



Pre-Proposal Meeting Agenda

CSP 208321 - Kleberg Elementary School –
Addition and Renovation



Date & Time: Friday, March 13, 2026 at 3:30 PM
Location: Kleberg Elementary School
1450 Edd Road, Dallas, TX 75253

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

Welcome attendees on behalf of Dallas ISD Construction Services and 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: CBRE|Vanir JV

Dallas ISD Construction Services
Shajuana Davis, Dallas ISD, Contract Manager
Tara Lott, Dallas ISD, Director of Procurement Services
Deborah Burkhalter-Ellis, Buyer, Dallas ISD, Procurement Services
William French, Dallas ISD, Director of Safety & Quality Manager

A/E Firm
Matthew Heaton, Senior Associate, Kirksey Architecture

SBO
Wilton Munnings, Dallas ISD, SBO Program Manager
Josh Berrios, Dallas ISD, SBO Coordinator
Tameka Sadler, SSP Consulting, Bond Consultant

Project Management Team
Terence Davis, Program Director, CBRE|Vanir JV
Renee' Edwards, Project Controls Manager, CBRE|Vanir JV
Terrence Mack, Design Manager, CBRE|Vanir JV
Delon Greene, SBO Coordinator, CBRE|Vanir JV

Attendance Verification: Distribution of the sign-in sheet or remind all to sign into the MS Teams Chat to provide contact information.

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



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Project Information:

1. Dallas Independent School District Bond Program
2. CSP Package: CSP# 208321 - ORG# 167, Kleberg Elementary School - Addition and Renovation

2. Procurement Process: Deborah Burkhalter-Ellis

Bidding Documents:

Available to both GCs and Subs 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 (See page 5 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. Any addendum issued will be listed or posted at 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. The printers will issue any addenda to all registered plan holders. The addenda will also be listed on DISD’s website.

Critical Bidding Dates:

Last Day for receiving Questions from Contractors: **03/20/2026**, Close of Business
 Last Day for Issuing Addenda: **03/27/2026**, Close of Business

Proposal Due Date/Time and Location: Construction Services Office, **9400 North Central Expwy, 8th Floor, Dallas, Texas, 75231.** Please be aware that there is a 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, which can take anywhere between 10-20 minutes.

- Receipt of Proposals (**Part 1-A, 1-B, and Part 1-C**) DISD Bond Office: **04/08/2026 at 2:00 PM CST.**
- Receipt of (**Part 2**) at DISD Bond Office: **04/09/2026 at 3:00 PM CST time.**
- Proposal Opening and Public Reading by **Zoom** at the Dallas ISD Bond Office **04/09/2026 and Microsoft Team Link at 3:30 PM local time.** All proposers are welcome to join us in person for the opening.

MICROSOFT TEAMS

Meeting ID: 241 194 848 879 79
Passcode: La2Qy2dy



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Proposal Packaging: Deborah Burkhalter-Ellis

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. Do not leave any blanks.
- The Evaluation Committee will contact the references provided two times only.

Post Bid:

Target Board Approval Meeting – **05/28/2026**

3. Safety Program: William French

- Ensure to include in the bid package the Current EMR/Letter from the Insurance carrier.
- Submit Contractor's safety plan, or DISD's Minimum Safety Guidelines can be adopted. Be sure to mark in the technical proposal if you are 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: (Delon Greene, SBO Coordinator)

- District's SBE aspirational goal is 30% for construction-related projects.
- SBE Compliance Guidelines and Forms are required for all solicitations over \$50,000.
- The SBO 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 a signed SBE Compliance Guidelines and Forms package to the District by 3:00 p.m. on Bid Day 2 will result in a loss of points.
- CBRE|Vanir JV SBO Coordinator, Delon Green, (972) 821-9231 or C87416@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: 12/30/2027**
 - Project Construction Budget including all allowances: **\$17,889,287.73**

- 6. Specific Project Requirements:** **Matthew Heaton**, Senior Associate, Kirksey Architecture
Reid Mitchell, CBRE|Vanir JV Project Manager
- 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: **Matthew Heaton**, Senior Associate, Kirksey Architecture

Walk Through Schedule: **Reid Mitchell (CBRE|Vanir JV Project Manager)**

School ORG #	School Name	Time	School Address and Location of Meeting
167	Kleberg Elementary School	3:30 PM (local time)	1450 Edd Road Dallas, TX 75253 Auditorium

7. Questions & Answers

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

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

A list of Plan Rooms and other entities that have documents available for viewing are as follows:

DRAWINGS AND SPECIFICATIONS ARE AVAILABLE AT THE FOLLOWING:

Dallas/Fort Worth Minority Supplier Development Council

Sha’Ron Richardson
construction@dfwmsdc.com

214-630-0747
8828 N. Stemmons Freeway, Ste. 550
Dallas, TX 75247

Regional Hispanic Contractors Association

John H. Martinez
john@regionalhca.org

972-786-0909
3918 North Hampton Rd.
Dallas, TX 75212

Regional Black Contractors Association of North Texas, Inc.

John Proctor
info@blackcontractors.org

214-565-8946
2627 Martin Luther King Jr. Blvd
Dallas, TX 75215

Fort Worth Hispanic Chamber of Commerce

Gilbert Juarez
gilbert@pic-printing.com
<https://www.fwhccplanroom.com/>

817-625-5411
1327 N. Main Street
Fort Worth, TX 76164

Greater Dallas Hispanic Chamber of Commerce

Gabriela Carvallo
gabriela@gdhcc.com

214-521-6007
1402 N. Corinth St., Ste 225
Dallas, TX 75215

Construction Connect

Michael Stubbs
Content@ConstructConnect.com

800-364-2059
30 Technology Parkway South, Ste 100
Norcross, GA 30092

Dodge Data & Analytics formerly McGraw-Hill Construction Dodge

support@construction.com

877-784-9556
4300 Beltway Place, Ste. 180
Arlington, TX 76018

Dallas Black Chamber of Commerce

Tigist Solomon
tsolomon@dbcc.org

214-702-6652
2922 Martin Luther King Jr. Blvd., Building A, Ste. 104
Dallas, TX 75215

Fort Worth Metropolitan Black Chamber of Commerce

Jeremiah Anderson
janderson@fwmbcc.org

817-871-6558
1150 South Fwy, Ste. 211
Fort Worth, TX 76104

Virtual Builders Exchange, LLC

Heidi Shaffer
heidi@virtualbx.com

210-564-6900
4047 Naco Perrin, Ste.100
San Antonio, TX 78217

Dallas ISD Construction Services

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Revised 5/1/2024