



RFP #208053 - Construction Manager at Risk (CMAR) Services For Career Institute East – Historic Lincoln Building - Renovation



Pre-Proposal Meeting Agenda

Date & Time: Wednesday, June 25, 2025, at 1:00 PM (CST)
Location: Via Microsoft Teams
Microsoft Teams: Meeting ID: 214 329 691 174 9
Passcode: dB374Hf2

1. Introduction: Pujan Patel, Dikita Project Manager

Welcome attendees on behalf of Dallas ISD Construction Services, Career Institute East at Historic Lincoln Building, 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: Dikita Enterprises, Inc.
Dallas ISD Construction Services: Shajuana Davis, Dallas ISD Contract Manager, Tara Lott Director, Dallas ISD Procurement Services, Deborah Burkhalter-Ellis and Michelle Herrera, Buyers, Dallas ISD Procurement Services
Safety: Alvaro Meza, Director of Safety & Quality
School Representative: Eric Jordan, Senior Site Administrator
A/E Firm: Matt Nicholson, Corgan
CMAR Consultant: Rich Townsend, R.L. Townsend & Associates, LLC
SBE: Vernon Mullen, M/WBE, Tameka Sadler, SSP Consulting
Program Management Team: Walter D. Dansby, Program Director, Stephanie Rodriguez, Controls Manager, Pujan Patel, Project Manager

Introduction of other team members in Attendance: Program Management Firm

Attendance Verification: Via MS Teams



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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. RFP #208053 – Construction Manager at Risk (CMAR) Services for Career Institute East – Historic Lincoln Building - Renovation**

2. Procurement Process: Procurement

Procurement/Bidding documents: Available at the following link:

<https://www.dallasisd.org/Page/1275>

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 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:	July 2, 2025 @ 5:00 PM CST
Last Day for issuing Addenda:	July 8, 2025 @ 5:00 PM CST
Proposal due Date/Time:	July 16, 2025 @ 2:00 PM CST

Proposal due Date/Time and Location: Construction Services Office **9400 North Central Expwy, 8th Floor, Dallas, Texas, 75231.** Please be aware that there is new check in policy for this building, if you do not have your DISD Bond badge you will have to check in at the welcome desk that can take anywhere between 10-20 minutes.

- Receipt of Proposals (All Parts of the solicitation) DISD Bond Office: **July 16, 2025, at 2:00 PM CST.**
- Proposal Opening and Public Reading by TEAMS: July 16, 2025 @ 2:00 PM CST.
Via MS Teams
Meeting ID: 281 344 716 484
Passcode: mY2JR6U8



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Proposal Packaging: Requirements

RFP 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 in the solicitation document.

- 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 – **September 25, 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 the project.

All bidders to note:

- The 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: Hardcover, Plywood, Drywall
- Badges are 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. The plan must be based on information available from the CDC, OSHA, and all applicable public officials.*

4. SBE Program Requirements: (Vernon Mullen, SBE Representative)

- District's SBE participation goal is 30% for construction-related projects.
- SBE Compliance Guidelines and Forms are required for all solicitations over \$50,000.
- The SBE team is available to provide lists of certified SBE subcontractors upon request.
- Bonding and technical assistance will be provided by SSP Consulting, LLC Office: (214) 220-9098 or (972) 725-7318 to SBEs 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 or sign the SBE Compliance Guidelines and Forms package to the District by 3:00 p.m. on Bid Day 2 will result in a loss of all points.
- SBE Coordinator Vernon Mullen, **972.925.7243; c88218@dallasisd.org**



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5. Contract Issues: Procurement

- General Contractor AIA contract template. No changes will be allowed.
- Contract Time: **Target substantial completion: TBD**
- Project Construction Budget including all allowances: **Total CCL: \$29,209,065.00**

6. Specific Project Requirements: Matt Nicholson, Corgan

- 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:

**Project Address: Career Institute East - Historic Lincoln Building
5000 S. Malcolm X Boulevard
Dallas, Texas 75215**

- Construct a Renovation with at total square footage of approximately 107,440 square feet.
- Demolition and Abatement
- Administration offices and Classroom renovations
- Kitchen
- Cafeteria
- New Lecture Hall
- Full MEP upgrade
- Network, AV, Security, and Secure entry
- Restroom upgrades
- New finishes (including flooring, paint, wall tile, etc.) throughout building
- Landscaping
- Exterior improvements
- Utilities
- Fire Suppression

7. Questions & Answers

NOTE! Any questions answered during this preproposal meeting are not binding unless formalized in an addendum to the solicitation.

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