



MEMORANDUM

FILE:PROJ/GEOTHERMAL HEAT PUMP RETROFIT AT
404 AVIATION BOULEVARD, SANTA ROSA, CA
71-80-7 #1

DATE: DECEMBER 2, 2009

TO: PLANHOLDERS AND MEETING ATTENDEES

FROM: DALE ROBERTS, PROJECT MANAGER

SUBJECT: GEOTHERMAL HEAT PUMP RETROFIT AT 404 AVIATION BOULEVARD,
SANTA ROSA, CA -
PRE BID CONFERENCE AND SITE VISIT MEETING MINUTES

Attached are minutes for the subject meeting.

**GEOTHERMAL HEAT PUMP RETROFIT AT 404 AVIATION BOULEVARD
SANTA ROSA, CA
MINUTES FOR PRE-BID CONFERENCE AND SITE VISIT**

FILE:PROJ/GEOTHERMAL HEAT PUMP RETROFIT AT
404 AVIATION BOULEVARD, SANTA ROSA, CA
71-80-7 #1

Date & Time: Monday, November 30, 2009, 6:00 PM
Location: SCWA Administration Office, 404 Aviation Blvd, Santa Rosa, CA
Redwood Conference Rooms B&C

Distribution:

Planholders

Attendees list at the end of these minutes

ITEM
<p>1. Introduction:</p> <ul style="list-style-type: none">a. Dale Roberts (DPR) conducted the meeting and provided the handout attached.b. DPR introduced the SCWA project team members present and indicated the project was designed by Meline Engineering and its subs.c. DPR outlined the format of the meeting. A short presentation would be followed by a site visit of the locations of work covered under the Bid Documents. DPR indicated that that the meeting was to get the attendees familiar with the general scope of work. The presentation would not be an all encompassing detail of the scope of work. The full scope of work is described in the Bid Documents.d. DPR indicated that no questions would be answered during the Pre-Bid Conference and Site Visit. All questions would have to be submitted in writing.
<p>2. Agenda:</p> <ul style="list-style-type: none">a. DPR went over the Agenda on page 2 of the attached handout.

ITEM

3. General Project Information:
 - a. The Bid Documents allow 458 calendar days to achieve substantial completion. The work required to be completed prior to the Owner's granting of substantial completion includes submission of pre-mobilization submittals, constructing the system indicated, testing the systems indicated, and compiling documentation.
 - b. The Bid Documents allow 486 calendar days to achieve final completion.
 - c. The Engineer's estimate for construction cost is \$2.3 to \$3.1 million.
 - d. Bidder's experience requirements are included in Document 00200 and they include explicit mechanical experience including but not limited to number of projects and square footage of projects. Document 00200 also includes explicit experience requirements for the ground loop and electrical subcontractors.
 - e. As revised by Addendum 1, the current Bid Submission date and time is December 10, 2009 at 9AM for Envelope A. Details of the contents of Envelope A are included in the Bid Documents.
 - f. As revised by Addendum 1, the current Bid Opening date and time is December 10, 2009 at 10 AM. DPR indicated that the handout and the slide show presentation erroneously display the year "2010" for the Bid Opening, but the Bid Documents state the correct date and time.
 - g. As stated in the Bid Documents, questions must be submitted in writing ten days prior to the bid due date. This would make the last day for questions the date of the Pre-Bid Conference and Site Visit. DPR indicated that SCWA may be extending the last day for questions to December 2, 2009. Some questions have been submitted to date that SCWA is evaluating. If warranted, SCWA may issue addenda based on the content of the questions.
 - h. Unless otherwise specified in Section 01600, substitutions for products other than those listed in technical specifications need to be submitted during the Bid Period. Owner expects to reject submittals with products not listed in the specifications, unless a substitution is requested during this bid period.
4. Timeline from Bid to Site - Information impacting the timeline from the bid to mobilization on site includes:
 - a. Bids are valid for 90 days after submission.
 - b. If the lowest responsible bid is found to be acceptable and has no irregularities, Owner's Board of Directors would allow issuance of Notice of Award (NOA) about four weeks after receipt of Bids. Based on limited Board dates due to the County shutting down the last week of December and holidays in the early part of 2010, the soonest NOA date is January 12, 2010.
 - c. Notice to Proceed (NTP) would be given after receipt of Contractor's insurance, bonds, guaranty, etc. The date upon which the Contract Time would commence would be indicated on the NTP. NTP would include timelines for submission of preliminary schedules, would require attendance of Schedule Review meeting, and would indicate requirements to meet before being permitted to mobilize on site.

