



Ojai Unified School District

PRE-BID CONFERENCE MEETING MINUTES

1. **PROJECT:**
Ojai Unified School District
Campus-Wide Exterior Painting (OUSD # 2021-1600)
Matilija Middle School
703 El Paseo Rd.
Ojai, CA 93023
2. **DATE & TIME:**
TUESDAY July 6, 2021
9:00 a.m. – 10:00 a.m.
3. **LOCATION:**
Matilija Middle School
703 El Paseo Rd.
Ojai, CA 93023
4. **AGENDA ITEMS:**
 - a. Introduction of Project Team:
 - i. Alan White, Bond Manager Ojai USD
 - ii. Kelley Stone, Principal, Matilija MS
 - iii. Martin Hartmann, Architect
 - b. Review of Bid Documents Distributed to date
 - i. Bid documents are available via link on district website.
 - ii. <https://www.ojaiusd.org/o/ojai-unified-school-district/page/construction-projects>
 - c. Future Addenda
 - i. An addendum will be issued to cover items questioned during the bid walk in greater detail.
 - d. Overview of Project by Architect
 - i. Project consists of the repainting of an existing middle school. Summer school is in session 7/6-7/30. Work will occur during that time. Summer school is out every afternoon and Fridays.

- e. Bidding & Construction Schedule
 - i. Bids are due on 7/12 per the bid instructions available online.
 - ii. Board approval for award moved up to 7/12. NTP is likely to be issued 7/14. The district would like substantial completion completed by 8/13 and the job completed in its entirety by 8/17. Teachers arrive on campus 8/13. Students arrive on campus 8/18. Comeback work to take care of trim and miscellaneous items during non-school hours may be considered upon request.

- f. Regulatory Issues: (DSA project, neighborhood work hours)
 - i. Not a DSA job.
 - ii. Normal work hours are 7am-5pm Monday through Friday.
 - iii. All summer school classes are located in Buildings H and I. Work will commence at the front of the school and progress southwardly ending with Buildings H and I.

- g. Maintaining Ojai USD Regulations/Requirements, Use of Premises
 - i. Ojai USD will provide a space for the contractor to store tools and materials.
 - ii. Contractor will provide its own portable toilet and handwashing station.

- h. Site Tour(s)
 - i. The site tour covered the project areas throughout campus including the Building A courtyard.

- i. Questions & Answers
 - i. Currently, the drawings call for all of the doors, windows, and trim to remain as is. During the job walk, the district confirmed that all of the doors, windows, and trim are to be painted. Effectively, the entire exterior of the school is to be painted. This will be officially addressed via an addendum to be issued by end of day 7/8.
 - ii. Other minor, specific items question during the walk will be addressed in the addendum.

END OF AGENDA