



**OPERATIONS DEPARTMENT
CAPITAL & SPECIAL PROJECTS**

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

**Mandatory Pre-Proposal Conference/Job Walk
February 9, 2023 @ 10:00 AM**

**CARSON CITY SCHOOL DISTRICT (CCSD) EV-BUS PROJECT
1111 N. Saliman Road, Carson City, NV 89701
Minutes**

It is the intent that these minutes provide an accurate reflection of the topics discussed. However, if an error is noted, please notify the author and corrections will be made. Pending comments from other attendees these minutes will become part of the project record.

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

II. Scope of Work – Mike Pecorino, PE, Construction Design Services

CCSD EV-BUS PROJECT: The electrical for the project shall consist of a NV Energy primary feeder extension to a new NVE transformer and new main electrical services to be used in charging EV buses. A total of fourteen chargers may be used simultaneously. The management system may also be used to stagger the charger starting which will help lower the utility demand and facility charges. Each charger is to have an IP address, these to be coordinated with the schools Innovation & Technology Department. The project is broken into two phases, Phase I shall consist of four new EV chargers and associated electrical equipment. It shall include the future NVE secondary conduits stubbed into a N36 box for the service of the second phase. Phase II (not part of this project), to be completed in Q3 2024, consist of ten new EV chargers and associated electrical equipment.

III. Bidding – Jodi Mason, Purchasing & Materials Supervisor

a. Timeline:

BID EVENTS	DATE
BID Released	Monday, January 30, 2023
Mandatory Pre-proposal Conference/Job Walk	Thursday, February 9, 2023, 10:00 a.m. @ Carson High School, meet at Front Office
All Bid Questions Due	Thursday, February 23, 2023 (by 2:00 p.m. local time)
Responses to Questions Posted as "Addendum"	Monday, February 27, 2023
BIDS DUE & Opened	Thursday, March 2, 2023 (by 2:00 p.m. local time; Bids are opened at 2:10 p.m.)

Recommendation for Award Posted	Monday, March 6, 2023
Award Granted	Monday, March 13, 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) EV-BUS Project shall begin on June 2, 2023 with the issuance of the Notice to Proceed. Due to long lead time of the Main Switch Board, it is to be procured by the contractor ahead of the start of construction to insure timely installation. The Carson City School District EV-Bus Project is to be completed on or before August 11, 2023.

Upon award of the contract, CCSD will issue the Notice to Proceed (NTP) for submittals, material procurement, schedule submittal, and schedule of values. A separate (NTP) for construction will be issued for June 2, 2023.

d. Bid Questions.

All bid questions & RFI's are due to Mike Pecorino and Karen Jackson on or before **Thursday, February 23, 2023, 2:00 p.m.** local time. Bid questions are to be submitted via email to mpecorino@cds-nv.com and 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
(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 clouded changes.
- b. The estimated cost of the Base Bid of this project is \$460,000.00.
- 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. With the time for completion being tight we may not have the distribution panels received by then. **Equipment for the EV buses, CCSD has the chargers and NE Energy has the transformer (we believe they have it in stock). If there is a documented delay from the manufacture for the switchgear, CCSD will suspend the Liquidated Damages and stop the contract clock for this item. This may be installed after the construction is completed and equipment is received from the manufacturer.**
2. Coming from the transformer, will there be any trenching issues? **No. You will be from the NW corner of the bus barn and go south. All on asphalt. You will need to alter the fence.**
3. Will the contractor need to coordinate with transportation regarding the buses? **Only a few buses will be running during the summer.**
4. Where will the lay down area be? **The lay down area will be north of ROTC and at the back of the solar panels. During the walk, there will be three areas that can be used.**

VIII. JOB WALK QUESTIONS ASKED

All clarifications/responses will appear in bold type.

1. Will there be a separate contractor to pull the power? **The contractor who is awarded the bid will be responsible for the vaults, pads, trenching, backfilling, and conduit per NV Energy's drawings (Addendum 1). NV Energy will provide and install the conductors.**
2. Will the existing electrical outlets for the block heaters stay? **Yes. They will still be used.**
3. Are you only installing Phase I piping only? **Yes. We do not know if Phase II will take place and NV Energy allows for only so much.**
4. Does the survey reflect dedicated spots for each charger? **Yes, they are detailed on the plans with spacing.**

5. Will the contractor be responsible for the fence around the transformer? **Yes.**
6. What is the detail of the base for the transformer? **A precast pad must be provided per NV Energy's Specifications.**
7. Can the trench run outside along the curb? **Yes. The trench on the east parking lot side can be on the west side of the curb.**
8. How will the conduit run for the server? **Conduit will run due west to the transportation building office. It will consist of 1 pipe with 2 CAT6 lines.**

Originator: Karen Jackson, Administrative Assistant

Attachments: CCSD Sign-In Sheets from Mandatory Pre-Proposal Meeting 2/9/2023

Distribution: Attendees
File