

AGENDA/MINUTES

Mandatory Pre-Submittal Meeting REQUEST FOR PROPOSALS (RFP) FOR CONSTRUCTION MANAGER AT RISK (CMAR)

Date: December 12, 2023

Project Name: **REMODEL BATHROOMS AT CARSON HIGH SCHOOL**
CCSD Project No. 51.23.04
PWP# CC-2024-100

Location: Carson High School, 1111 North Saliman Road, Carson City

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. Agenda

- a. **RFP for Construction Manager at Risk (CMAR) for CCSD** – Carson City School District (CCSD) is looking for CMAR's to provide design phase assistance (**pre-construction services** work with CCSD & Architect) and complete **construction services** for the project. This decision will be made after the final proposal/interview phase of the RFP process and will be based on what the selection committee determines is in the overall best interest and value for CCSD.
- b. Introduction to Project Team
 - a. Spencer Winward, Director of Fiscal Services
 - b. Steve West, Director of Operations
 - c. Virgil Berry, Energy & Maintenance Manager
 - d. Jody Mason, Purchasing Material Services Supervisor
 - e. Mark Johnson, Capital & Special Project Manager
 - f. Karen Jackson, Administrative Assistant III, Invoices & Prevailing Wage
- c. Architect: Van Woert Bigotti Architects
 - a. K. Brad VanWoert III, AIA
 - b. Angela Bigotti-Chavez, AIA
 - c. Del Fonder, Project Manager
- d. Carson High School:
 - a. Dan Carstens, Principal
 - b. Dr. Cody Farnworth, Vice Principal
- e. Pass Code Plans: Exhibit F **2024.CHSRR**
- f. Additional Site & Floor Plans (handout and attached)

II. Project

Description of the Construction: This project consists of the demolition and construction of the existing restrooms from a gendered type layout into a general use type layout at Carson High School, located at 1111 Saliman Road, Carson City, Nevada. There are four restroom

blocks located in the central circulation core of the High School, two on each floor, with two blocks at the north end, and two blocks at the south end. There will also be moderate remodeling of space adjacent to the blocks, consisting of wall and ceiling finishes. Materials, finishes, HVAC, plumbing, lighting and electrical systems will be determined during the Design Phase of the project. Construction logistics will play a key part of the delivery. The majority of the work is to be done during the summer, with minor finishing completed while school is in session.

Project Name	Remodel Bathrooms at Carson High School
Address:	Carson High School 1111 North Saliman Rd., Carson City, NV 89701
Approximate Existing Building Area	308,142 square feet (total)
Estimated Construction Budget:	\$6,000,000.00
Liquidated Damages:	\$1,000.00 per day

III. CMAR RFP Submittal Requirements & Submission Check List

The RFP response shall be bound and indexed and shall be separated into the following specific categories and the information within each category shall be in order to match those listed in this RFP. (See RFP for details & follow the check list).

IV. Delivery Deadline for Proposals - January 4, 2024**

In response to this RFP, Proposers shall submit one (1) original proposal marked MASTER with five (5) identical bound copies marked COPY and one (1) identical electronic response in Microsoft Word, Microsoft Excel, or Adobe PDF, on a CD or flash drive. Proposals are **DUE** to **CCSD Operations Services Center, 398 North Richmond Avenue, Carson City, NV 89703**.

V. Timeline & CMAR Selection Milestones

Project Schedule /Milestones	Date
Request for Proposal (RFP) issued	December 4, 2023
Mandatory Pre-Proposal Meeting, Carson High School, 1111 North Saliman Road, Carson City, NV 89701 @ 3:00 PM.	December 12, 2023
Question & Answer Period Closes at Noon (Pacific Time)	December 21, 2023
Request for Proposals Due Date at 2:00 p.m. (Pacific Time)**	January 4, 2024
Selection Committee Meeting to Finalize Rankings 9:00 a.m. to 11:00 a.m. CCSD Board Room	January 5, 2024
Notification Letter Issued to Short Listed CMAR Firms	January 8, 2024
Mandatory Interview/Presentations of Short-Listed CMAR Firms - 9:00 a.m. – 4:00 p.m.	January 16, 2024
Notice of Recommendation of Award of CMAR Posted	January 17, 2024
Award Date	January 24, 2024
Notice of Award Posted:	January 24, 2024
CMAR Pre-Construction Services Agreement Executed & Notice to Proceed issued	January 25, 2024
Construction Begins: *	June 3, 2024
Construction Ends: *	October 14, 2024

