

**Welcome to the Pre-Bid Meeting for  
CCS Project No.25004 – Building Envelope at Multiple Sites**

Please sign-in to this meeting by emailing your name, company name, preferred email address and phone number to: [bbronston@columbus.k12.oh.us](mailto:bbronston@columbus.k12.oh.us)

Please mute your microphone; we will be muting everyone before the presentation begins.

Please direct all your questions through the chat feature or hold questions until the presentation is concluded. Questions will be addressed at the end of the presentation.

If you are unable to submit your questions via chat, please email them as a Request for Information (RFI) using the contact information provided in the presentation.

The meeting agenda is posted on the district website and will be updated with any notes from the meeting. Solicitations can be found at [www.columbus.k12.oh.us/rfp](http://www.columbus.k12.oh.us/rfp)  
Navigate to the appropriate solicitation.

# ***Columbus City Schools – Building Envelope at Multiple Sites***

## **Pre-Bid Meeting Agenda**

January 6, 2024

**\*Items highlighted in yellow are revised**

1. Welcome/Introductions to the Project Team
  - a. **Kurt Keaton Project Manager** – Columbus City Schools
  - b. **Alex Trevino, Facility Director** – Columbus City Schools
  - c. **Brandie Bronston Houpe, Construction Contracts Manager** – Columbus City Schools
  - d. **Lee Martin, Project Manager** – CTL Engineering
  
2. Administrative Items
  - a. Electronic bids shall be received until **Tuesday, February 4, 2025 at 10:00 am** by Capital Improvements Office.
    - i. Please use the following link to access the bid:  
<http://www.publicpurchase.com/gems/browse/home>
    - ii. The “Select Region” and “Select Agency” icons in the mid to upper, right corner of the screen must be used to locate our District before viewing our bids.
    - iii. Please register in Public Purchase even if you are not interested in this particular bid. (If you register in Public Purchase under a commodity and we select that commodity when creating a bid, you will receive an automatic notification.)
    - iv. Please note the following:
      1. Registration on the Public Purchase website is free.
      2. For your initial registration with Public Purchase, it will take Public Purchase about an hour to process. Please allow time for this processing after you register.
      3. Additional guidelines for using Public Purchase can be found on the District’s website using the following link:  
<http://www.ccsch.us/Vendors.aspx>
    - v. **All bids must be submitted to Public Purchase. We cannot accept any in person, faxed, or e-mailed bids.**
    - vi. Pre-Bid RFI questions may to be submitted in **written form** via email to Lee Martin at CTL Engineering Office PH 614-276-8123 Ext:2038 or [lmartin@ctleng.com](mailto:lmartin@ctleng.com). Upon formal issuance to AOR, please email Project Manager, Kurt Keaton at [kkeaton@columbus.k12.oh.us](mailto:kkeaton@columbus.k12.oh.us). **Questions may also be submitted through Public Purchase.**
    - vii. Please note: **All RFIs will only be answered in the project Addenda. Questions submitted via Public Purchase will be answered on Public Purchase, and also answered in project Addenda.**
  - b. CTL Engineering shall respond to RFIs received more than 5 days before the bid opening. Deadline for RFIs is **Monday, January 27, 2025 at 10:00am.**

- i. Please note: **All RFIs will only be answered in the project Addenda.**
  
  - c. LEDE & Workforce Participation
    - i. Community Inclusion Program – Local and Economically Disadvantaged Enterprises
      - 1. LEDE Participation Goal is **20%** and Workforce Participation Goal is **25%**
      - 2. Community Inclusion forms will be required
      - 3. <http://www.ccsch.us/Vendors.aspx>
        - a. LEDE Vendor List
        - b. LEDE Certification Affidavit Instructions
      - 4. Prime Contractors new to Columbus City Schools will be required to submit a Vendor Application prior to receiving a Purchase Order/Notice to Proceed. (check website [www.ccsch.us](http://www.ccsch.us) – navy top band, click on word - Vendors)
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3. Project Overview
  - a. Bid Package
    - i. Single prime for all Work defined by the Contract Documents.
    - ii. CTL Engineering overview of project scope
    - iii. Bid Form
      - 1. Base Bid
        - a. Columbus Gifted Academy at Everett
        - b. Northland High School
      - 2. Alternates - None
      - 3. Prevailing Wage Rates do **NOT** apply to this project.
    - iv. Allowances:
      - 1. Contingency Allowance: \$106,450.00
      - 2. Hazardous Materials: \$35,000.00
      - 3. Art Room/Robotics Lab (Coiling Doors/Storefront): \$38,000.00
      - 4. Art Room/Robotics Lab Sound Attenuation: \$ 16,000.00
    - v. Unit Prices: None
    - vi. Addendum: None at this time
      - 1. Final addendum to be issued no later than **Thursday, January 30, 2025 @ 10:00am** via Franklin Imaging & Public Purchase
    - vii. Estimates:
      - 1. Base Bid-Columbus Gifted Academy at Everett - \$675,000.00
      - 2. Base Bid-Northland High School - \$389,500.00
  - b. General Information
    - i. Any permits are to be secured by the Contractor.
    - ii. Temporary Facilities – By the Contractor, may use school utilities if available.

