
Pre-Bid Meeting Agenda for
Fisk-Howard Exterior Envelope
211 South Lopez Street
New Orleans, Louisiana 70119
RSD Project Number: 2018-0670-0001
VRA Project Number: 18004

1. The following attendees shall be in attendance at Pre-Construction Meeting:
 - a. Authorized representatives of Owner's Project Manager.
 - b. Architect: VergesRome Architects/Fanning Howey
 - c. Other concerned parties.

2. Pass around Sign-In Sheet. This is not a mandatory Pre-Bid but, all attendees are requested to sign in.

3. Minutes to the Pre-Bid Meeting will be sent to all attendees who have signed-in.

4. The Work of Project is fully defined by the current Contract Documents and includes but is not limited to the following:
 - a. Remove ceiling tiles along defined areas of exterior walls to expose perimeter steel beams and wall connections to same beams.
 - b. Prep. same beams to receive spray-on foam insulation and spray-on foam to defined depths.
 - c. Spray on a defined thermal barrier over all exposed spray-on foam insulation.
 - d. Move furnishing away from construction areas.
 - e. Protect interior room finishes from construction operations.
 - f. Clean-up areas of construction.
 - g. Replace ceiling tiles.
 - h. Move furnishings back in place.
 - i. Vacate building.

5. Review :
 - a. Lines of communication. All pre-bid questions shall be submitted in writing to VergesRome Architects: By email or U.S. Mail.
 - b. Distribution of the Contract Documents: Available through VRA and at some Plan Rooms. No On-Line documents are available through the Owner or VRA; some participating Plans Rooms may provide this service.

- c. A Bid Bond is required.
- d. Performance Bond and Payment Bond are requirements of the project.
- e. This is a DBE Project. Documents are included in the front-end of the Project Manual for the use in DBE. Sombra Williams, with RSD, will discuss the requirements for DBE.
- f. Bidding Procedures are outlined in the Instructions to Bidders and are in accordance with current Louisiana Public Bid Laws.
- g. All Bidders (regardless of whether or not the bidder is the low bidder) are required to submit the Attestation Clause and Affidavit Regarding E-Verify within ten (10) days of the Bid date.
- h. Prior Approvals Deadline: January 17, 2013 @ 2:00 p.m. Note: Instructions to Bidders states "at least 7 days prior to deadline for submission; Note this project sets a specific date. Specific Information is required for the review of prior approvals (see Section 002600 – Procurement Substitution Procedures).
- i. The Architect and Owner will submit the Project to the City of New Orleans and Louisiana State Fire Marshal. Costs for the review of all mentioned regulatory agencies **other than the City of New Orleans** have been paid. Bidders will include in their bid the costs for the Building Permit with the City of New Orleans including all associated review fees.
- j. All specified Testing will be paid for by the Contractor. Acceptable Testing Labs are specified in the Project Manual.
- k. Deadline for written questions or clarifications to VRA: July .
- l. Prior to the Bid only items included in Addenda will be binding.
- m. Completion Time: 21 consecutive calendar days from written Notice to Proceed.
- n. Liquidated damages: \$125.00/calendar day; Punch List Remaining Incomplete: \$125.00/calendar day.
- o. Site Access: To be determined.
- p. Work Restrictions:
 - 1.) Comply with limitations on use of public streets and other requirements of authorities having jurisdiction.
 - 2.) Smoking is not permitted on-site.
 - 3.) Provide Identification of Contractor personnel working on Project Site.
- q. Electrical or water services will be provided by the Contractor from Owner's existing services.
- r. Working hours: Between 7:00 a.m. and 6:00 p.m. Monday through Saturdays. (No work on Sundays).
- s. Work will be performed during Holidays defined by Owner.
- t. Parking Availability: Parking is available within the fenced-in site and on the street. Do not block driveways.
- u. Security: Security will be the responsibility of the Contractor.
- v. Rain day request are not applicable.