

HEERY

Project: AUTOMATED VEHICLE STORAGE & RETRIEVAL SYSTEM (AVSRS)
Project No: HII-0735900
Meeting No: 001
Meeting Type: West Hollywood AVSRS Pre-bid Conference
Meeting Purpose: Pre-bid Conference
Date: October 24, 2013
Recorded By: Orlando De Leon
Location: City Hall, 8300 Santa Monica Blvd, West Hollywood, CA, 90069

MEETING MINUTES #001

ATTENDEES

<i>Name</i>	<i>Company</i>	<i>Attended</i>	<i>Distribute Minutes</i>	<i>Phone</i>	<i>E-Mail</i>
Dan Adams	Heery International (HI)	✓	✓	(310)657-4780	dadams@heery.com
Orlando De Leon	Heery International (HI)	✓	✓	(805)797-3005	odeleon@heery.com
Garrett Slama	Heery International (HI)	✓	✓	(213)364-1069	gslama@heery.com
Larry Chiu	LPA Architects (LPA)	✓	✓	(949)261-1001	lchiu@lpainc.com
Frank DeFoe	Unitronics Parking Solutions (US)	✓	✓	(323)257-5557	frank.defoe@unitronics.com
Yair Goldberg	Unitronics Parking Solutions (US)	✓	✓	(201)264-7728	yair.goldberg@unitronics.com
Oscar Delgado	City of West Hollywood (WEHO)	✓	✓	(323)835-4103	odelgado@weho.org
Steve Campbell	City of West Hollywood (WEHO)	✓	✓	(323)848-6850	scampbell@weho.org
Sharon Perlstein	City of West Hollywood (WEHO)	✓	✓	(323)848-6383	sperlstein@weho.org
Donn Uyeno	City of West Hollywood (WEHO)	✓	✓	(323)848-6457	duyeno@weho.org
Jackie Rocco	City of West Hollywood (WEHO)	✓	✓	(626)793-6426	jrocco@weho.org
Sam Baxter	City of West Hollywood (WEHO)	✓	✓	(323)848-6378	sbaxter@weho.org
Jeffrey Huffer	City of West Hollywood (WEHO)	✓	✓	(323)848-6846	jhuffer@weho.org

ADDITIONAL DISTRIBUTION

<i>Name</i>	<i>Company</i>	<i>Attended</i>	<i>Distribute Minutes</i>	<i>Phone</i>	<i>E-Mail</i>
Don Monahan	Walker Parking Consult. (WPC)		✓	(323)848-6383	don.monahan@walkerparking.com

CORRECTIONS TO PREVIOUS MEETING MINUTES

<i>Meeting # - Item</i>	<i>Discussion / Action Item</i>	<i>Responsibility</i>	<i>Deadline</i>
000-000	N/A	N/A	N/A

SAFETY

<i>Meeting # - Item</i>	<i>Discussion / Action Item</i>	<i>Responsibility</i>	<i>Deadline</i>
001-000	All attendees were advised of safe exiting routes from the conference room and building in the event that exiting the building during the conference would be necessary.	N/A	N/A

PROJECT SCHEDULE

<i>Meeting # - Item</i>	<i>Discussion / Action Item</i>	<i>Responsibility</i>	<i>Deadline</i>
001-001	Attendees were advised that bids would be due on November 21 st at 11:00 as advertised by the City of West Hollywood. Start of construction is anticipated for January 6 th 2014.	N/A	N/A

OLD BUSINESS

Meeting # - Item	Discussion / Action Item	Responsibility	Deadline
000-000	N/A		

NEW BUSINESS

Meeting # - Item	Discussion / Action Item	Responsibility	Deadline
001-001	<p>Introduction to AVSRS Project</p> <p>WEHO gave a brief background description on the project and the City's expectations and their role in bringing the project along.</p>	N/A	N/A
001-002	<p>HI review of Contract Document Requirements</p> <p>HI (D. Adams) reviewed items required by contract documents as listed:</p> <ul style="list-style-type: none"> - Lowest Responsible Bid (Lump sum) will be basis for review for award - Subcontracts in excess of one half of one percent of the bid price are to be listed - Two (2) critical items to be reviewed carefully on bid forms, or they will be considered Non-responsive: <ul style="list-style-type: none"> (a) Unitronics will be assigned to GC for fab/install/start-up of their system. An allowance of \$720,000 must be included in GC's bid (Section 01 2100). (b) Demonstration of experience w/ flatness & levelness required. A total of two previous projects within the last 7 years must be included in bid. - Bid Bond of 10% to be provided - Non-Collusion Declaration to be completed - Project coordination w/ subcontractors will be key - Cost Loaded Schedule is required, Scheduler's experience per specs. - QC Inspector is to be assigned to the project and will report to GC's Principle - Temporary Controls, Hours of Operations, Parking requirements were reviewed - LEED Certification requirements are to be followed per specs - E-Builder will be used as form of document control, owners provide license - Contract time will be 508 Calendar days (approximately 17 months). 13 months for actual construction with 4 months for start-up and commissioning. - Liquidated Damages will be applied after 508 days - Section 01 1100 1.4 A 4 was reviewed for Unitronics requirements for use of structure 	N/A	N/A
001-003	<p>US review of Project Requirements</p> <p>US (Y. Goldberg) reviewed four (4) keys items that are critical to the success of the project:</p> <ul style="list-style-type: none"> - (1) Concrete Flatness - (2) Embeds in Concrete - (3) Coordination: this will be critical on this small site, protection of material is important and US will need sole use of the structure at certain phases - (4) Uniqueness of the project was emphasized. Experience will be key. <p>US recommended that all attendees ask as many essential questions (via RFI mechanism) in order to be familiar</p>	N/A	N/A
001-004	<p>LPA review of Project Documents</p> <p>LPA (L. Chiu) discussed items for bidders to be aware of:</p> <ul style="list-style-type: none"> - Unitronics set of drawings has been included in drawings for reference only - There will be a 2nd phase to this project; WEHO City Hall will pursue LEED Cert. - An Addendum will follow soon addressing Storm Water Mitigation - E-Builder will be main use of document control except were samples are required - Fire Sprinkler has been designed and will be approved by L.A. County Fire Dept. soon - Owner Furnished Owner Installed Public Art component will be installed toward the end of the project and is to be coordinated w/ GC contract 	N/A	N/A

