



CSP #207777 – Mary McLeod Bethune Elementary School – Renovations & Additions



Pre-Proposal Meeting Agenda

Date & Time: Monday, January 6th, 2025, at 3:00 PM (CST)
Location: Mary McLeod Bethune Elementary School
1665 Duncanville Road, Dallas, TX 75211

1. Introduction: Michael Evans, Dikita Project Manager

Welcome attendees on behalf of Dallas ISD Construction Services, Mary McLeod Bethune Elementary, 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: Program Management Firm (DIKITA)
Dallas ISD Construction Services: Dorion Hasty, Dallas ISD Contract Manager, Deborah Burkhalter-Ellis, Dallas ISD Procurement Services, Alvaro Meza, Safety & Quality
School Representative: Principal Sandra Hernandez
A/E Firm: Evan Evans, Principal Architect, E. Evans Associates, Inc.
M/WBE: Wilton Munnings Dallas ISD, M/WBE Bond Program Manager, Josh Berrios, MWBE Coordinator, Tameka Sadler, SSP Consulting
Program Management Team: Walter Dansby, Program Director, Stephanie Rodriguez, Controls Manager, Michael Evans, Project Manager, Jessika Herrera, Controls Coordinator

Introduction of other team members in Attendance: Program Management Firm (DIKITA)

Attendance Verification: Distribution of sign-in sheet.



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Project Manual Front End Document, Section 00 11 17: Intention to Propose Form - if your firm will be submitting a proposal for this project, please submit this form to the attention of: Dallas ISD Procurement Services c/o Bond/Construction Services at Email: ProcurementCS@dallasisd.org

Project Information:

- 1. Dallas Independent School District Bond Program**
 CSP Package: **CSP #207777**
 School Name/Org. No.: **Mary McLeod Bethune Elementary School/ ORG#274,**

2. Procurement Process: [Program Management Firm \(DIKITA\)](#)

Procurement/ Bidding documents: Available to both GCs and Subs for purchase at: **Thomas Printworks** (Attention: **Jon Sauve**), **3610 Oak Lawn Avenue, Dallas, TX, 75219**. Phone: **469-320-4940** Email: jon.sauve@thomasprintworks.com. Documents are also available at Plan Rooms for viewing (see page # of this agenda).

Communications: All questions during the bidding process are to be submitted in writing to:
Attention: Dallas ISD Procurement Services
Email: procurementcs@dallasisd.org

Responses to questions will be given via addenda only. The printers will issue all addendums to all registered plan holders. 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: **January 13, 2025, close of business.**
Last Day for issuing Addenda: **January 21, 2025, close of business.**
Proposal due Date/Time and Location:

Proposal due Date/Time and Location: Construction Services Office **9400 North Central Expwy, 8th Floor, Dallas, Texas, 75231**

- Receipt of Proposals (**Part 1-A, 1-B and Part 1-C**) DISD Bond Office: **Tuesday, February 4, 2025, at 2:00 PM CST.**
- Receipt of MWBE Forms (**Part 2**) at DISD Bond Office: **Wednesday, February 5, 2025, at 3:00 PM CST.**

- Proposal Opening and Public Reading by Zoom: **Join Teams Meeting**

Meeting ID: 233 823 248 808

Passcode: Ae7XB3x6

Wednesday, February 5, 2025, at 3:00 PM local time and or shortly after all proposal submittals (Part 2) are received.

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Proposal Packaging: Requirements

CSP Process - Gives the District the ability to identify the Best Value Bidder for the project, not necessarily the low bidder – Cost carries **40%** of the weight. The Evaluation Criteria are published in the Project Manual for this CSP in Section 00 21 13 under the Instruction to Proposers.

- Explain Selection Criteria – Scoring based on data provided only.
- Do not miss the information. No subjectivity.
- The Evaluation Committee will contact the references provided two times only.

Post Bid:

Target Board Approval Meeting – **April 24, 2025**

3. Safety Program: [Alvaro Meza](#) or [Safety Representative](#)

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

All bidders to note:

- Contractor is ultimately responsible for safety.
- A Site-Specific Safety Plan must be developed and implemented post-award, by the selected Contractor.
- A Site-Specific Safety Orientation must be developed and implemented post-award, by the selected Contractor.
- Approved Barriers: Outdoor 6 Ft Chain link fence/ Indoor: Hard cover, Plywood, Drywall
- Badges required at all times.
- The project in this package is not a greenfield site.
- *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.*

4. M/WBE Program Requirements: [Josh Berrios](#) & [Walter Munnings](#)

- 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 is available to provide lists of certified M/WBE subcontractors upon request.
- Bonding and technical assistance will be provided by SSP Consulting, LLC Office: (214) 220-9098 or (972) 725-7318 to M/WBEs and small business owners interested in bidding on district construction projects as a prime contractor or subcontractor. Tameka Sadler (C49893@dallasisd.org, tsadler@sspconsulting.com) is the point of contact.
- Failure to submit the M/WBE Compliance Guidelines and Forms package to the District by 3:00 p.m. on Bid Day 2 will result in a loss of points.
- M/WBE Coordinators [Josh Berrios](#), **972.925.4161**; josberrios@dallasisd.org and [Walter Munnings](#), **972-925-7222**; wmunnings@dallasisd.org

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5. Contract Issues: Deborah Burkhalter-Ellis

- General Contractor AIA contract template. No changes will be allowed.
- Contract Time: **Target substantial completion: January 1, 2026**
- Project Construction Budget including all allowances: **Total CCL: \$ 3,384,117.28**
- Insurance Certificates
- Bonds

6. Specific Project Requirements: Evan Evans

- Critical phasing Phase I, Phase II
- Substantial completion date for this school
- School calendar
- Construction staging area
- Swing space
- Coordination with other Contractors & Vendors: Atmos, Oncor, Technology etc.
- Noise control
- Custodian overtime costs
- Respect the community, neighborhoods, and City requirements.

Scope of Work: Evan Evans

- Provide Security System Upgrades (Infrastructure Only: conduit, boxes, etc.)
- Provide Secure Vestibule
- Demo and Renovate Administration Area
- Replace Existing Marquee Sign
- Remove and Replace Roofing
- Remove and Replace Failed Waterproofing Joints
- **Alternates Include:**
 - Remove and Replace all Ceilings
 - Replace Fire Alarm
 - Replace Exterior Lighting Controls
 - Replace Exterior Lighting with LED Fixtures
 - Replace Interior Lighting Controls
 - Replace Interior Lighting (other than corridor) with LED Fixtures
 - Replace Sound System
 - Mechanical Improvements
 - Replace MDF/IDF AC Units



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Walk Thru Schedule: [Evan Evans and Deborah Burkhalter-Ellis](#)

| School ORG # | School Name | Time | School Address and Location of Meeting |
|--------------|------------------------|---------|---|
| 274 | Mary McLeod Bethune ES | 3:00 PM | 1665 Duncanville Road, Dallas, TX 75211 |

Project Schedule: [Evan Evans](#)

7. Questions & Answers

Please send your questions in writing to: procurementcs@dallasisd.org