ITEM

5. General Scope of Work would be as follows:
 - a. Construct Geothermal Heat Pump System
 - i. 120 vertical wells 400 feet deep
 - ii. Condenser water circulation system
 - iii. Demolish existing HVAC system
 - iv. 47 geothermal heat pumps
 - v. Start, adjust, test, and balance those systems provided.
 - b. Submission of documentation is not merely an added nuisance, but part of the contract scope of work.
6. Owner's items of concern were expressed. These concerns would not necessarily be the only concerns for Bidders and the Owner:
 - a. SCWA's Administration Building is a public building for both the Water Agency and the Sonoma County Energy Independence Program (SCEIP). These entities will not shut down during construction and the Contractor must allow the public easy access to their main entry ways throughout the construction duration. Also, the project is a showcase to display geothermal heat pump technology for the business park and Sonoma County, so other visitors can be expected during construction.
 - b. SCWA's Administration Building will remain occupied by Agency and SCEIP employees during construction, so work days and hours have limitations as indicated in Section 01100-1.7.C. Outdoor work will be limited to 6am to 7pm Monday through Friday. Indoor work will be limited to Thursdays after 6pm through the following Monday at 5am. Friday work will be limited to less than 5,000 square feet of the buildings 60,000 square feet of office space. The Owner and Contractor will be coordinating regularly through the submission and review of the progress schedules outlined in the contract documents.
 - c. Contractual provisions: As emphasized previously, all Contractor communication must be in writing and all protocols and timelines in the contract documents will be strictly adhered to and enforced.
 - d. Submittals for product data, shop drawings, etc. must be submitted electronically. The Agency uses Primavera's Expedition construction management software for managing contracts. Faxes of scans of faxes are often illegible. Illegible documents will be rejected if they cannot be interpreted for submittal review.

ITEM

7. Sequencing and Constraints:
- a. Housekeeping requirements will be diligently enforced. Section 01100-1.7.C has details about returning indoor areas to preconstruction cleanliness levels by 5am the next working day. Office items must be covered during indoor work. Similarly, outdoor work must be tidy, in fact a Storm Water Pollution and Prevention Plan (SWPPP) is required under the contract.
 - b. A detailed work sequence is included in Section 01100-1.7.C, but in general the work sequence should be performed as follows:
 - i. Before replacing any existing HVAC equipment, all electrical work must be complete and the condenser water work including the ground heat exchanger and the piping in the suspended ceiling space must be complete.
 - ii. Once the condenser water loop and electrical systems are provided, the replacement of the 3 to 5 ton roof mounted Bryant and Trane units on the southwest area of the building with new heat pumps may begin.
 - iii. Once the Bryant and Trane units are replaced and operational, the replacement of Carrier AC1 on the north side of the building with new heat pumps may begin.
 - iv. Once the Carrier AC1 has been replaced and the new heat pumps are operational, the replacement of Carrier AC2 in the middle of the building with new heat pumps may begin.
 - v. With limitations noted in the sequencing and constraints section, new heat pumps may be temporarily operated without outside air.
8. The Site Visit included touring the following areas:
- a. West Parking Lot
 - b. East Parking Lot
 - c. Electrical Room – Motor Control Center (MCC)
 - d. Roof
 - e. Occupied Interior Areas: Ladders were staged and ceiling tiles were removed in two areas of the building. One of the areas was centrally located approximately between building column lines K and L and between column lines 5 and 7. Another area was on the northeast area of the building between building column lines C and D and between column lines 3 and 4.
9. DPR asked if any attendees wanted to see any other locations or areas of the site. Upon hearing no responses, the pre-bid conference and site visit concluded, and attendees departed from the Agency's main entrance at approximately 7:30pm.