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001-005	<p>HI review of relevant information</p> <p>HI (D. Adams) wrapped up the presentation with discussion of further information impacting the project:</p> <ul style="list-style-type: none"> - All RFI are to be issued to HI to be considered for response. Deadline for RFI is per Instructions to Bidders. - Geo-Con will be the soils inspector. Geotechnical report is uploaded on City Hall website. - City Hall will be in full operation throughout duration of this project. 3 exits to City Hall must remain unobstructed. - Sweetzer Street Widening project will be in progress during the first 3 months of AVSRS Project. Sweetzer Project duration will be approximately 4 months. Sweetzer contractor will maintain access through Sweetzer and access onto AVSRS Site. - Bidders are to review Construction Detailing Activity section of the specs in detail. Coordination of City Inspections will be tasked to the GC. HI will assist with coordination of deputy inspections. - Emergency Generator & HVAC Enclosure is to remain operational at all times. GC is to provide temp power upon switchover to new Generator. 	N/A	N/A
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001-006	<p>Open Forum for Q&A</p> <p>Q: What is the Engineer's Estimate? A: \$13 Million (Engineer's Estimate is \$11,000,000 per the Notice Inviting Sealed Bids)</p> <p>Q: What is the Project Start Date? A: first Monday of 2014</p> <p>Q: Is there a proposed lay down area? A: GC will need to coordinate</p> <p>Q: Is there a designated contractor parking area? A: Addendum will address options</p> <p>Q: Are there building permits required? A: Yes, fee will be waived if pulled from WEHO</p> <p>Q: Is there a minimum requirement of stories on building experience? A: Multi-story</p> <p>Q: What is the floor flatness requirement to be met? A: refer to specifications</p> <p>Q: Will the list of Pre-bid conference attendees be distributed? A: Yes</p>	N/A	N/A
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001-007	<p>Job Site Walk-through</p> <p>Attendees walked the jobsite concluding the meeting, the following items were reviewed:</p> <ul style="list-style-type: none"> - Generator Enclosure location - Attendees were advised of neighbors and sensitivity of impacting their routines - Existing Power Pole at Southwest corner of lot is to remain - Sweetzer project will remove two (2) existing trees at East end of Lot. Sweetzer project will provide for alternate temporary Trash Enclosure. Sweetzer Project will be completed approximately 3/1/14. - AVSRS GC will be required to relocate Storage Container from Southeast corner of lot to Plummer Park. - HI re-emphasized the importance of maintaining exits to City Hall un-obstructed. - Attendees were informed that plans are available on the 2nd Floor Department of Public Works for \$50. 	N/A	N/A
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RFI REVIEW

<i>Meeting # - Item</i>	<i>Discussion / Action Item</i>	<i>Responsibility</i>	<i>Deadline</i>
001-000	N/A	N/A	N/A

SUBMITTALS REVIEW

<i>Meeting # - Item</i>	<i>Discussion / Action Item</i>	<i>Responsibility</i>	<i>Deadline</i>
001-000	N/A	N/A	N/A

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ASI REVIEW

<i>Meeting # - Item</i>	<i>Discussion / Action Item</i>	<i>Responsibility</i>	<i>Deadline</i>
001-000	N/A	N/A	N/A

CONTRACTOR CHANGE REQUEST (CCR) REVIEW

001-000	N/A	N/A	N/A
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PAY APPLICATION REVIEW

001-000	N/A	N/A	N/A
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CONSTRUCTION SCHEDULE REVIEW

001-000	N/A	N/A	N/A
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MEETING SCHEDULE

Next Meeting: Date TBD

ATTACHMENTS

<i>Item No:</i>	<i>Item</i>	<i>Dated</i>	<i>Action:</i>
1.	N/A	N/A	N/A

END OF MINUTES:

The above summarizes Heery's interpretation of items discussed and decisions reached during this meeting. Additions or corrections must be submitted in writing to the author within three days of receipt; otherwise the minutes will stand as written.