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**DEPARTMENT OF GENERAL SERVICES**  
Capital Projects Management Division



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**MANDATORY PRE-BID CONFERENCE**

**DA Forensic Expansion Project**

**2201 Courage Drive, 2<sup>nd</sup> Floor District Attorney**

**Fairfield, CA 94533**

From: Donny Mandrell, Project Coordinator  
Project: District Attorney Forensic Expansion  
Meeting: Mandatory Pre-Bid Conference  
Date/Locations: March 22, 2022, 10:00 AM, 2201 Courage Drive

1) Introduction

- a) Sign-In Sheet – to be posted to the County’s website at [www.solanocounty.com](http://www.solanocounty.com) . All bidding contractors are required to sign-in and attend building tour. **PRINT CLEARLY!**
- b) County’s Project Team
  - i) Owner: Solano County
  - ii) Architect of Record: Dewberry Architects Inc. – Tamara Clarke
  - iii) Project Coordinator: Solano County – Donny Mandrell
  - iv) Building Use (Project): Solano County – Randall Wampler
- c) Lines of Communications during the bid period
  - i) Through Project Coordinator:  
Donny Mandrell, (707) 784-3463, [dmandrell@solanocounty.com](mailto:dmandrell@solanocounty.com)
- d) Project objective – Expand existing forensic lab into 170sf of an existing shell space.
- e) Project Delivery: Informal Bidding

2) Review of Bidder Information

- a) Bid Date/Time: **April 12, 2022, 2:00pm** (local time; bid opening to follow immediately)
- b) Requests for Information: **March 28, 2022, 5:00pm**
- c) Addenda No later than **April 7, 2022, 2:00pm**
- d) Est. Construction Cost: \$90,000

- c) Submittal of Bid (Sealed) – Per Specifications Volume 2
  - i) Bid Form
  - ii) Bid Security: 10% Bid Bond, Certified or Cashier’s Check
  - iii) Subcontractor’s List
  - iv) Non-Collusion Declaration
  - v) Worker’s Compensation Certification
  - vi) Statement of Experience
- 3) Bids are to be held 90 calendar days from bid date
- 4) Lowest responsible bidder will be determined based on lump sum base bid
- 5) Prevailing Wage with no union requirement
- 6) Project Overview
  - a) Summary of Work: To be performed by B License Contractor. The project includes 170 gross sf of cold shell space 2nd floor space for expansion of DA’s existing toxicology lab. New space improvements include walls, acoustical ceiling tiles, tie-in to mechanical system, sink and casework, power and data outlets, lighting fixtures, flooring, painting, and minimal fire sprinkler. Minimal demolition includes select removal of wall (to create passage to new space). Minor accessibility improvements (e.g., securing mats, stairwell striping, handrail extensions, signage, etc.). Project scope and specifications have been prepared by County of Solano General Services and (Dewberry Architects, Inc.).
  - b) Project Schedule (Milestones)
 

i)	Est. Award Date	May 24, 2022
ii)	Notice to Proceed	On or before May 26, 2022
iii)	Background Check Forms Due	June 6, 2022
iv)	Complete Submittal Reviews	June 17, 2022
v)	Complete Background Checks	July 1, 2022
vi)	Construction (Mobilization) Start Date	July 7, 2022
vii)	Substantial Completion	August 31, 2022
viii)	Final Completion	September 30, 2022
ix)	Warranty Period Expiration Date	September 29, 2023
- c) Site Issues
  - i) Clarification of normal work hours: 8:00-5:00pm (M-F)
  - ii) Background Check Period

- (1) All contractors working inside the project side must undergo a background check which includes paperwork and a live-scan.
  - (2) At minimum, the General Contractor and any subcontractors expected to start at the beginning of the project should start this process as soon as the Notice to Proceed is issued.
  - (3) General Contractor will be responsible for including time for background checks for subcontractors in their scheduling to ensure project deadlines can be met.
- iii) After Hours Work:
- (1) Fire sprinkler incl. testing and inspections: Off hours (M-F, 5pm – 8am, or Saturday/Sunday)
  - (2) After hours work will require coordination with Project Coordinator
- iv) Building and Site Access
- (1) County issued badges are required for all contractors and need to be worn at all times. Badges will only be issued after a successful background check.
  - (2) All contractors will access the building through the side entry
  - (3) Movement of materials will happen during business hours. This includes material delivery, unloading and loading. If there is a need to move materials during off hours, coordination with the County Project Manager is required.
  - (4) In general, contractors should protect floors and walls in the path of travel where materials will be taken to and from the project site.
  - (5) Elevator
- v) Safety – Building occupants and visiting public
- vi) Lay-down Areas:
- (1) Within existing shell space
- vii) Parking:
- (1) County to designate parking areas for contractors
- viii) Cleanup – Daily
- 7) Additional Requirements:
- a) The forensic lab adjacent to the project area will be occupied and running. Due to the nature of the work in this lab, any contractor access will require County staff escort. Contractor shall work with County Project Manager during scheduling to ensure escort can be provided when needed.
    - i) Demolition for new cased opening passthrough should be scheduled as far out as possible to ensure contractors have minimal access to the occupied section of the laboratory.