Minutes by Dale Roberts, SCWA

PreBid Conference and Site Visit Attendees

FIRST NAME	LAST NAME	ORGANIZATION	E-MAIL	PHONE #
Dale	Roberts	Sonoma County Water Agency (SCWA)	dale.roberts@scwa.ca.gov	707-547-1979
Matt	Vail	SCWA	matt.vail@scwa.ca.gov	707-547-1971
Fred	Berry	SCWA	fred.berry@scwa.ca.gov	707-975-5203
James	Smith	SCWA	james.smith@scwa.ca.gov	707-975-8706
Jared	Murray	Monarch Mechanical	jared@monarchmech.com	707-374-4900
Bart	Murray	Monarch Mechanical	bart@monarchmech.com	707-374-4900
Randy	Dockery	Gregg Drilling	rdockery@greggdrilling.com	925-383-0487
Mike	Payne	Peterson Mech.	mikep@petersonmechanical.com	707-938-8481
Jeff	Pascoe	Carrier	jeff.pascoe@carrier.utc.com	510-347-2021
Don	Meixsell	Carrier	don.t.meixsell@carrier.utc.com	707-291-3703
Jason	Flaherty	Monterey Mechanical	j.flaherty@montmech.com k.hosier@montmech.com	510-632-3173 510-377-3980
Chuck	Fleck	Schram Construction	cfleck@sonic.net	707-545-3788
Ryan	Shubel	Simpson Sheet Metal	ryans@ssmhvac.com	707-576-1500
James	Piazza	Piazza Const.	piazzapc@gmail.com	707-876-3410
Roger	Brown	Interstate Const.	kwitt@interstatecon.com	916-357-5477
Rick	Laughridge	Bell Products Inc.	rlaughridge@bellproducts.com	707-255-1811
Mark	Morelli	Air Connection	mark@acgeo.net	707-571-8384
David	Anderson	AEK Drilling	DogDave5476@sbcglobal.net	707-484-0903
Erik	Barger	Allied Heating & Air	mparaiso@alliedhvac.com	415-459-5232 x208
Ivan	Nahlik	Dan's Water Well & Pump	nahlik1@cs.com	888-326-9355
John	Sveiven	I.S.A.	bsveiven@yahoo.com	805-746-1984
Taghi	Khoroushi	Best Contracting Services Inc.	mkhoroushi@bestcontracting.com	510-886-7240
Roger	Kruse	Best Contracting Services Inc.	rkruse@bestcontracting.com	510-755-3193
David	Pometta	Peterson Mechanical	davep@petersonmechanical.com	707-938-8481
Ron	Shoemaker	Airco Mechanical	rons@aircomech.com	916-381-4523
Gordon	Spoor	RECORP	recorp@pacbell.net	707-545-5460
Augie	Guardino	Guardino Well Drilling	augie@guardinowell.com	408-779-5904
John	Monahan	Two Willow Elec	john@twe.us.com	707-775-4639
Scott	Perryman	Perryman Mechanical	scott@pmi.ac	916-371-8888
Shawn	Goutermont	Perryman Mechanical	shawn@pmi.ac	916-371-8888
Matt	Spence	Indoor Environmental Services	mspence@ies-hvac.com	707-849-3837
Tim	Trahan	Trahan Mech Inc.	kai@trahanmec.com	415-457-5541
Bill	Albright	CBS Plumbing & Heating	cbsplumbing@att.net	707-585-1171
Matt	Baker	K2	matt@k2env.com	707-291-2452
Ron	Mafrici	RMI Mechanical	ron@rmihvac.com	650-333-0042

