



ORG 187 - Nancy Moseley Elementary
School



Pre-Proposal Meeting
Agenda

Date & Time: Monday, March 6, 2025 at 4:00:00 PM

Location: Nancy Moseley Elementary School
10400 Rylie Road, Dallas, TX 75217

1. INTRODUCTION: Reid Mitchell, CBRE|Vanir JV Associate Project Manager

Welcome attendees on behalf of **Nancy Moseley 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

Tara Lott, Director, Procurement / Construction Services
Kathleen "Katy" Lenihan, Director of Construction and Design
Shajuana Davis, Contract Manager
Alvaro Meza, Director of Safety and Quality

Dallas ISD School Representative

Carmen Derrick, Principal

Project Management Firm

Terence Davis, Project Director, CBRE|Vanir JV
Terrence Mack, Design Manager, CBRE|Vanir JV

A/E Firm

Roberto Diaz, Associate Principal, CaCo Architecture, LLC.

Small Business Office

Wilton Munnings, Dallas ISD Small Business Office Program Manager
Delon Greene, CBRE|Vanir JV Small Business Program Coordinator
Tameka Sadler, Consultant, SSP Consulting

Introduction of Attendees

Reid Mitchell

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 207773

School Name/Org. No.

ORG# 187 Nancy Moseley Elementary School - Renovation



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2. PROCUREMENT PROCESS: Tara Lott

Bidding Documents:

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

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

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

Please note the Solicitation Number **207773** 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: **03/17/2025**

Final Addenda Issue Date: **03/25/2025**

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 (8th Floor)
Dallas, TX 75231
972-925-7200 (Call for directions if needed)



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- Completed CSP Package **Part 1-A, 1-B, and 1-C** are due at the DISD Bond Office on **04/08/2025 at 2:00 PM (local time)**
- Completed CSP Package **Part 2** is due at the DISD Bond Office on **04/09/2025 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
04/09/2025 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 Microsoft Teams.

Microsoft Teams Information:

Meeting ID: 294 364 587 759
Passcode: 3h3fa3L5

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 – **05/22/2025**

3. 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.

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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.

4. SMALL BUSINESS PROGRAM REQUIREMENTS

Delon Greene, CBRE|Vanir JV Small
Business Program Coordinator

Tameka Sadler, Consultant, SSP
Consulting

It is a continuing goal of the district to involve minority and women-owned businesses (M/WBE), in a legal and meaningful way, in all facets of the district's contracting and purchasing activities. The district's aspirational M/WBE goal is 30 percent for goods, services, and construction contracts. The district's aspirational M/WBE goal for bond-funded professional services contracts is 35 percent. Only certified M/WBEs may be counted towards the district's M/WBE goal.

The M/WBE Compliance Guidelines and Forms should be **completed in its entirety where applicable and the first page must be signed and dated**. Unsigned M/WBE Compliance Guidelines and Forms will not be evaluated, and points will not be awarded, regardless of documentation submitted. The M/WBE Compliance Guidelines and Forms are due on the specified date of the solicitation.

Important items to consider:

- The M/WBE score represents 20% of your submitted bid proposal evaluation score. The evaluation criteria can be found on pages nine thru thirteen of the M/WBE Compliance Guidelines and Forms. Your MWBE Compliance Guidelines and Forms will be evaluated based on the information provided, supporting documentation, signed first page, and on time submittal.
- Supporting agreements and contracts must be current, signed, dated, and notarized by all involved Parties. Vendors must utilize the Master template agreements for Joint-Venture, and Prime Subcontractor Teaming Agreement's, which can be found on our M/WBE Website under the Documents and Forms Tab. Agreements not conforming to the clauses in the agreement templates will not be considered for evaluation points.
- Your two (2) M/WBE references should be contacted in advance and advised to expect either an e-mail or a call from the M/WBE Department to verify past work experience. References must be a minority or woman owned enterprise; however, they do not need to be certified.
- If you are a certified M/WBE, you are also required to submit the signed and dated MWBE Compliance Guidelines and Forms. Simply attaching your M/WBE Certificate will not be enough, and you will not receive any points.

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M/WBE PROGRAM REQUIREMENTS (Con't)

- You may contact the M/WBE Department by submitting a request through Procurement Services to obtain a listing of certified M/WBEs, explore M/WBE subcontracting opportunities, obtain information relative to M/WBE certification, explain the M/WBE evaluation scoring criteria, discuss the district's M/WBE Program and other related M/WBE inquiries. Direct your M/WBE inquiries to the buyer. After which the buyer will contact the M/WBE Department and post the answers via an addendum.
- It is a best practice to read pages nine thru thirteen of the M/WBE Compliance Guidelines and Forms.
- If a bond must be secured, you may contact Tameka Sadler of SSP Consulting for technical support.