- 8) Document Review
  - a) A/E Project Overview
    - i) Design Intent
  - b) Owner's PM Overview
    - i) Building Permit – Solano County Department of Resource Management, Building Division
      - (1) Permits pending
      - (2) County has paid permit fees, Contractor to pull permits, submit license number
      - (3) Coordination of Inspections by Contractor
    - ii) Fire Sprinkler Permit – City of Fairfield Fire Department (Contractor to pay fees)
- 9) Review of General Conditions
  - a) Liquidated Damages: \$1,500 per calendar day.
  - b) Performance and Payment Bond: 100% performance and payment bond required.
  - e) Application for Payment
    - i) Format – AIA G702
    - ii) Requirements of SB 854
      - (1) Registration of General Contractor and Subcontractors with Department of Industrial Relations (at time of bid submittal)
  - f) Coordination and Meetings: Regular progress meetings will be held weekly following issuance of the Notice to Proceed.
  - g) Temporary Facilities
    - i) Water, Sanitary Facilities
    - ii) Electrical Service / Power – may need temporary permit
      - (1) Existing shell space does not have power
    - iii) Data and Telephone – by Contractor
  - h) Safety:
    - i) Temporary measures with building occupied by staff and public
    - ii) Demolition and debris removal, housekeeping (Progress Cleaning by Contractor)
    - iii) Storage of materials in the building, scheduled delivery and transfers
    - iv) Protective equipment and measures
    - v) Air quality: dust and fume control (adhesives, paint, HVAC)
- 10) Questions and Answers

- a) Questions asked by bidders at Pre-Bid Conferences will be answered in an informal manner and will not be considered as part of the Contract Documents. The reply does not change the bid documents unless it is issued in an Addendum. Formal questions will be answered in an addendum. Substitutions to be submitted via Substitution Request Form included in Specification Book.

11) Site Inspections

12) Closing Remarks

- a) Questions and answers from site inspection tour
- b) Closing comments

**Note: The above information does not change the Contract Documents. Bidders must review and confirm the items discussed in the Bid Documents, Plans and Specifications.**