* **SCHEDULE**: Remodel of the eight (8) bathrooms at Carson High School shall begin on June 3, 2024 with the issuance of the Notice to Proceed. The four (4) south bathrooms are to be completed on or before August 12, 2024 when the start of school begins. The construction end date for the Bathroom Remodel for the north bathrooms will be targeted for October 14, 2024. This will be an active campus after school starts on August 12, 2024 until the completion date targeted for October 14, 2024.

The CMAR agrees that time is of the essence of this Agreement and further agrees to satisfactorily complete the work in accordance with the contract documents within the specified contract time plus any adjustments to the contract time resulting from approved Change Orders, and failing to do so, agrees to pay, not as a penalty, but as liquidated damages, the sum stipulated below for each calendar day in excess of the contract time stipulated in this Agreement. Liquidated damages shall cease to be assessed on the date of Substantial Completion provided the CMAR completes all punch-list work within the time limit stipulated in the Certificate of Substantial Completion. Liquidated damages shall resume if the CMAR does not complete all punch-list work within the time limit stipulated in the Certificate of Substantial Completion.

VI. CMAR Evaluation and Selection Criteria

Refer to RFP for details. Short list will be at least two but no more than five per NRS 338.1694

VII. Questions, Answers, & Information

1. All RFI questions are to be emailed to **Mark Johnson** at mjohnson@carson.k12.nv.us and/or **Karen Jackson** at kjackson@carson.k12.nv.us. RFI questions are due by **December 21, 2023 noon (Pacific Time)**.
2. This is a **Public Works Project** that will be complying with **Prevailing Wage and Apprenticeship Utilization requirements**
3. There is **no asbestos or lead** in the areas being demolished. **Wise Consulting** has performed tests and the reports are online as **Exhibit G-1, G-2, & G-3**. **No abatement will be required.**
4. There will be **no summer school** in the **Main Building**, summer school will be located in the **Tech Center** during construction. The **Front Office** will be open in the summer.
5. You do not need to stagger. Construction can take place on both restrooms at the same time.
6. You can work extra hours and weekends, as needed. It will need to be coordinated with **CCSD**. It is strictly up to the **CMAR**. The **CMAR** may possibly start earlier with the restrooms that are locked and not used during the school session in **May 2024**.
7. Work will be on-going during the timeframe of when school resumes, **August 12, 2024**.
8. The walls are block and we will be calling for epoxy floors. New walls will be metal studs with mold and mildew resistant gypsum board or tile backer. Finish to be applied is **TBD**.
9. Firewalls will need reconfiguration. Some lockers will be removed from the outside wall.

- 10. The demo and lay down area will be available in the teacher's parking lot. There will also be an area in the back.**
- 11. The sanitary sewer is between the 2 walls. It is identified in the plans.**
- 12. A dumpster is allowed for garbage and demo materials. A CMAR trailer will be put in a specific area so it won't need to be moved once school resumes.**
- 13. Existing north / south side of elevator shaft walls are 4" expansion joints and east / west sides are 3".**
- 14. There are two elevators available for the CMAR's use.**
- 15. The doors in the wrestling room has a forklift door.**
- 16. The restrooms have minimal expansion joints.**

Originator: Karen Jackson, Administrative Assistant

Attachments: CHS Site & Floor Plan
Sign-In Sheet 12/12/2023

Distribution: Attendees
File