



CSP #207917 David W. Carter High School – Renovations



Pre-Proposal Meeting Agenda

Date & Time: Monday, March 31, 2025
- 10:00 AM – Virtual Call
- 4:00 PM – In-Person Walk Through
Location: David W. Carter High School
1819 W. Wheatland Road, Dallas, TX 75232

1. Introduction: Michael Evans, Dikita Project Manager

Welcome attendees on behalf of Dallas ISD Construction Services, David W. Carter High 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: 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: Troy Tyson, Principal
A/E Firm: Daniel Berger/Annan Wang, PBK Architects
M/WBE: Vernon Mullen, 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 #207917**
School Name/Org. No.: **David W. Carter High School/Org No. 023**

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: April 07, 2025, close of business.
Last Day for issuing Addenda: April 15, 2025, close of business.

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, April 29, 2025, at 2:00 PM CST.**
- Receipt of MWBE Forms (**Part 2**) at DISD Bond Office: **Wednesday, April 30, 2025, at 3:00 PM CST.**
- Proposal Opening and Public Reading by Zoom: **Join Teams Meeting**
- **Join Teams Meeting**

Meeting ID: 290 098 572 560
Passcode: ZD2cK7E8

Wednesday, April 30, 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 – **June 26, 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: Vernon Mullen

- 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 Vernon Mullen, ph: 972-925-7243, email: C88218@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: August 31, 2026
• Project Construction Budget including all allowances: Total CCL: \$ 2,415,000.00
• Insurance Certificates
• Bonds

6. Specific Project Requirements: Daniel Berger/Annan Wang

- 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: Daniel Berger/Annan Wang

- Interior renovations to Lobby/Corridor, Auditorium, and its support spaces.
• New wall finishes, flooring finishes, ceilings and light fixtures.
• Remove and replace the auditorium seating.
• Remove and replace stage flooring and curtains.
• Install wheelchair lift at the stage.
• New plumbing in support spaces (Added Sinks, Fixture Relocations, etc.).
• Existing HVAC, fire alarm, and sprinklers to remain, they will be relocated to nearby locations and extended to new surfaces as needed.

Walk Thru Schedule: Daniel Berger/Annan Wang and Deborah Burkhalter-Ellis

Table with 4 columns: School ORG #, School Name, Time, School Address and Location of Meeting. Row 1: 023, David W. Carter, 4:00 PM, 1819 W. Wheatland Road Dallas, TX 75232

Project Schedule: Daniel Berger/Annan Wang

7. Questions & Answers

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