



## Meeting Minutes

Detailed, Grouped by Each Meeting and by 'Old Business' and 'New Business'

**Vanderlyn Elementary School**

1877 Vanderlyn Drive  
Dunwoody, Georgia 30338

**Project # 421-116**

Tel: Fax:

**DeKalb County School System****Pre-Proposal Conference Meeting 1**

Date	Start	End	Next Meeting	Next Time	Prepared By	Company
6/9/2009	10:00 AM	10:30 AM			Kevin Payne	DeKalb County School System

Purpose	Location	Next Location	General Notes
Pre-Proposal Conference for the Vanderlyn Elementary School HVAC, Ceiling and Lighting Replacement, Roof Replacement and ADA Modifications	Sam A. Moss Center	TBD	

**Attended By****Non-Attendees**

Knoll Construction - Jong Tae Kim  
MCI Enterprises - Mark Short  
MCI Enterprises - John Brooks  
Doster Construction - James Ferguson  
Triad Construction Company, Inc. - Luke Ross  
Air Quality Systems - Karen O'Bier  
Soprema Inc. - Chris Kramer  
Roof Management, Inc. - Tim Melvin  
E. Escher Inc. - Brad Serati  
DeKalb County School System - Kevin Payne  
DeKalb County School System - Mike Worthington  
DeKalb County School System - Jack Boyd  
DeKalb County School System - Yolanda Brown  
ARS Mechanical, LLC - Rico Washington  
Construction Services - Jim Burton  
Bradco Supply - Gary Nelson  
Control Concepts, Inc. - Eric Brown  
DeKalb County School System - Elizabeth Epstein  
Shumate Mechanical - Josh Marly  
Rose and Reid Design Associates - Jim Finney  
Merit Construction Company - Robert Barrett  
CDH Partners, Inc. - Jeff Fincher  
J.W. Robinson & Associates, Inc. - Jeffrey L. Robinson  
Cooper & Company - Chris Ritchie  
Johns Manville - Justin Cooper  
DeKalb County School System - Patricia Pope  
DeKalb County School System - Joshua Williams  
Restoration REI, inc. - Stephen Opp  
MCI Enterprises - Kendra Chambers  
DeKalb County School System - Steven Donahue

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### Attended By

Mooney Construction, Inc. - Jerry Lyons

Diversified Construction - David Lubin

Shumate Mechanical - Bill Fortner

Soprema Inc. - Tim Wintemute

Item	Meeting Item Description	Resp	Status	Due Date	Compl'd	Cls'd
<b>New Business</b>						
<b>Introduction</b>						
001-001	Everyone in attendance introduced themselves by stating their names and company that they worked for. They also mentioned if they were submitting proposals for this job as a Prime, Subcontractor or Undecided Contractor.					No
<b>General Scope</b>						
001-002	This project consists of the HVAC, Ceiling and Lighting Replacement, Roof Replacement and ADA Modifications for Vanderlyn Elementary School.  As stated by the DCSS personnel, the scope of work includes all line items listed in the Program Narrative and Design Parameters of the RFP Documents.					No
<b>Alternates</b>						
001-003	There are two alternates for this project. Both are listed on the Design Build Fixed Price Proposal Form.					No
<b>Unit Prices</b>						
001-004	There are two unit prices for this project that pertain to the roofing. Both are listed on the Design Build Fixed Price Proposal Form as well.					No
<b>Schedule</b>						
001-005	DCSS will make a recommendation to the Board of Education during the July board meeting. Design drawings are anticipated to begin on August 1, 2009 and be completed no later than December 1, 2009. Construction is to begin on or before December 15, 2009 and all work will need to be completed on or before January 31, 2011.					No
<b>Abatement</b>						
001-006	As per state law, the Contractor must immediately stop work and notify DCSS upon finding any hazardous materials.  DCSS has already done abatement at the school.					No
<b>Proposal Requirements</b>						
001-007	Two (2) duplicate originals of the Sealed Proposals and one (1) electronic copy on cd are due by 2:30 pm on June 23, 2009 and are to be turned in at the Sam Moss Service Center.					No
<b>Form of Agreement</b>						
001-008	The Standard Form of Contract for Fixed Price for Design and Construction Services and Exhibits will be utilized for this project. The contract is available for					No

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### New Business

download from the DCSS website.

### Proposal Bond Requirements

001-009 Each contractor must state in writing the actual dollar amount included on their Bid Bond; simply stating "5% of the base bid price" is not acceptable. No

The DCSS Bid Bond Form must be used. The AIA Bid Bond Form is not acceptable.

### Selection Process

001-010 This is a design/build project, therefore all proposals will be reviewed based on the criteria noted in the RFP. There will not be a public bid opening. No

DCSS does not anticipate the need for interviews, however interviews will be held if the need for clarification arises. All contractors are encouraged to provide as much clarification as necessary in their RFP response.

Each RFP response will be reviewed and ranked by a review panel. A short list and interview process will be developed should the need arise. Pricing will not be opened until all of the proposals have been reviewed. The most advantageous proposer will be recommended to BOE for approval.

### Questions & Answers

001-011 All questions must be submitted in writing to Ms. Patricia Pope's Office no later than 2:30 pm on June 15, 2009 via fax or email. No

A final addendum will be issued by 2:30 pm on June 18, 2009. As a courtesy, DCSS will notify you via email. However, all Contractors must visit the DCSS website for more detailed information.

1. Is there a proposed budget for this project?

DCSS is does not provide that information.

Cc:	Company Name	Contact Name	Copies	Notes
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