



**DALLAS INDEPENDENT SCHOOL DISTRICT  
PROCUREMENT SERVICES  
ADDENDUM NO. 02  
SOLICITATION NUMBER AND TITLE**

**April 01, 2027**

**The Purpose of this Addendum No. 02 is to provide questions and answers received for the noted solicitation. In addition, there may also be updates to the solicitation which should be published as important information related to the process:**

**QUESTION 1: Addendum No. 1 Narrative indicates that Sheet T03-01A added, however the sheet included in the Addendum is labeled T03-03A. Please confirm which sheet label is correct.**

**ANSWER 1: Sheet T03-01A – SECURITY PLAN – LEVEL 1 – SEGMENT A was duplicated in Addendum No. 1. Remove in narrative post Sheet T03-02B and replace with Sheet T03-03A – SECURITY PLAN – ROOF.**

**QUESTION 2: Sound-Absorbing PET Wall Units section is labeled 09 84 34 in the Specification Header. However, both the Addendum Narrative and the Specification Header indicate it should be 09 84 33. Please confirm the correct specification number.**

**ANSWER 2: Revise Specification Header to 09 84 33 which aligns with the Table of Contents and addendum narrative.**

**QUESTION 3: Specification Section 10 21 17 - Plastic Toilet Compartments is included in the Addendum documents, but it is not listed in the Addendum Narrative.**

**ANSWER 3: Specification Section 10 21 17 – Plastic Toilet Compartments shall be added to the addendum narrative for revisions adding Scranton Products as an approved manufacturer.**

**QUESTION 4: Addendum No. 1 Narrative lists Section 09 84 34 as having been updated. However:**  
**- The Table of Contents shows this section struck out (deleted).**  
**- None of the other eight specification sections shown as deleted were mentioned in the Narrative. Please confirm whether Section 09 84 34 is deleted or remains active. If it remains active, please provide the updated specification section.**

**ANSWER 4: Specification Section 09 84 34 – Fabric Wrapped Absorbing Wall Units shall be deleted from the project.**

**QUESTION 5: RFI responses No. 34 and No. 54 reference revisions to project allowances. Please provide an updated Section 00 41 11 – Proposal Form – Base Bid (Part 1-A of the CSP).**

**ANSWER 5: See attached Section 00 41 11 Proposal Form, allowance was added.**



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**QUESTION 6:** Addendum No. 1 includes an Alternate for operable multi-panel folding aluminum glass door system, yet no specification section is provided for this door system. Please provide the applicable specification section and product requirements.

**ANSWER 6:** Reference Specification Section 08 35 15 – Panel Folding Glass Doors.

**QUESTION 7:** No specification section has been provided for spray foam insulation. Please provide the appropriate specification section, product type, and installation requirements.

**ANSWER 7:** Reference Specification Section 07 21 19 – Foamed-In-Place Insulation.

**QUESTION 8:** The addendum adds ALLOWANCES of \$1,100,000 for “Work of Division 28 – Electronic Safety and Security including Access Control and PA System” via revision to Section 01 21 00 and \$75,000 for existing pier survey and potential conflict resolution via Q/A #54. However, the PROPOSAL FORM has not been revised to include these allowances, which is customary for DISD bid documents to ensure all bidders have carried all necessary allowances within their proposals

**ANSWER 8:** See attached Section 00 41 11 Proposal Form; allowance was added.

**QUESTION 9:** Q/A #91 is attempting to require BIM coordination across multiple disciplines with a very simple answer that does not provide proper direction for what may be required for this project. We would expect a Division 01 level specification (typically Section 01 31 21) which outlines the disciplines who are required to participate in BIM and at what LOD (Level of Development). Please provide such specification for proper coordination and pricing.

**ANSWER 9:** See attached modifications to Specification Section 01 31 00 – Project Management & Coordination.

**QUESTION 10:** Q/A #167 request bidders to include an allowance for a full ERRC system should it become necessary due to RF survey results. This allowance needs to be established by DISD and included on a revised proposal form as well. If an allowance is not provided for this item, we will be including RF testing only, as inclusion of any undefined allowance would put us at a competitive disadvantage.

