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## **Request for Design-Build Proposals – Pre-Bid Meeting Agenda**

### **Meeting Notes from 11-2-18 and ADD #2 in RED**

**Date:**

Friday, November 2, 2018

**Time:**

1:00 PM

**Location:**

CMSD Brooklawn-NTW (11801 Worthington Ave. Cleveland, OH 44111), with subsequent Site Walk-Thru.

**Project:**

**CMSD Brooklawn-New Tech West Phase I - Electrical Services Upgrade**

**2018**

**CMSD #21260-1**

PROJECT SITE ADDRESS: 11801 WORTHINGTON AVE, CLEVELAND OH 44111

**Proposal Scope Breakdown:**

**BASE** – Combine existing secondary electrical services (Main School and Modular Units) into a single primary service for the entire facility. Update main electrical switching and distribution gear, including preparations for Emergency Generator service. Demolish existing indoor chiller sections in Main School sub-basement.

**ALT-1** – Retrofit or replace (as required) existing Interior and Exterior Lighting in with new LED Lighting.

**ALT-2** – Install (as required) new Emergency Generator.

**Agenda:**

- I. Introductions (\*: Indicates Attendance at Meeting)**
  - a. Owner – Cleveland Metropolitan School District (CMSD) Cleveland, Ohio
    - i. Seletha Thompson, CMSD Purchasing Analyst\*
    - ii. Robert Kasler, CMSD Director of Trades
  - b. Criterion Engineer/Owner's Advocate – AGM Energy Services
    - i. André Goosby, President\*
    - ii. Scott Hoffman, Principal
    - iii. Lucas Hoffman, Project Manager\*
    - iv. Ryan Mitchell, Project Management Team\*
  - c. Invited Design-Build Proposer(s):

- i. Brewer-Garrett Company\*
- ii. North Electric\*
- iii. Lake Erie Electric\*
- iv. Zenith Systems\*

## II. Goals of Meeting – Prepare Proposers for Delivery of Qualified Design-Build Proposals

- a. Describe Expected Work – refer to CMSD issued Owner's Project Requirements (OPR), Scope of Work Summary:

- i. BASE SCOPE:

- Overall goal is to provide new single-source of primary power to the property owned by CMSD. Existing power is fed from two separate CEI poles on Brooklawn Ave. The Main School is fed underground through the parking lot and into a transformer vault adjacent to the boiler room, approx. 200 kVA. The Modular Unit Addition is fed underground through grass field to a 150 kVA padmount transformer. An exterior, padmount MDP and meter cabinet is present for the modular units. A single new padmount transformer is anticipated for execution of the project in addition to a Proposer-provided primary metering pole. CEI will remove their existing transformers and metering and install a new recloser pole per their standards. Proposer is expected to fully coordinate with the Utility Company and their engineering team to ensure a complete and compliant design. A designated **Allowance** is to be included with the Proposal, with intent to cover expected engineering/construction charges from the Utility Company.
    - This electrical service upgrade is intended in part to prepare for new HVAC equipment (packaged chiller) in a subsequent phase. As part of the Base Scope, Proposers are to remove the existing chiller system located in the **sub-basement/roof**. Demolition of the chiller will be required to access and update existing electrical power distribution panels which surround the chiller in close proximity. Refrigerant and chilled water piping in the vicinity of the chiller is to be properly removed and disposed.
    - **ALLOWANCES** to be included in the Proposal:
      - Public Utility Scope (Engineering/Construction): \$55,000.
      - Project Contingency: \$20,000.

- ii. ALTERNATE SCOPE ALT-1: LED Lighting

- Update Interior and Exterior lighting to LED technology. Updates will involve removal of all fluorescent and HID ballasts.

- iii. ALTERNATE SCOPE ALT-2: Emergency Generator

- Add Emergency Generator to Site.

- b. Describe Delivery of the Work – Design-Build/Performance-based Proposals w/ Lump Sum Bid & Schematic Technical Proposal, (NOT Plan & Spec).

