



## Pre-Proposal Meeting Agenda

**Date & Time:** Wednesday, December 11, 2024 at 4:00:00 PM

**Location:** F.P. Caillet Elementary School  
3033 Merrelll Road, Dallas, TX 75229

**1. INTRODUCTION:** Joseph Reeves, CBRE|Vanir JV Project Manager

Welcome attendees on behalf of **F.P. Caillet Elementary School** and Construction Services of Dallas Independent School District.

**Project Goal:** Deliver a project fulfilling program requirements as defined by Education Specifications, Technical Design Guidelines, in accordance with the contract documents, applicable regulations, on time and on budget.

### Introduction of Project Team:

Dallas ISD Construction Services	<b>Deborah Burkhalter-Ellis</b> , Assistant Buyer of Purchasing & Contracts <b>Kathleen "Katy" Lenihan</b> , Director of Construction and Design <b>Shajuana Davis</b> , Contract Manager <b>Alvaro Meza</b> , Director of Safety and Quality
Dallas ISD School Representative	<b>Oscar Nandayapa</b> , Principal
Project Management Firm	<b>Terence Davis</b> , Project Director, CBRE Vanir JV <b>Terrence Mack</b> , Design Manager, CBRE Vanir JV
A/E Firm	<b>Tim Konganda</b> , Principal, PGAL, Inc.
Dallas ISD MWBE	<b>Wilton Munnings</b> , Manager 1 Risk Management <b>Delon Greene</b> , CBRE Vanir JV MWBE Program Coordinator <b>Tameka Sadler</b> , Consultant, SSP Consulting

**Introduction of Attendees** Joseph Reeves

**Attendance Verification** Distribution of the Sign-in Sheet. Please remind all attendees to sign in and provide their contact information.

### **Project Information:**

**1. Dallas Independent School District Bond Program CSP Package: CSP 207570**

**School Name/Org. No.**  
**ORG# 120 F.P. Caillet Elementary School - Renovation**



## Pre-Proposal Meeting Agenda

1. PROCUREMENT PROCESS: Deborah Burkhalter-Ellis

**Bidding Documents:**

Available to both General Contractors and sub-consultants for purchase at:

<b>Printing Company Name:</b>	<b>Thomas Printworks</b>
<b>Attention:</b>	<b>Jon Sauve</b>
<b>Address:</b>	<b>3610 Oak Lawn Avenue</b>
<b>City, State, and Zip</b>	<b>Dallas, Texas 75219</b>
<b>Phone:</b>	<b>469-320-4940</b>
<b>Email:</b>	<b>jon.sauve@thomasprintworks.com</b>

Documents are also available at Plan Rooms for viewing. Please submit the **“Intention to Bid Form.”**

**Communications:**

All questions during the bidding process are to be submitted in writing to:

**Attention:** Dallas ISD Procurement Services  
**Email:** [ProcurementCS@dallasisd.org](mailto:ProcurementCS@dallasisd.org)  
Please note the Solicitation Number **207570** in the subject line of your email.

**Responses to questions will be given via addenda only.** Any addendum issued will be listed or posted on the Dallas ISD Construction Services website (<http://www.dallasisd.org/>). Click on “Departments,” click on “Construction Services/Bond Office,” click on “Bond Vendor Opportunities,” then click on the bid package number. Any addenda that are too large in size for the website will not be posted on the District website. However, all such addenda will have the date of issuance of each addendum and instructions for proposers to procure such addenda from Thomas Printworks.

The printers will issue all registered plan holders the Addendum(s). The Addenda will also be listed on DISD’s website under ‘Bond Vendor Opportunities.’ <https://www.dallasisd.org/Page/1275>

**Critical Bidding Dates:**

Last Day for receiving questions from Contractors: **12/16/2024**

Final Addenda Issue Date: **12/18/2024**

All Construction Services procurements must be physically delivered to the Construction Services office located at the:

**Linus D. Wright Dallas ISD Administration Building**  
**9400 North Central Expressway, Suite 800 (8<sup>th</sup> Floor)**  
**Dallas, TX 75231**  
**972-925-7200** (Call for directions if needed)



## Pre-Proposal Meeting Agenda

- Completed CSP Package **Part 1-A, 1-B, and 1-C** are due at the DISD Bond Office on **01/14/2025 at 2:00 PM (local time)**
- Completed CSP Package **Part 2** is due at the DISD Bond Office on **01/15/2025 at 3:00 PM (local time)**  
Delivery to other locations will result in the rejection of a Competitive Sealed Proposal (CSP). Any materials received after the closing dates/times will not be considered.
- The Proposal Opening and Public Reading  
Dallas ISD Bond Office  
**01/15/2025 at 3:00 PM (local time)**

The District will open and read the names of the proposers and prices submitted in responsive CSPs beginning at 3:00 PM. local time upon submittal of Part 2 of the Package via Zoom.