**ANSWER 10:** See attached 00 41 11 Proposal Form, allowance was added.

**QUESTION 11:** No information appears to be provided for the Alternate 06 underground detention system in lieu of surface detention. We will need drawings and specifications for this system to provide a proposal for this alternate.

**ANSWER 11:** See attached revisions to drawings sheet C09.01 providing reference notes to



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Specification Section 01 23 00 – Alternates, 3.1 Schedule of Alternates F. No. 06. See attached 00 41 11 Proposal form, allowance was added.

**QUESTION 12:** We are unable to determine the scope of Alternate 07 – Branding and Graphic Location 6 and will be unable to provide a proposal for this alternate without further direction.

**ANSWER 12:** There is no Alternate 07. Branding and Graphics is covered in Alternate No. 05 as shown on Sheet A11-00.

Some Information may be only an Update to what was previously published, e.g. a Pre-Proposal Meeting or bid opening date has changed. These items may be labeled as Updates:

**UPDATE 1: Solicitation Timeline**

<b>Issue Date:</b>	<b>March 01, 2026</b>
<b>First Advertisement Date</b>	<b>March 01, 2026</b>
<b>Second Advertisement Date</b>	<b>March 08, 2026</b>
<b>Preproposal Meeting</b>	<b>March 10, 2026, at 11:00 am</b>
<b>Question Deadline</b>	<b>March 17, 2026</b>
<b>Question Responses from the District</b>	<b>March 24, 2026</b>
<b>CSP Response Due Dates Pt 1-A, Pt 1-B, and Pt 1-C</b>	<b>April 08, 2026, at 2:00 PM</b>
<b>CSP Response Due Date Pt 2</b>	<b>April 09, 2026, at 3:00 PM</b>
<b>CSP Evaluation</b>	<b>April 15, 2026</b>
<b>Anticipated Board Approval</b>	<b>May 28, 2026</b>

**UPDATE 2: Drawings**

The following Drawings have been updated:

**SHEET C09.01 – STORM SEWER PLAN**

- Added note indicating Alternate for Underground Detention as shown in spec section 01 23 00 – Alternates.

**UPDATE 3: Specifications**

The following Specifications have been updated and will replace the previously issued specifications:

- 00 01 10 – Table of Contents
- 00 11 13 - Advertisement for CSP
- 00 31 00 - Available Project Information
- 00 41 11 - Part 1-A Proposal Form - Base Bid
- 01 31 00 - Project Management and Coordination

