

**SAN JOSE SENIOR CENTER IMPROVEMENTS**  
**SOLICITATION NO: 2019-03**  
**MINUTES OF PRE-SOLICITATION MEETING**  
**CDBG 18-C-NR-I-01-G-12**  
**FEBRUARY 22, 2019**  
**PATE SCHOOL, 120 KIRCHER ST., CARLSBAD, NM 88220**

**Attendees:**

Angelica Barrios-Testa, <i>Director of Municipal Services</i>	City of Carlsbad
Ken Britt, <i>Director of Community Development</i>	City of Carlsbad
KC Cass, <i>Director of Projects</i>	City of Carlsbad
Loni Carlson, <i>Projects Assistant</i>	City of Carlsbad
Ivan M. Abell, <i>Projects Administrator</i>	City of Carlsbad
Lupe Ornelas, <i>Facility Maintenance Supervisor</i>	City of Carlsbad
Larry Mitchell, <i>Architect</i>	Mitchell & Cruse Architecture

**Introduction:**

Mr. Abell called the meeting to order and took roll of those present. Mr. Cass explained the walkthrough would be to go over the basic design parameters and structures so the City can begin accepting proposals. He explained at this point in the process they are not looking for a competitive dollar amount bid, but rather an experience based proposal with qualifications.

**Discussion:**

Mr. Cass explained the first phase of the project will be to relocate the kitchen equipment from the existing San Jose Senior Center to the new location. The project was then explained and discussed room by room throughout the walkthrough. The following questions and answers were discussed:

Will there be new partitions in the Restrooms?

*Possibly in the future. Currently the bathrooms will be as is, except the City will make them ADA compliant and replace the fixtures.*

When it is time to deal with the asbestos abatement, will all of the floor be a part of the treatment?

*The limits of the project are east of the girls' restroom. The floor will be encapsulated rather than abated.*

When it is time to encapsulate the floor do they start with a base bid of VCT?

*Will be an Add Alternate. Encapsulating will be more cost effective than abatement.*

What about HVAC?

*Part of the scope of work will be to inspect and get the existing HVAC system back online and working.*

What will the rooms be used for; will everything at the current Center be brought over?

*There is a need for office space for at least two offices, storage, an exercise room, and craft room. All of the activities at the current Center will have room at this location.*

Are the rooms individually heated and cooled?

*Based on the cost estimates list, which includes HVAC conversion and start up, 12 units will be separate.*

Is the kitchen about the same size?

*Yes, it is close to the same size. The plumbing will be eliminated and will be done in-house.*

Other Comments:

The entrance to the facility will need to be handicap accessible, and the parking area will need to be ADA compliant. There may be more ADA parking spaces than required because of the nature of the facility. There will be stakeholder participation in future meetings.

**Conclusion:**

Mr. Cass concluded the walkthrough and thanked Mr. Mitchell for attending.