### Microsoft Teams Information:

[https://teams.microsoft.com//meetup-join/19%3ameeting\\_YWU3NWEzNzYtZTUwYy00MDZhLWlyNGUtYjNiMmExZTIyY2Ni%40thread.v2/0?content=%7b%22Tid%22%3a%22800a094b-60c8-42e5-afe6-6ccb630750c2%22%2c%22Oid%22%3a%2255fccdf3-03c0-44eb-aa5e-35f79cfc8a49%22%7d](https://teams.microsoft.com//meetup-join/19%3ameeting_YWU3NWEzNzYtZTUwYy00MDZhLWlyNGUtYjNiMmExZTIyY2Ni%40thread.v2/0?content=%7b%22Tid%22%3a%22800a094b-60c8-42e5-afe6-6ccb630750c2%22%2c%22Oid%22%3a%2255fccdf3-03c0-44eb-aa5e-35f79cfc8a49%22%7d)

**Meeting ID:** 280 061 340 088

**Passcode:** jU6d3N

### Proposal Packaging Requirements:

**CSP Process** – The CSP process gives the District the ability to identify the Best Value Bidder for the project, not necessarily the low bidder. The cost carries **40%** of the weight.

- Selection Criteria Explanation – Scoring is based on the data provided only.
- Do not miss or omit information. There is no subjectivity.
- The Evaluation Committee - Will contact the references provided.

### Post Bid

Target Board Approval Meeting – **02/27/2025**

#### **2. SAFETY PROGRAM:**

**Alvaro Meza**

- Ensure the inclusion in the bid package - Current EMR/Letter from the insurance carrier.
- Submit Contractor’s own safety plan or DISD’s Minimum Safety Guidelines can be adopted.
- Please mark if the contractor is adopting the DISD Manual.
- If you are adopting the DISD Minimum Safety Guidelines, it should be noted on your company’s letterhead and submitted with the Proposal.
- Discuss the Safety Coordinator’s qualifications and percentage on the project.



Pre-Proposal Meeting  
Agenda



**All Bidders Should Note**

- The contractor is ultimately responsible for safety.
- A Site Specific Safety Plan and a Site Specific Safety Orientation must be developed and implemented post-award by the selected Contractor.
- Approved Barriers: Outdoor 6 Foot Chain Link Fence/ Indoor: Hardcover, Plywood, Drywall
- Badges are required at all times.
- Awarded Contractor must develop a site-specific COVID-19 Exposure Prevention, Preparedness, and Response that can help guide protective actions against COVID-19. Plan must be based on information available from the CDC, OSHA, and all applicable public officials.

**3. M/WBE PROGRAM REQUIREMENTS**

**Delon Greene**, CBRE|Vanir JV MWBE Program Coordinator  
**Tameka Sadler**, Consultant, SSP Consulting

- The District’s M/WBE participation goal is 30% for construction-related projects.
- M/WBE Compliance Guidelines and Forms are required for all solicitations over \$50,000.
- The M/WBE team can provide lists of certified M/WBE subcontractors upon request.
- Bonding and Technical assistance will be provided by SSP Consulting, LLC. to M/WBEs and small business owners interested in bidding on district construction projects as a prime contractor or subcontractor.

**SSP Point of Contact Information**

Tameka Sadler, Consultant

Corporate Office: 214-220-9098 [tsadler@sspconsulting.com](mailto:tsadler@sspconsulting.com)

Dallas ISD Office: 972-725-7318 [C49893@dallasisd.org](mailto:C49893@dallasisd.org)

- Failure to submit the M/WBE Compliance Guidelines and Forms package to the District by 3:00 P.M. (local time) on Bid Day 2 will result in a loss of points.

**CBRE|Vanir JV Point of Contact Information**

Delon Greene, MWBE Program Coordinator

Dallas ISD Office: 972-821-9231 [C87416@dallasisd.org](mailto:C87416@dallasisd.org)

Pre-Proposal Meeting  
**Agenda**

**4. CONTRACT ISSUES: Joseph Reeves**

- No changes are allowed to the General Contractor contract template.
- Contract Time: Target Substantial Completion Date is **8/31/2025**
- Project Estimated Cost Range (including contingency and allowances): **\$5,642,196.01**
- Insurance Certificates
- Bonds
- Divisions 0-49

**5. SPECIFIC PROJECT REQUIREMENTS: Tim Konganda, Principal, PGAL, Inc.**  
**Joseph Reeves, CBRE|Vanir JV Project Manager**

- Critical Phasing (Refer to Phasing Plan in Drawing Set)
- Construction Staging Area
- Swing Space
- Coordination with other Contractors and Vendors, i.e., Atmos Energy, Oncor, Technology
- Noise Control
- Custodian Overtime Costs
- Respect the Community, Neighborhoods, and City Requirements

**Scope of Work:** **Tim Konganda, Principal, PGAL, Inc.**  
Describe the SOW for the specific facility **F.P. Caillet Elementary School**

