

PRE-BID MEETING MINUTES

Issue Date: August 28, 2020

Project: NOMAR International Market Shade Structure
204 East 21st North
Wichita, Kansas 67214

Project No.: PLR2020-00417 (architect project no. 18631.09)

Owner: City of Wichita
Public Works, Building Services
City Hall, 7th Floor
455 N Main, 7th Floor
Wichita, KS 67202

Architect: LK Architecture, Inc.
345 Riverview, Suite 200
Wichita, Kansas 67203

From: Tony Rangel, AIA
Email: trangel@lk-architecture.com

Meeting Date: August 28, 2020, 9:30 am
@ the project site

AGENDA:

1. Project: NOMAR International Market Shade Structure – City of Wichita
2. Introductions:
 - a. Owner (Public Works), Migwi Karugu, Project Manager, Building Services
 - b. Architect (LK Architecture), Tony Rangel, Project Manager
3. Attendance List: (attached to this addendum narrative)
4. Proposal Date: Friday September 4, 2020; before 3:00 pm. Email final proposal to Migwi Karugu (mkarugu@wichita.gov).
5. Public Proposal Opening: Monday, September 7, 2020; 3:30 pm
6. Award and contracting schedule: Project award will be final upon approval by Public Works Manager. Once the purchase order is approved, the general contractor will provide proof of appropriate insurance and project related documents before issuance of notice to proceed.
7. Insurance required (comprehensive general liability, automobile liability and workers' compensation), as required for any City of Wichita Vendor.
8. No project bonding is required (performance and payment, builders' risk).
9. Provide project proposal response on company letterhead and email as referenced previously.
10. Invoicing will be processed using a purchase order format.
11. It is anticipated that the construction project will require 40 calendar days to complete. Please confirm on your proposal.
12. Tax requirements: This is a sales tax exempt project. A tax exempt form will be provided by the City of Wichita to the general contractor after signing of purchase order.

13. Project security: Contractor is responsible to secure all open construction and construction tools outside of normal construction business hours. Note, that there is limited security patrol after normal business hours.
14. Construction staging, site access: Construction staging may be provided immediately adjacent to the proposed construction zone. Please coordinate use of site with City of Wichita Project Manager. To be coordinated during construction kick-off meeting.
15. Construction parking: Construction parking will be allowed in the spaces along the north alley.
16. Project work hours: normal construction business hours. Please coordinate construction schedule with the City of Wichita Project Manager when outside normal construction business hours. It is preferred that construction activity provide access to existing facility during operational hours.
17. Project parameters (see scope of work listed on documents): Generally, outlined in section 01 1000 – Summary of Work.
18. Alternate No 1: add pre-finished guttering and (2) downspouts as shown on the documents.
19. Project questions will be received and responded to up to 5:00 pm, Wednesday, September 2nd. Tony Rangel, LK Architecture, (trangel@lk-architecture.com).
20. Questions and answers: see answers below.
21. Tour site:

QUESTIONS/ANSWERS:

1. Will the glu-lam dimensional lumber need to be exterior treated grade? Answer: Yes, refer to specification second 06 1800 Glue-Laminated Construction.
2. How to address underground conduit between new power panel and fixtures? Answer: provide concealed overhead conduit from new power panel to edge of existing canopy roof and then route down to continue the conduit underground to each power receptacle and light fixture. Note, that all surface mounted conduit shall be painted to match adjacent surface.
3. Is the building permit ready for pick-up? Answer: Yes, the plan review fee has been paid and the building permit is ready for pick-up. The building permit fee shall be paid by general contractor. Coordinate outstanding balance for permit fee with MABCD.
4. How will new beam structure tie to existing? Answer: follow detail 5/A1.0.
5. Can the steel tube decorative scroll be substituted? Answer: yes, but the substitute must match the size, scale, dimension, look, texture, fastening, fluted ends and finish of the existing units.
6. Who is providing the fabric panels? Answer: The fabric panel supplier/installer is not known at this time. Once selected, the fabric panel supplier/installer and the general contractor will meet to coordinate installation prep and timing.
7. Who will facilitate access to the existing mechanical room for installation of the power panel? Answer: The City of Wichita Project Manager.
8. Will a special inspection of the weld connection to the existing structural steel plate? Answer: Yes, general contractor to schedule, order and pay fee for special inspection of the referenced weld connections as well as the wire rope x-bracing connections.

END OF MEETING MINUTES