



**OPERATIONS DEPARTMENT  
CAPITAL & SPECIAL PROJECTS**

398 N Richmond Avenue, Carson City, NV 89703  
Telephone (775) 283-2175 / Fax (775) 283-2191

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**Mandatory Pre-Proposal Conference/Job Walk  
April 5, 2023 @ 10:00 AM**

**CARSON CITY SCHOOL DISTRICT (CCSD) BUS BARN TENANT IMPROVEMENT  
PROJECT**

1111 N. Saliman Road, Carson City, NV 89701

**Minutes**

**I. Welcome and Introduction – Mark Johnson, Capital and Special Projects  
Manager**

**II. Scope of Work – John P. Copoulos, Architect**

**CCSD BUS BARN TI PROJECT:** In general, the work consists of furnishing all labor and materials for the Demolition asphalt, MEP utilities, and CMU. Remove tools (by owner) and associated utilities (MEP) (by contractor) to reconfigure bus service bay for electric bus fleet. Enclose existing roof area with new CMU, new concrete slab approximately 895 sf, new structural wood joists, new hollow metal doors and new roofing. Relocate tools (by owner) to reconfigured tool room approximately 895 sf. Provide utilities (MEP) (by contractor) for relocated tools.

**III. Bidding – Jodi Mason, Purchasing & Materials Supervisor**

**a. Timeline:**

<b>BID EVENTS</b>	<b>DATE</b>
BID Released	Monday, March 27, 2023
Mandatory Pre-proposal Conference/Job Walk	Wednesday, April 5, 2023, 10:00 a.m. @ Carson High School, meet at Front Office
All Bid Questions Due	Thursday, April 20, 2023 (by 2:00 p.m. local time)
Responses to Questions Posted as "Addendum"	Monday, April 24, 2023
BIDS DUE & Opened	Thursday, April 27, 2023 ( <b>by 2:00 p.m. local time; Bids are opened at 2:10 p.m.</b> )
Recommendation for Award Posted	Monday, April 28, 2023
Award Granted	Monday, May 5, 2023
Construction Begins **	June 2, 2023
Construction Ends **	August 11, 2023

**b. Award**

The CCSD may award a Contract to the lowest responsive and responsible Bidder. The lowest price will be determined by the Total Net Base Bid plus any Bid Alternates which are accepted.

**c. Contract Schedule\*\***

**Carson City School District (CCSD) Bus Barn TI Project** shall begin on June 2, 2023 with the issuance of the Notice to Proceed. The Carson City School District Bus Barn TI Project is to be completed on or before August 11, 2023.

**d. Bid Questions.**

All bid questions & RFI's are due to John Copoulos and Karen Jackson on or before **Thursday, April 20, 2023, 2:00 p.m.** local time. Bid questions are to be submitted via email to [info@jpcarchitect.com](mailto:info@jpcarchitect.com) and [kjackson@carson.k12.nv.us](mailto:kjackson@carson.k12.nv.us)

**IV. PREVAILING WAGES – Mark Johnson, Capital & Special Projects Manager**

The CONTRACTOR shall comply strictly with the requirements of NRS Chapter 338 and shall pay, if required by statutes, prevailing wage rates for the appropriate labor positions as outlined in the “Carson City – Prevailing Wage Rates for Public Works, State of Nevada, Carson City” for projects that are \$100,000 or greater. The prevailing wage rate is established and published by the Office of the Nevada Labor Commission. The applicable wage rates must be posted at the site of the Project in a place generally visible to the workers.

The contact for CCSD for Prevailing Wage & Apprentice Utilization is:

**Karen Jackson**

[kjackson@carson.k12.nv.us](mailto:kjackson@carson.k12.nv.us)

**(775) 283-2155**

**V. APPRENTICESHIP UTILIZATION PROGRAM - NRS 338.01165; SB 207 REQUIREMENTS (2019)**

Apprentices-SB207 NRS 338.01165 – Refer to **Exhibit D – GENERAL CONDITIONS, Section 5.4.8**

**VI. Discussion Points**

- a. Plans have been reviewed by the Building Department. CCSD will issue an Addendum 1 with minutes of this meeting and revised plans with a permitted set of plans.
- b. The estimated cost of the Base Bid of this project is \$200,000.00.
- c. Liquidated Damage as identified in the Exhibit D, Owner-Contractor Agreement is \$500.00 a calendar day

**VII. QUESTIONS ASKED DURING INTRODUCTION OF PROJECT**

**All clarifications/responses will appear in bold type.**

1. Where is the lay down area? **The lay down area will be on the south side of the transportation building.**

2. Is there an asbestos report? **See the attached report from Wise Consulting. No asbestos was detected.**
3. There is a container on the south side of the construction area. Will it be moved? **CCSD will relocate for construction access.**
4. Can we bring our subcontractors down to look at the site and work? **Yes. Please contact Mark Johnson at (775) 283-2170 or Virgil Berry at (775) 690-2706 to arrange a site visit.**
5. Is there a specification for the epoxy flooring? **This is covered in the Plan Sheet A500, Architectural Specifications, Section: Slab Finishes.**
6. Is there water and power on the site that can be used by the contractors? **Yes. You need to provide your own sanitary station.**
7. Will Southwest Gas be involved? **No**
8. Is the Electric Bus Project construction during the same time as our schedule? **Yes, June 2, 2023 through August 11, 2023. The contact information for Par Western Line Contractors is Jason Clack, Project Manager at (775) 236-2322 and Shane Glenn, Division Manager at (775) 329-0407.**

#### **VIII. JOB WALK QUESTIONS ASKED**

**All clarifications/responses will appear in bold type.**

1. Can we get on the roof for inspection? **Yes and a ladder was provided.**
2. Structural re-nail sheeting would it be on new part of roof only? **See Plan Sheet S2.1 for extent of re-nail roof sheeting.**
3. Clarify that we do not need to have any budget for equipment movement? **Yes, CCSD will move the equipment.**
4. What type of roof was it? **Alpine stated that there are no penetrations on the roof and it is a TPO roof.**

Originator: Karen Jackson, Administrative Assistant

Attachments: CCSD Sign-In Sheets from Mandatory Pre-Proposal Meeting 4/5/2023  
Asbestos Renovation Survey, dated 11/15/2022

Distribution: Attendees  
JP Copoulos, Architect  
File