- Replace exterior waterproofing / sealant joints (include all exterior wall control / expansion joints, material transitions, around door & window frames, wall penetrations, etc).
- Paint all previously painted exterior surfaces & power wash as required. Provide new landscaping & sidewalk replacement as required.
- Construct new front entry canopy.
- Replace 2-ply modified bitumen roof system.
- Replace gutters and downspouts.
- Replace metal coping.
- Perform mild detergent medium pressure wash on stained or mildew facade.
- Replace exterior doors.
- Replace with carpet and base at Admin area, CRC and Parent Liasion (Include ACM abatement where applicable & except at areas of renovation).
- Replace interior doors and hardware at corridors.
- Salvage and Reuse key cylinder which has been re-keyed per new District "grand master".
- Remove and replace concrete pavement at parking.
- Remove and replace concrete pavement at dumpster enclosure.
- Remove and replace concrete at sidewalks.
- New ADA single-use restroom.
- New interior room identification signage.



## Pre-Proposal Meeting Agenda

### Scope of Work (Con't):

- Replace exterior door signage.
- Replace rooftop DX units.
- Replace split system AC units.
- Replace chilled water pumps.
- Replace air cooled chiller.
- Replace exhaust fans.
- Provide DDC controls.
- Replace lined ductwork.
- Provide VFD on chilled water pumps.
- Replace fan coil units.
- Replace interior lighting with LED lighting.
- Provide interior lighting controls.
- Provide washer/dryer connections.
- Provide hose bibbs.
- Replace grease waste piping.
- Replace waste piping.
- Replace kitchen hood and fans.
- Provide / replace IDF/MDF air conditioning.
- Replace fire alarm system.
- Provide exterior lighting controls.
- Replace exterior lights with LED lighting.
- Provide secure front vestibule.
- Provide intercom system.
- Remove lockers at modular building.
- Provide new marquee sign located at front entry per DISTRICT Standards.

### Walk Thru Schedule:

Dallas ISD Representative

Joseph Reeves

School ORG #	School Name	Time	School Address and Location of Meeting
120	F.P. Caillet Elementary School	4:00:00 PM (local time)	3033 Merrell Road Dallas, TX 75229

### 6. QUESTIONS AND ANSWERS:

Please send your questions in writing to [ProcurementCS@dallasisd.org](mailto:ProcurementCS@dallasisd.org) as described above.

A list of Plan Rooms and other entities that have documents available for viewing are as follows:

**DRAWINGS AND SPECIFICATIONS ARE AVAILABLE AT THE FOLLOWING:**

**Dallas/Fort Worth Minority Supplier Development Council**

Sha'Ron Richardson

[construction@dfwmsdc.com](mailto:construction@dfwmsdc.com)

214-630-0747  
8828 N. Stemmons Freeway, Ste. 550  
Dallas, TX 75247

**Regional Hispanic Contractors Association**

John H. Martinez

[john@regionalhca.org](mailto:john@regionalhca.org)

972-786-0909  
3918 North Hampton Rd.  
Dallas, TX 75212

**Regional Black Contractors Association of North Texas, Inc.**

John Proctor

[info@blackcontractors.org](mailto:info@blackcontractors.org)

214-565-8946  
2627 Martin Luther King Jr. Blvd,  
Dallas, TX 75215

**Fort Worth Hispanic Chamber of Commerce**

Gilbert Juarez

[gilbert@pic-printing.com](mailto:gilbert@pic-printing.com)

<https://www.fwhccplanroom.com/>

817-625-5411  
1327 N. Main Street  
Fort Worth, TX 76164

**Greater Dallas Hispanic Chamber of Commerce**

Gabriela Carvallo

[gabriela@gdhcc.com](mailto:gabriela@gdhcc.com)

214-521-6007  
1402 N. Corinth St., Ste 225  
Dallas, TX 75215

**Construction Connect**

Michael Stubbs

[Content@ConstructConnect.com](mailto:Content@ConstructConnect.com)

800-364-2059  
30 Technology Parkway South, Ste 100  
Norcross, GA 30092

**Dodge Data & Analytics formerly McGraw-Hill Construction Dodge**

[support@construction.com](mailto:support@construction.com)

877-784-9556  
4300 Beltway Place, Ste. 180  
Arlington, TX 76018

**Dallas Black Chamber of Commerce**

Tigist Solomon

[tsolomon@dbcc.org](mailto:tsolomon@dbcc.org)

214-702-6652  
2922 Martin Luther King Jr. Blvd., Building A, Ste. 104  
Dallas, TX 75215

**Fort Worth Metropolitan Black Chamber of Commerce**

Jeremiah Anderson

[janderson@fwmbcc.org](mailto:janderson@fwmbcc.org)

817-871-6558  
1150 South Fwy, Ste. 211  
Fort Worth, TX 76104

**Virtual Builders Exchange, LLC**

Heidi Shaffer

[heidi@virtualbx.com](mailto:heidi@virtualbx.com)

210-564-6900  
4047 Naco Perrin, Ste.100  
San Antonio, TX 78217

Dallas ISD Construction Services

00 11 13

Revised 5/22/2023