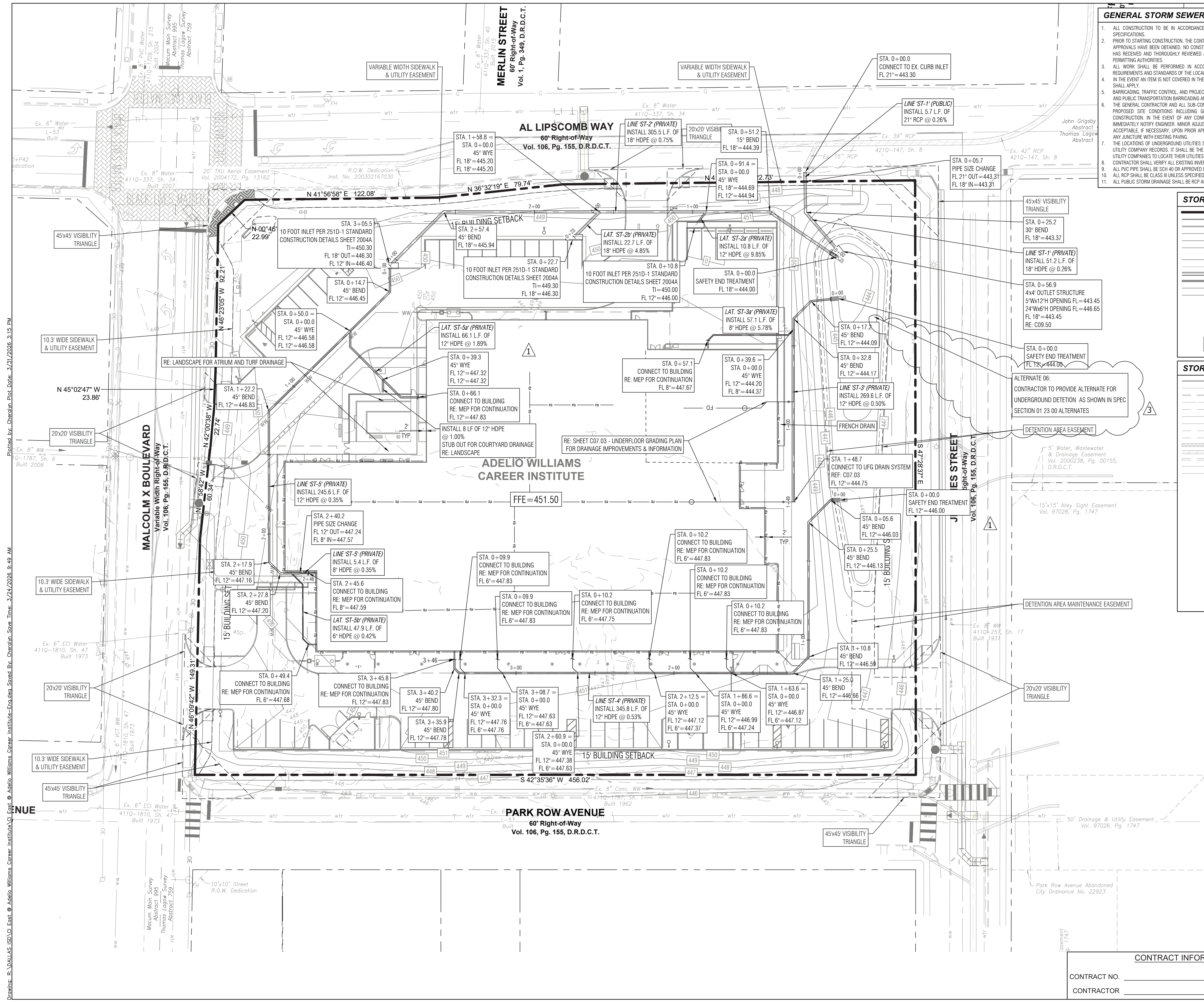


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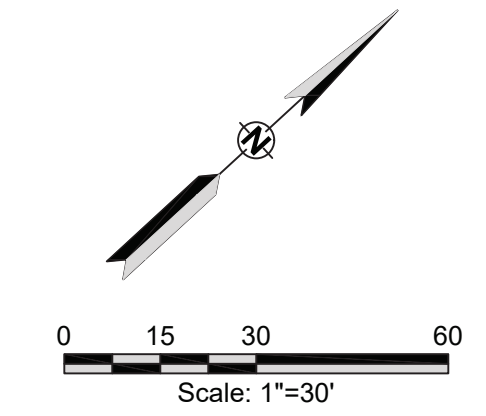
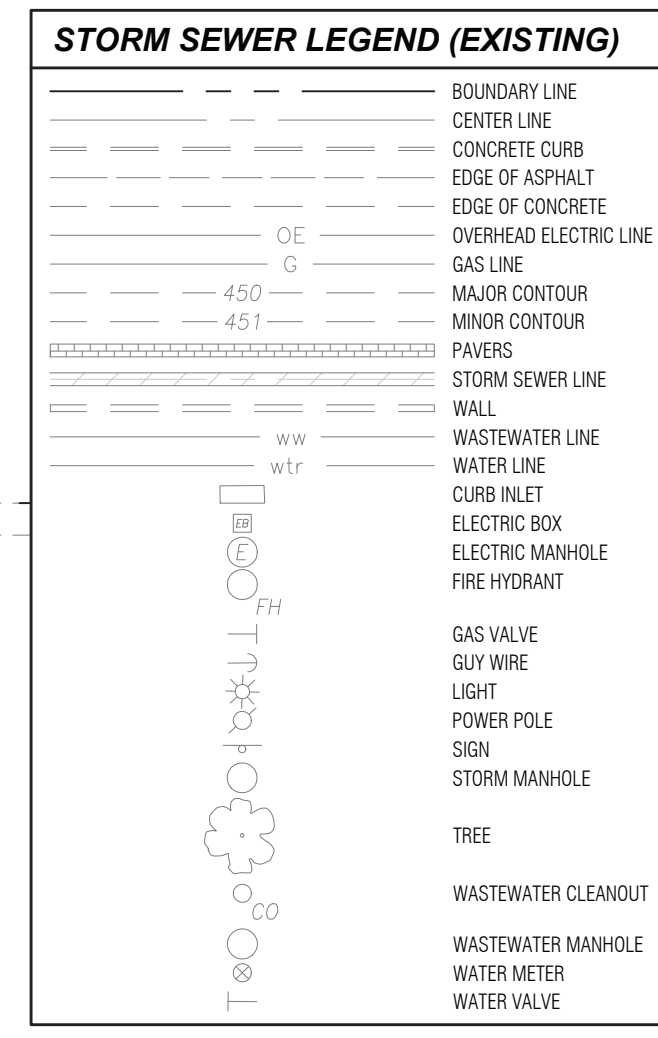
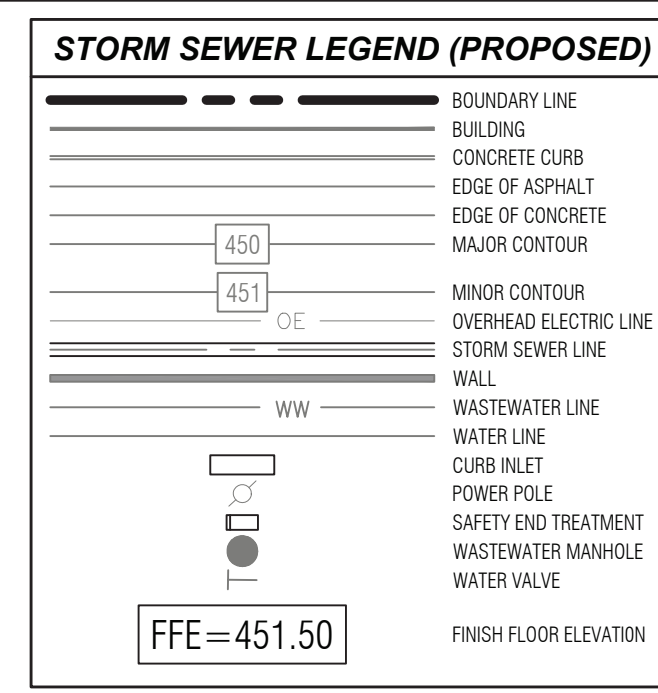
**Please sign this addendum # 02 and submit along with your copies of the proposal. ALL OTHER PROVISIONS, AND OTHER TERMS AND CONDITIONS REMAIN UNCHANGED. BIDDERS ARE REQUIRED TO ACKNOWLEDGE AND RETURN/SUBMIT A COPY OF THIS ADDENDUM WITH THEIR PROPOSAL.**

