pre-proposal conference are not binding upon the County.
3. SCC Registration required for award.
4. Any questions asked today, please submit to Vendor Registry by the question deadline for a formal response from the County.
5. All Communications during the process must go through the Purchasing Office
6. Important Dates:

### **ITB No 23-DES-ITBPW-361 – TENTATIVE SCHEDULE**

ITB ISSUANCE	November 16, 2022
PRE-BID CONFERENCE (Optional)	December 8, 2022 at 10:30 a.m.
SITE VISITs (Optional)	Dec 9 at 10-12pm & Dec 12 at 2-5PM
QUESTION DEADLINE	December 13, 2022 at 5:00 p.m.

**BIDS DUE**  
CONTRACT AWARD

**December 21, 2022 at 2p.m.**  
TBD

7. Prevailing Wage discussions

The wage determination incorporated into the bid solicitation and related contract award establishes the wages rates and fringe benefit rates which DOLI has determined to be prevailing in a given area for a particular type of construction. The contractor shall be required to pay wages in compliance with the pw determination and submit certified wage report to the County on monthly basis.

After the award of the contract, but before contract execution, the County will resolicit DOLI for the same report to determine if there has been a change in the rates since the bid solicitation was advertised. If there has been any changes to the rates, we will provide these new rates to the awardee for the purpose of adjusting the line items/unit prices which may have been affected due to change in such rates. The awardee will be required to provide documentation to substantiate this change. In no case shall the awardee's profit margin as established by the original bid increase due to the increase in labor rates per the wage determination report. Contractor may not increase any unit or lump sum pricing except as indicated above.

We suggest that all bidders review the contract form attached to the solicitation bid as early as possible, so no time is lost after the award.

8. Discussion:

This is a capital improvement renovation project of an occupied building which includes an interior locker room refresh as well as the additions of the utility closet to the main building. The site is located and at Arlington County Trade Center and all facilities will be active during construction.

Highlight the summary of the specs.

Section 1.11 access to the site and section point 1.12 coordination with occupants and section 1.13 work restrictions. As mentioned, the building will be occupied and we'll have to take all the measures to minimize impact. Any activities with medium to high level of noise, vibration and order will have to be scheduled after work hours.

For the parking in the front ramp handicap ramp addition that we're doing, there's very strict compliance needed for the limits of disturbance because we are just under the threshold for requiring a minor site plan for the work. So we have to pay very close attention to the limits of disturbance. So we make sure we're not over that amount.

On the inside of the project, there's a couple skylights that have to be coordinated and added in.

And along with locker rooms, the office renovation will include some upgrades to the kitchens in there and we'll be working around people that are in there as well. So the drawings should be pretty clear.