Pre-Bid Conference



**Geothermal Heat Pump Retrofit at 404 Aviation
Boulevard, Santa Rosa, CA**

November 30, 2009

1

Agenda



- General Project Information
- Timeline from Bid to Site
- Scope of Work
- Owner Items of Concern
- Sequence of Work and Constraints
- Site Visit Sequence

2

General Project Information



- 458 Days to Substantial Completion
- 486 Days to Final Completion
- Engineer's Estimate: \$2.3 to \$3.1 million
- Contractor Experience Requirements (00200), explicit mechanical experience for prime, explicit experience for ground loop and electrical subs.
- Bid Submission "A": 9AM December 10, 2009
- Bid Opening: 10AM December 10, 2010

This year should be 2009.
See PreBid Conference
Minutes for details.

3

General Project Information (cont'd)



- Questions Must Be Submitted in Writing
 - Questions due ten days prior to bid due date
 - May extend question deadline to December 2, 2009
 - If necessary, Owner will issue addenda
- Substitutions (Section 01600) only considered during bid period.

4



Timeline From Bid to Site

- Contractors submit Bids (valid for 90 days)
- Owner's Board issues Notice of Award
- Owner issues Notice to Proceed (Commence Contract Time)
- Contractor starts on Site upon meeting NTP demands.
 - Work on-site cannot occur until critical submittals are submitted and approved

5



General Scope of Work

- Provide Geothermal Heat Pump System
 - 120 vertical wells 400 feet deep
 - Condenser water circulation system
 - Demolish existing HVAC system
 - 47 geothermal heat pumps
 - Building Management System
 - Start, Adjust, Test, and Balance
- Submission of Documentation

6



Items of Concern (to us)

- Public Building: Accessibility and visibility
- Building Occupied: Work Days and Hours (01100-1.8)
 - Outdoors: M-F 6am-7pm
 - Indoors: Thurs 6pm to Mon 5am
 - <5,000 sq ft before 6pm Friday
- Contractual Provisions:
 - All communication must be in writing, follow front end protocol, and follow front end timelines.
- Submittals electronic

7



Sequencing and Constraints

- Housekeeping (01100-1.7.C)
 - Maintain office cleanliness to preconstruction levels by 5 a.m. Cover office items during indoor work.
- Detailed Work Sequence (01100-1.7.C)
 - Condenser water loop and electrical complete
 - Replace existing Bryant/Trane Units with new HPs
 - Replace Carrier Unit AC1 with new HPs
 - Replace Carrier Unit AC2 with new HPs
 - Temporary operation with no outside air, with limits