\_\_\_\_\_ Company Name  
\_\_\_\_\_ Bidder's Signature  
\_\_\_\_\_ Date

END OF  
ADDENDUM NO. 02



- GENERAL STORM SEWER NOTES**
1. ALL CONSTRUCTION TO BE IN ACCORDANCE WITH THESE PLANS AND CITY OF DALLAS STANDARDS AND SPECIFICATIONS.
  2. PRIOR TO STARTING CONSTRUCTION, THE CONTRACTOR SHALL MAKE CERTAIN THAT ALL REQUIRED PERMITS AND APPROVALS HAVE BEEN OBTAINED. NO CONSTRUCTION OR FABRICATION SHALL BEGIN UNTIL THE CONTRACTOR HAS RECEIVED AND THOROUGHLY REVIEWED ALL PLANS AND OTHER DOCUMENTS APPROVED BY ALL OF THE PERMITTING AUTHORITIES.
  3. ALL WORK SHALL BE PERFORMED IN ACCORDANCE WITH THESE PLANS AND SPECIFICATIONS AND THE REQUIREMENTS AND STANDARDS OF THE LOCAL GOVERNING AUTHORITY.
  4. IN THE EVENT AN ITEM IS NOT COVERED IN THE CITY OF DALLAS SPECIFICATIONS, THE CITY ENGINEER'S DECISION SHALL APPLY.
  5. BARRICADE, TRAFFIC CONTROL, AND PROJECT SIGNS SHALL CONFORM TO "STATE DEPARTMENT OF HIGHWAYS AND PUBLIC TRANSPORTATION BARRICADE AND CONSTRUCTION STANDARDS".
  6. THE GENERAL CONTRACTOR AND ALL SUB-CONTRACTORS SHALL VERIFY THE SUITABILITY OF ALL EXISTING AND PROPOSED SITE CONDITIONS INCLUDING GRADES AND DIMENSIONS BEFORE COMMENCEMENT OF ANY CONSTRUCTION. IN THE EVENT OF ANY CONFLICT AND PRIOR TO COMMENCEMENT OF ANY CONSTRUCTION, IMMEDIATELY NOTIFY ENGINEER. MINOR ADJUSTMENTS OF FINISH GRADE TO ACCOMPLISH SPOT DRAINAGE ARE ACCEPTABLE. IF NECESSARY, UPON PRIOR APPROVAL OF ENGINEER, PAVING INSTALLED SHALL FLUSH OUT AT ANY STRUCTURE WITH EXISTING PAVING.
  7. THE LOCATIONS OF UNDERGROUND UTILITIES SHOWN ON THIS PLAN ARE BASED ON FIELD SURVEYS AND LOCAL UTILITY COMPANIES TO LOCATE THEIR UTILITIES PRIOR TO STARTING CONSTRUCTION.
  8. CONTRACTOR SHALL VERIFY ALL EXISTING INVERTS, RISE ELEVATIONS AND SIZES PRIOR TO CONSTRUCTION.
  9. ALL PVC PIPE SHALL BE SCH 40 OR APPROVED EQUAL UNLESS SPECIFIED OTHERWISE.
  10. ALL RCP SHALL BE CLASS III UNLESS SPECIFIED OTHERWISE.
  11. ALL PUBLIC STORM DRAINAGE SHALL BE RCP AND ALL PRIVATE STORM DRAINAGE SHALL BE HDPE.



ALL CONSTRUCTION SHALL BE PER CITY OF DALLAS STANDARDS.

CONTRACTOR SHALL VERIFY ALL EXISTING INVERTS, LOCATIONS AND ELEVATIONS PRIOR TO CONSTRUCTION.

REFERENCE 251D-1 STANDARD CONSTRUCTION DETAILS SHEETS 2004A AND 2006 FOR PUBLIC DRAINAGE DETAILS.

REFERENCE SHEET C09.50 FOR PRIVATE STORM SEWER DETAILS.



**REVISIONS**

REV NO.	DATE	DESCRIPTION	BY

**GLENN ENGINEERING**  
TEXAS REGISTRATION # F-303  
PHONE (972) 717-5151  
4500 FULLER DRIVE, SUITE 220  
IRVING, TEXAS 75038

HUB #: 1752575193300  
FAX (972) 717-2176

PLAT NO.	BLDG PERMIT NO.	DEV ENGINEERING TRACKING NOS.
S245-145	YYYYMMDDXXXX	WW25-XXX DP25-XXX

**STORM SEWER PLAN**

DALLAS ISD ADELIO WILLIAMS CAREER INSTITUTE  
2801 PARK ROW AVE.