**END OF MEETING**



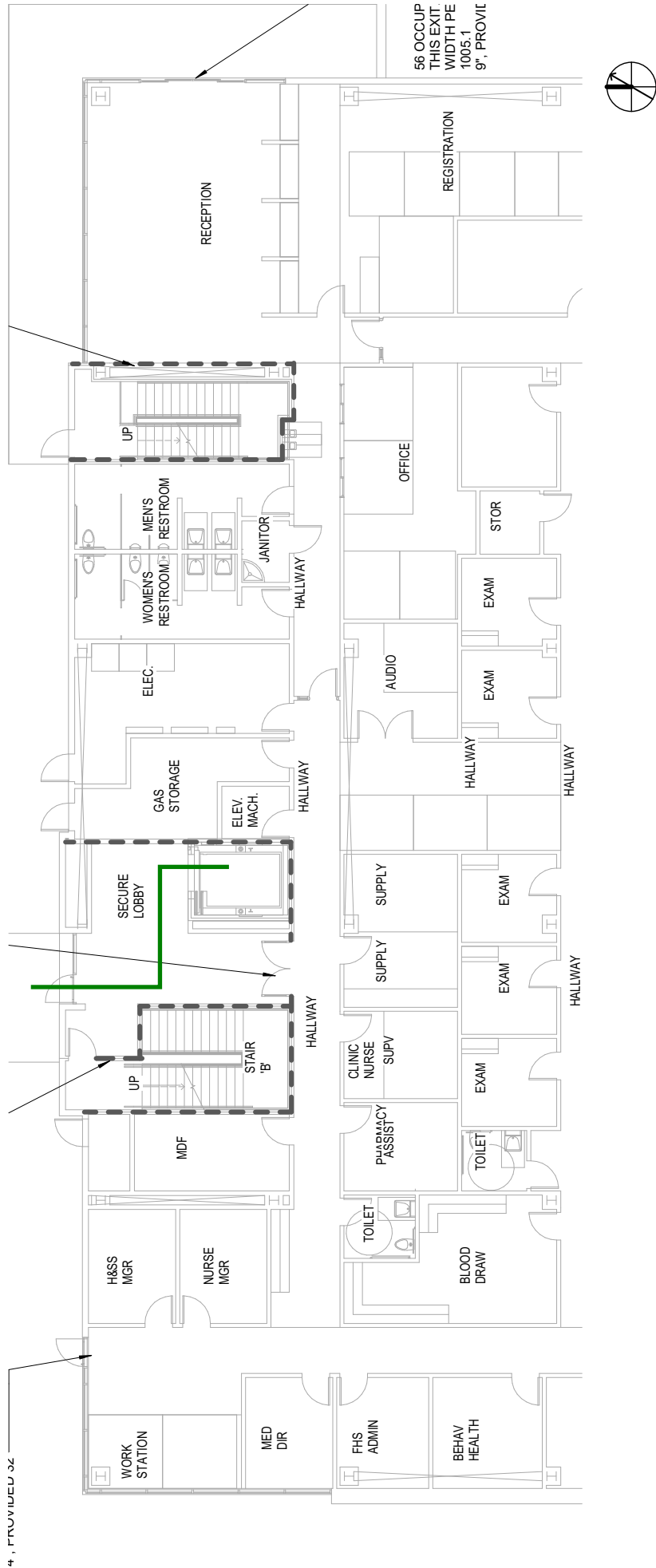
CONTRACTOR PARKING  
TBD

BUILDING ENTRY

2201 Courage Dr,  
Fairfield, CA 94533

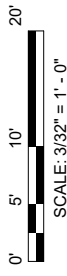
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County Public Health...





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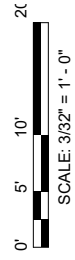
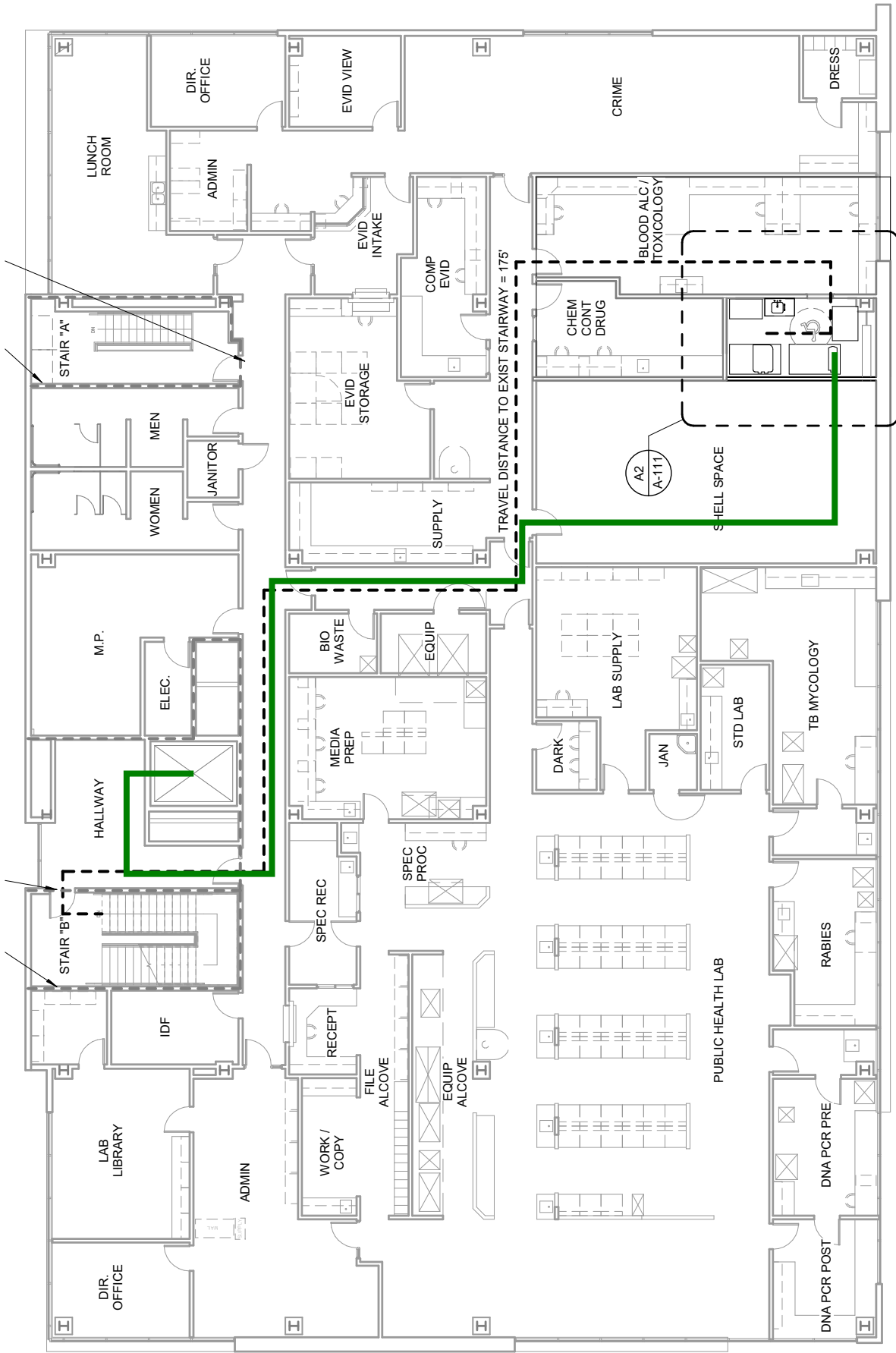
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# PARTIAL FIRST FLOOR PLAN

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Scale: 3/32" = 1'-0"



## OVERALL SECOND FLOOR PLAN

Scale: 3/32" = 1'-0"