8

Tour Sequence



- West Parking Lot
- East Parking Lot
- MCC Room
- Roof
- Occupied Areas

9

West Parking Lot



East Parking Lot

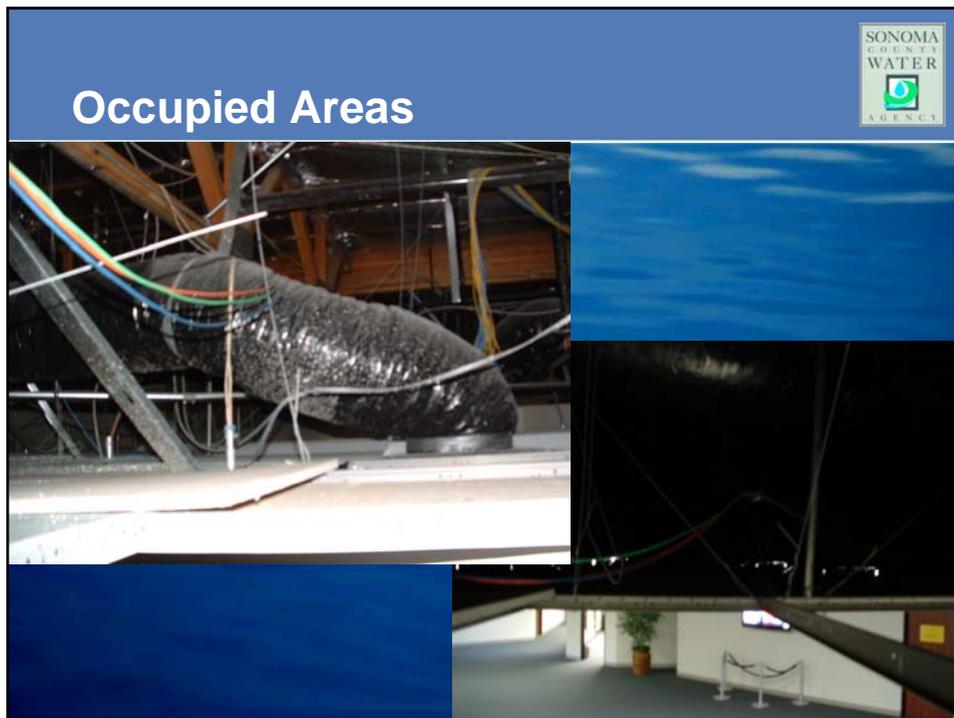


11

MCC Room



6



**PREBID MANDATORY PRE-BID CONFERENCE
AND SITE VISIT ATTENDANCE SHEET**

PROJECT: **GEOHERMAL HEAT PUMP RETROFIT AT 404 AVIATION
BOULEVARD, SANTA ROSA, CA**

DATE: Monday, November 30, 2009

TIME: 6:00 PM

Name	Organization	Email	Phone Number
Jared Murray	Monarch Mech.	Jared@monarchmech.com	707-374-4900
Bart Murray	Monarch Mechanical	Bart@MonarchMech.com	707-374-4900
RANDY DOCKERY	GREGG DRILLING	RDOCKERY@GREGG DRILLING.COM	925-383-0487
MIKE RAYNE	PETERSON MECH.	MIKE@PETERSON MECHANICAL.COM	707-938-8481
Jeff Pascoe	Camer	Jeff, Pascoe@ CAMER.UTC.COM	510-347-2021
Don Meixsel	Carrier	Don.T.Meixsel@ Carrier.UTC.COM	707-298-3703
JASON FLAHERTY	MONTEREY MECHANICAL	K. POSIT@montmech.com J.FLAHERTY@montmech.com	510-377-5180 510-632-3173
Chuck Fleck	SCHRAM CONSTRUCTION	C.FLECK@SONIC.NET	707-545-3788
Ryan Shubel	Simison Sheet Metal	RYANS@SSMHVAC.COM	707-576-1500
JAMES PIAZZA	PIAZZA CONST.	PIAZZA@PC&CMAI.COM	707-876-3410
ROGER BROWN	INTERSTATE CONST	KWITT@INTERSTATECONV.COM	(916) 357-5477
Rick Laughridge	Bell Products Inc.	RLAUGHRIDGE@BELLPRODUCTS.COM	707-255-1811
MARK MORILL	Air Connection	MARK@ACGEO.NET	707 571 8384
David K Anderson	A&K Drilling	Dog Dave 5476@SBCglobal.net	707 484-0903
Erik Barcoer	ALLIED HEATING & AIR	mparaiso@alliedhvac.com	(415) 459-5232 x120
IVAN NAHLIK	DAN'S WASTE WELL OR PUMP	NAHLIK1DES.COM	(925) 326-9317
JOHNS VEIVEN	I.S.A.	BSVEIVEN@YAHOO.COM	805-746-1984
TAGHI KHOROUSHI	BEST CONTRACTING SERVICES INC.	m.khoroushi@BEST CONTRACTING.COM	510-886-7240
ROGER KRUSE	BEST CONTRACTING	RKRUSE@BESTCONTRACTING.COM	(510) 755-3193
David Pometta	Peterson Mechanical	davep@petersonmechanical.com	(707) 938-8481
Ron Shoemaker	Airco Mechanical Inc	rons@aircomech.com	(916) 381-4523

