

Meeting Minutes – RFP 13-15 Gun Range Safety Improvements (Sniper Berm)

Date of Meeting: 5/14/15

Minutes Prepared By: Laurie Gustum, Buyer

1. Purpose of Meeting

- Review bid process & specifications with potential bidders.
- Escort potential bidders on site visit.

2. Attendance at Meeting

See attached sign in sheet Attendance was mandatory.

3. Meeting Notes, Decisions, Issues

All were requested to sign attendance sheet Contractors were asked leave business cards if available. Buyer, Janice Wilder, introduced herself and the project team consisting of Project Manager - Al Cordova, David Gray - Site Superintendent, Laurie Gustum – Buyer. Other HCSO personnel attending the meeting included, Major Feeney, Sergeant Corrales

Ms. Gustum reviewed the following information from the bid documents:

- Deadline for submission is May 22, 2015 3:00 PM. If hand delivering at last minute leave time for checking in thru our Access Control Center. Submissions will be date & time stamped. Any received after 3:00 PM will be returned unopened.
- Packages must be marked on the outside of the envelope as a bid document.
- Contractor employees or subs should not talk with Trusty inmates on work site. Report any attempts of Trusty to converse to site superintendent.
- All official information pertaining to the RFP, including Questions and Answers(Q&A) and Amendments will be posted on the website. The Buyer, as a convenience, will email the eligible bidders as well, but it is your responsibility to check the official website for changes and updates.
- The deadline for Q&A will be Tuesday 5/19/15 at 3:00 PM.
- Proposal will be evaluated as described in RFP. A cover page for each evaluation section is provided which outlines what is expected. Be detailed. Show that you understand the SOW. Particularly your Overall Plan and Approach since 30 points are allotted to this evaluation criteria.
- Copies of amended drawings were issued and will be posted to the website as Exhibit A Revision 1. Per Mr. Gray, the revisions are minor. There is no change to the berm itself though its placement has shifted to the south with its southern edge aligning with the property line. This shifts the fencing on to the Solid Waste property, as has been approved by them. Also details for replacing the entire backstop have been included as opposed to the original spec referencing the replacment of bad wood.
- Hours of operation are from 6:30 a.m. to 5:00 p.m., Monday-Friday. If you have to work beyond those hours, you must obtain permission from the Site Superintendent two days in advance. Any deliveries that are made outside of these hours will be

3. Meeting Notes, Decisions, Issues

- turned away. HCSO personnel will not receive material or equipment deliveries on behalf of the Contractor.
- The Staging area for equipment and vehicles will be discussed at the pre-construction meeting after award.
 - Once the borrow areas on the north side are depleted, the Contractor crews will be more restricted to the construction site.
 - The majority of stock piles consist of silty sand, however stock pile #3 (furthest from the road) is clay mix. The strippings removed from these areas can be used.
 - Stockpiles in the borrow areas must be re-stabilized as depleted.
 - The roads accessing the borrow areas must be maintained.
 - It was mentioned that once stock piles are removed, the area should be graded to existing grade and hydro-seeded(60/40). We will be adding this to the scope via an amendment.
 - There is a storm drain pipe at the east side of the swail location.
 - Fencing is detailed on C-3. The existing fence will be removed and replaced with like materials which will include two rows of barbed-wired on the top and one row on the bottom.
 - Only marked trees can be removed from the construction area. Trees south of the construction area cannot be touched. Stumps should be ground but do not have to be removed entirely. Removed trees can be transported off site, or the Contractor may apply for a burn permit. If granted, removed trees may be transported to a burn site by Borrow Area 3 for burning as supervised by the Fire Department.
 - It was mentioned not to utilize the markers (three markers) on the other side of the fence next to the sniper berm. These were staked by the HCSO personnel for some other purpose.
 - As indicated in the Revision 1 drawings C-5, the entire wooden backstop is now to be replaced. This will be included in an Amendment to the Specification. Timbers are 3.5" square treated landscape timbers. Old timbers containing lead must remain on site. Non-contaminated wood can be removed. The I-Beams will have to be custom built so make sure to figure that into your schedule accordingly. The existing length of the I-beam is approximately 68 feet.
 - The existing perimeter road used by Solid Waste will be moved to the south accordingly, as the fence and berm have been. The new road will run parallel to the new fence on the south. The fence line should run almost straight, but the road may require some minor curves around existing obstacles. The specs on the roadway do not call for sand or rock – it is grass and the width of the road is 12 feet. Any ruts next to the road will need to be smoothed out.

4. Action Items

Site Superintendent to provide updates to Buyer to prepare and post amendment covering Revision 1 to Drawings, hydro-seeding & re-stabilizing requirements in borrow areas, backstop replacement and design.