The District recognizes the following M/WBE Certification Agencies:

- North Central Texas Regional Certification Agency (NCTRCA)
- D/FW Minority Supplier Development Council
- State of Texas' Historically Underutilized Business (HUB)
- Women's Business Council Southwest
- South Central Texas Regional Certification Agency (SCTRCA)
- National Minority Supplier Development Council
- City of Houston
- Corpus Christi Regional Transit Authority
- Texas Department of Transportation
- Department of Transportation (DOT)
- Small Business Administration (SBA) – 8A and Certified SDB
- City of Austin
- Cherokee Tribal Employment Rights Office
- Choctaw Nation of Oklahoma
- Chickasaw Nation
- Muscogee Nation
- Other certifications may be considered on an individual basis

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M/WBE PROGRAM REQUIREMENTS (Con't)

The District's M/WBE Evaluation Scoring Criteria has been established as follows:

	M/WBE Criteria	Maximum Point Allocation
A.	Proposer demonstrated a commitment to the district's M/WBE program by providing enhancements to the administration of the proposer's contracting process for the work to be done by M/WBE firms.	3
B.	Proposer submitted a list of two (2) M/WBE subcontractor references.	2
C.	Proposer is a certified M/WBE OR Proposer submitted a Joint Venture Agreement with a certified M/WBE OR Proposer submitted a Prime Subcontractor Teaming Agreement with a certified M/WBE.	5
D.	Proposer submitted a diverse list of certified M/WBE subcontractors, subconsultants or suppliers that meets or exceeds the district's M/WBE aspirational goal in meaningful and significant roles OR Proposer demonstrated outreach designed to meet the M/WBE project goals with a diverse M/WBE team of subcontractors, suppliers and subconsultants.	5
E.	Proposer demonstrated a comprehensive framework and understanding of the district's M/WBE program by: providing a written and detailed M/WBE compliance plan, designating a high ranking individual or knowledgeable consultant who will be responsible for M/WBE contract compliance, monitoring and reporting, ensuring no unauthorized changes to M/WBE subcontractors, adhering to their M/WBE commitment and subcontractor payment terms, executing the M/WBE subcontracting schedule, complying with the district's M/WBE Program guidelines, etc.	5
	Total Points	20

M/WBE Criteria sections A and E require written statements with regards to the following:

Section A - Describe any enhancements your organization provides to M/WBE sub-vendors. Be specific and provide documentation of any activities in which you have engaged.

Section E - Refers to subcontractor utilization and compliance. Provide a detailed M/WBE compliance plan which addresses the following:

- Name of the high ranking official responsible for overseeing the M/WBE compliance plan.
- Subcontractor payment terms, conditions, and scheduling.
- Method used to validate & report M/WBE subcontractor payments to the district.
- Procedures used to ensure M/WBE subcontractors are utilized.
- The process used to ensure the work performed by subcontractors meets your and the district's expectations.



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M/WBE PROGRAM REQUIREMENTS (Con't)

SSP Point of Contact Information

Tameka Sadler, Consultant

Corporate Office: 214-220-9098 tsadler@sspconsulting.com

Dallas ISD Office: 972-725-7318 C49893@dallasisd.org

CBRE|Vanir JV Point of Contact Information

Delon Greene Small Business Program Coordinator

Dallas ISD Office: 972-821-9231 C87416@dallasisd.org

5. SPECIFIC PROJECT REQUIREMENTS: **Roberto Diaz**, Associate Principal, CaCo Architecture, LLC.
Reid Mitchell, CBRE|Vanir JV Project Manager

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

Scope of Work:

Describe the SOW for the specific facility

Roberto Diaz, Associate Principal, CaCo Architecture, LLC.

Nancy Moseley Elementary School

- An interior reception area with secured vestibule will be carved out of the existing entrance hallway
- New building signage at entrances
- New marquee sign at the front entry
- Exterior waterproofing/sealant joints replacement
- Fire alarm systems upgrade to serve new reception and vestibule
- Replace exterior lights with LED lighting and provide exterior lights controls
- New/additional cameras
- Card access readers, video intercom, and door contact at 2 entrances and reception
- Mechanical systems upgrades, new chiller and chiller replacement inclusive of a new pad and security cage
- Roof patching as required
- Replacement of portions of chilled /hot water piping
- New electrical panel boards and transformer



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Walk Thru Schedule:

Dallas ISD Representative

Reid Mitchell

School ORG #	School Name	Time	School Address and Location of Meeting
187	Nancy Moseley Elementary School	4:00:00 PM (local time)	10400 Rylie Road Dallas, TX 75217

6. QUESTIONS AND ANSWERS:

Please send your questions in writing to ProcurementCS@dallasisd.org as described above.