- i. Proposals Due: ~~November 20, 2018, 3:00 p.m. local time.~~ **Per ADD#2 proposals are due on December 5, 2018 AT 1:00 P.M.**

1. Guaranteed Maximum Price(s).
2. Projected Schedules by Scope Item.
3. Technical Proposal Items:
  - Equipment/Vendor declarations.
  - Team/Project Management.
  - Value-Adds and/or Clarifications.
- ii. Wages: Standard Davis-Bacon reference.
- c. Discuss Anticipated Timeframes:
  - i. Phase 1 Contracts completed by December 31, 2018.
  - ii. Phase 1 Construction completion by May 31, 2019. Overall/specific project timeframes are dependent upon CMSD School & CEI/First Energy construction and coordination schedules.
    1. **IMPORTANT: Once CEI receives payment, it will take 12 to 14 weeks for their engineering team to be prepared for construction. Ultimate project execution and completion is dependent upon the Utility Company's participation and schedule.**
- d. RFP Stage communication pathways desired:
  - i. RFI-style E-mail only: to Seletha Thompson  
[seletha.thompson@clevelandmetroschools.org](mailto:seletha.thompson@clevelandmetroschools.org)
  - ii. Voice: Not allowed.
  - iii. Refer to CMSD issued OPR/Front End Documents for additional details.

### III. Owner's Project Requirements (OPR)

- a. Project Pre-Planning Documents, as applicable
  - i. CMSD Community Inclusion Documents – as applicable
  - ii. CMSD Standards documents – as applicable
- b. Front-End Documents – furnished by CMSD/AGM – Targeted for 10/30/18
  - i. Instructions
  - ii. Proposal Forms
  - iii. Anticipated Forms of Agreement/Supplemental information
- c. Specifications
  - i. Overall Criteria, Descriptions and Boundaries
  - ii. Specific Sections/information as applicable to Owner's choices & preferences
- d. Drawings – Schematic Not-to-Scale
  - i. Schematic and Specific Demolition
  - ii. Schematic and Targeted Update Descriptions Targeted for 10/30/18
- e. Product Data Information, as applicable
  - i. District's Existing equipment specifications – as applicable/known.
  - ii. District's Master Systems Integrator Equipment – furnished to DB for Field-Install.

### IV. Important Discussion Items:

- a. CEI-First Energy is aware of this Line-Extension project and has collaborated on the schematic configuration of the power alterations. A work request is active in their system. They are committed to assisting CMSD-AGM and the active Design-Build proposers.
- b. This project is Turn-Key. Proposers will be responsible for final design/engineering/ insurances, utility fees, permits, approvals, etc.

- c. Work Schedule: The construction timeframe of the project takes place during the regular school year. Even though the primary work involved will be exterior to the building or in unoccupied spaces, there will be significant site work and some electrical systems down time. Close cooperation between the Contractor, CMSD and Utility Company will be of paramount importance to achieve construction goals with limited windows of full site availability. The weeks of Winter Break 2018 & Spring Break 2019 are anticipated to be the main stretches of “unoccupied” times available for the Work.
- d. Work Access: buildings areas are fully occupied. Construction activities will need to be worked-around (no “free” access can be planned for, but District is committed to coordination to help progress)
  - i. Minor Overtime/Shutdown/Weekend Efforts are expected to complete Work in time.
  - ii. Parking – “limited” at jobsite, carpooling is expected – coordinate with on-site Coordinators.
- e. The second phase of the Brooklawn-New Tech West upgrades will involve HVAC system updates. The Qualifications and/or Proposal stages are expected to occur concurrently with the execution of this Main Electrical Service Upgrade project. Construction on the HVAC-focused phase is expected to take place concurrently with Phase I, with total completion after the Electrical Power Service Upgrades are made. Scheduled completion for the electrical service upgrade phase is firm.
- f. Specific Construction Items:
  - i. Goal is to achieve as much construction work and preparation as possible prior to de-energizing the site, so that shutdown time is minimized.
  - ii. Project Meetings
    - 1. Safety & Normal Progress Meetings arranged by Design-Builder
    - 2. Periodic Meetings with District’s Key Staff are required
  - iii. Excavation and repair will be required for grass and parking lot surfaces.
  - iv. Asbestos Abatement – any required is to be included in DB Proposals.
    - 1. There is asbestos on hydronic piping in the basement, which will affect the chiller demolition scope. Contractor is responsible for abatement to accommodate the demolition and prep for reconnection in phase II.**
  - v. Security: Background checks and Screening/Badging are to be planned for.
  - vi. Safety/Cleanliness – daily requirement for all areas.
  - vii. As-built Documents – Accurate records are required for electrical systems at the conclusion of the project.

## V. Questions

**This Meeting Agenda and subsequent NOTES published in RED are to be considered a part of the OPR Documents being used to prepare the Design-Build Proposals. Please notify the writer if any items are not clear enough as stated or omitted as understood from the discussions.**