4. Default Guideline Schedule

- a. 2/4/25 Electronic Bids Due to Public Purchase website (Prior to 10:00am)
  - b. 2/5/25 Virtual Post Bid Review @ 10:00AM (Link will be sent following bid opening)
  - c. 2/5/25 Bid Evaluation and Paperwork for Purchase Order due
  - d. 3/4/25 Contract Approval – BOE Review
  - e. 3/11/25 Notice to Proceed – PO Issued
  - f. 6/03/25 Work on Site May Begin (*Work can begin prior to this date weather permitting*)
  - g. 8/01/25 Substantial Completion
5. Ohio Bureau of Workers' Compensation (OBWC)/Drug Free Safety Program (DFSP)
- a. All prime contractors, subcontractors and lower-tier subcontractors are to be in good standing with the OBWC's DFSP or a comparable program approved by the OBWC that meets the requirements specified in O.R.C. Section 153.03.
6. Safety Precautions
- a. Each member of its jobsite workforce to complete an Occupational Safety and Health Administration (OSHA) 10 or 30 Hour Construction Course and have at least one Project supervisor to complete and OSHA 30 Hour Construction Course.
7. General Items
- a. Bid Documents
    - i. Documents available for purchase at Franklin Imaging 614-885-6894 or [printroom@franklinimaging.com](mailto:printroom@franklinimaging.com) or [jeramy@franklinimaging.com](mailto:jeramy@franklinimaging.com)
    - ii. Documents are available to view for free via Public Purchase.
    - iii. Documents are available to view electronically/online if you are a member of:
      - 1. McGraw Hill Construction Dodge / Builders Exchange of Central Ohio Plan Room, 1175 Dublin Road, Columbus, Ohio 43215; **Project information may be viewed at Dodge Data & Analytics at:** <http://dodgeprojects.construction.com/>
      - 2. The Builders Exchange, 9555 Rockside Road, Suite 300, Valley View, OH 44125
8. Delivery of Quotes – Follow Instructions in Notice to Bidders
- a. Electronic bids shall be received until **Tuesday, February 4, 2025 at 10:00am** by Capital Improvements Office – via **Public Purchase**.
  - b. Follow Instructions in Notice to Bidders and Item 2a of this agenda to submit bids on Public Purchase.
  - c. Bid Tab will be posted to District website after bids are opened. Please check website for bid tab before reaching out to District staff:  
[http://www.columbus.k12.oh.us/website.nsf/\(ccs\\_pages\)/CCS\\_RFP?opendocument](http://www.columbus.k12.oh.us/website.nsf/(ccs_pages)/CCS_RFP?opendocument)

9. Site Visitation/Building Access
  - a. Meet Project Manager Kurt Keaton at Columbus Gifted Academy at Everett at 2:00pm.
    - i. Columbus Gifted Academy at Everett: 100 West Fourth Avenue – Columbus, OH 43201
    - ii. Northland HS: 1919 Northcliff Drive – Columbus, OH 43229
10. If attending this Virtual Pre-Bid Meeting, please be sure to email Construction Contracts Manager, Brandie Bronston Houpe, your information at the following [bbronston@columbus.k12.oh.us](mailto:bbronston@columbus.k12.oh.us) including: Name, company, email address

#### 11. Questions?

- A. Please provide address for site tour:
  - Columbus Gifted Academy at Everett: 100 West Fourth Avenue – Columbus, OH 43201
  - Northland HS: 1919 Northcliff Drive – Columbus, OH 43229
- B. Can we provide point of contact for LEDE and Compliance? ***Please reach out to Outreach Department at [outreachservices@columbus.k12.oh.us](mailto:outreachservices@columbus.k12.oh.us)***
- C. Can a second site visit be planned. ***Yes. Next site tour will be on January 21, 2025 at 1:00PM. Please meet Kurt Keaton at Columbus Gifted Academy at 1:00PM***
- D. How will BEC Testing be handled and who will be responsible? ***If you mean hazardous materials, there is an allowance provided.***
- E. Is there any hazardous material that will be encountered? ***There is an allowance provided if any hazardous materials is encountered. NESHAP Reports are provided as part of the bid documents.***
- F. Why are LEDE Goals so high? ***That is a District Board Policy.***
- G. Are any roofs under warranty that will be affected? If so which ones? ***Yes, both. Roof Warranties will be provided.***
- H. How will the allowance be calculated in the LEDE Goals. The LEDE Goal appears to be very high for the set scope of work. ***It is part of your overall number. The LEDE Goal is a District Board Policy.***
- I. If questions are asked at the site visit, will they be noted and issued in the addendum? ***Any questions will need to be submitted via RFI to Lee Martin, Kurt Keaton and Brandie Bronston Houpe.***

