



# Agenda – Pre-Bid Conference

**Project:** Sarah T. Reed Modular Demolition

RSD Project No. 2016-0584-0001  
SMA Project No. 1618

**Date/Time:** January 7, 2020, 2:00 PM

**Location:** Jacobs/CSRS Program Management  
909 Poydras Avenue  
Suite 1200  
New Orleans, LA 70112

1. Sign in
  - Addenda and meeting minutes will be circulated to all plan holders electronically. Please clearly write your e-mail contact info on the sign-in sheet.
2. Verify complete set of documents      November 13, 2019
  - 1 Set of Drawings & 1 Project Manual
  - Attachments – for Contractor’s convenience
  - No Addenda
  - Bidding documents are available in printed form at the architect’s office:  
Contact: Ron Martinez  
Scairono Martinez Architects  
3642 Magazine Street  
New Orleans, LA 70125  
(504) 896-2000  
ron@scaironomartinez.com
  - Printed documents require a deposit of \$100.00. Up to two sets are fully refundable if returned in good condition no later than ten days after the bid opening date.
  - Documents are available electronically, with no deposit required.
3. Scope of Work
  - The Work of this Project consists of demolition and termination of utility services at an RSD campus site. Existing modular buildings, breezeways, paving, foundations, utilities, and related elements shall be demolished and removed. The site requires site restoration, including regrading of the area to drain to existing storm drainage infrastructure. Portions of existing fence to remain.
4. Questions/ Clarifications      Submit in writing – email is acceptable  
ron@scaironomartinez.com  
megan@scaironomartinez.com  
  
Submit by end of business January 10, 2020
5. Submission of Bids  
    Bid Opening:      2:00 p.m., January 22, 2020  
  
    Bid Opening Location:      Department of Education  
    1201 North Third Street  
    Claiborne Office Building  
    5th Floor, Suite 5-242  
    Baton Rouge, LA 70802  
  
    Bidding Procedure:      Refer to Instructions to Bidders Article 5 in Project Manual  
  
    Bid Form -      One Page - bound into Project Manual  
    Louisiana Uniform Public Work Bid Form  
    No Alternates  
    No Unit Prices  
    Performance & Payment Bonds Required

Scairono  
Martinez  
Architects

3642 Magazine Street  
New Orleans, LA 70115  
(504) 896-2000  
scaironomartinez.com



Attachments to Bid Form: Bid Security (Instructions to Bidders 5.2)  
Corporate Resolution if required

- Apparent low bidder is required to submit Post Bid Documents listed in Article 9 of Instructions to Bidders within 10 days of the bid date.
6. Construction Schedule
    - Start of Construction established with NTP
    - 180 days from NTP
    - Liquidated Damages are \$175.00/calendar day
  7. DBE Participation
    - RSD Disadvantaged Business Enterprise Program documentation is included in the front end of the Project Manual.
  8. Review Project Manual
  9. Review Site
  10. Pre-Bid Site Visit
    - Bidders will be required to state on the Bid Form that they have personally inspected and are familiar with the Project site.
    - First Visit – Immediately after Pre-Bid Meeting
    - Second Visit – TBD
    - Make arrangements for any additional site visits.
  11. General Information
    - GC shall coordinate, in advance, with all utility providers and governmental agencies for work impacting public areas and utility services.
    - The site is in a residential neighborhood. Phasing, access and work hours shall be coordinated with Jacobs/CSRS. GC must follow all municipal ordinances. Site must be maintained in a clean and secure condition.

End of Agenda