DEVELOPMENT SERVICES

CITY OF DALLAS, DALLAS COUNTY, TEXAS

REVIEW BY:	DRAWN BY:	DATE	FILE	NUMBER	SHEET
CMA	GEC	4/10/2025	DP25	XXX	C09.01

**CONTRACT INFORMATION**

CONTRACT NO. \_\_\_\_\_ DATE \_\_\_\_\_  
CONTRACTOR \_\_\_\_\_

**DOCUMENT 00 01 10**

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23 00 10	Basic Mechanical Requirements .....	02/05/2026
23 02 01	Coordination Drawings.....	02/05/2026
23 05 13	Common Motor Requirements For HVAC Equipment ...	02/05/2026
23 05 26	Variable Frequency Motor Speed Control For HVAC Equipment.....	02/05/2026
23 05 29	Hangers And Supports For Piping And Equipment.....	02/05/2026
23 05 48	Vibration Isolation For HVAC Piping And Equipment ...	02/05/2026
23 05 53	Identification For HVAC Piping And Equipment.....	02/05/2026
23 05 93	Testing, Adjusting, And Balancing For HVAC.....	02/05/2026
23 07 00	Insulation - General.....	02/05/2026
23 07 13	Duct Insulation .....	02/05/2026
23 07 19	HVAC Piping Insulation.....	02/05/2026
23 08 00	HVAC Systems Technical Commissioning Requirements .....	02/05/2026
23 08 00.13	Mechanical Systems Readiness Testing.....	02/05/2026
23 09 63	Energy Management And Control System (EMCS).....	02/05/2026

23 21 13	Hydronic Piping And Fittings .....	02/05/2026
23 23 00	Refrigerant Piping .....	02/05/2026
23 31 13	Metal Ductwork .....	02/05/2026
23 33 00	Ductwork Accessories.....	02/05/2026
23 34 00	Fans.....	02/05/2026
23 34 39	High-volume , Low- Speed Propeller Fans .....	02/05/2026
23 37 00	Air Outlets And Inlets .....	02/05/2026
23 40 00	Filters.....	02/05/2026
23 43 16	Intelligent Clean Air Systems .....	02/05/2026
23 55 23	Gas-fired, Low Intensity, Infrared Radiant Heaters.....	02/05/2026
23 62 00	Condensers-condensing Units .....	02/05/2026
23 73 10	Indoor Air Handling Units .....	02/05/2026
23 74 17	High Performance Rooftop Units.....	02/05/2026
23 81 26	Split System Air-conditioners .....	02/05/2026
23 81 29	Variable Refrigerant Flow HVAC Systems .....	02/05/2026
23 82 39	Electric Unit Heaters .....	02/05/2026

**DIVISION 26 — ELECTRICAL**

26 02 00	Basic Materials And Methods For Electrical .....	02/05/2026
26 05 00	Common Work Results For Electrical.....	02/05/2026
26 05 19	Low-voltage Electrical Power Conductors And Cables ..	02/05/2026
26 05 26	Grounding And Bonding For Electrical Systems.....	02/05/2026
26 05 29	Hangers And Supports For Electrical Systems.....	02/05/2026
26 05 33	Raceway And Boxes For Electrical Systems.....	02/05/2026
26 05 43	Underground Ducts And Raceways For Electrical Systems .....	02/05/2026
26 05 44	Sleeves And Sleeve Seals For Electrical Raceways And Cabling .....	02/05/2026
26 05 53	Identification For Electrical Systems.....	02/05/2026
26 05 72	Overcurrent Protective Device Short-circuit Study.....	02/05/2026
26 05 73	Overcurrent Protective Device Coordination Study .....	02/05/2026
26 05 74	Overcurrent Protective Device Arc-flash Study .....	02/05/2026
26 08 00	Commissioning Of Electrical Systems.....	02/05/2026
26 09 13	Electrical Power Monitoring System .....	02/05/2026
26 09 23	Lighting Control Devices .....	02/05/2026
26 09 41	Lighting Controls.....	02/05/2026
26 22 00	Low-voltage Transformers .....	02/05/2026
26 24 13	Switchboards .....	02/05/2026
26 24 16	Panelboards.....	02/05/2026
26 25 01.02	Low-voltage Busways – Powerbus Plug-in Busway .....	02/05/2026
26 27 26	Wiring Devices.....	02/05/2026
26 28 13	Fuses.....	02/05/2026
26 28 16	Enclosed Switches And Circuit Breakers .....	02/05/2026
26 29 13	Enclosed Controllers.....	02/05/2026
26 33 24	Central Battery Equipment (Storm Shelters) .....	02/05/2026
26 41 13	Lightning Protection For Structures .....	02/05/2026
26 43 13	Surge Protective Devices For Low-voltage Circuits.....	02/05/2026
26 51 19	Led Interior Lighting .....	02/05/2026
26 52 19	Emergency And Exit Lighting .....	02/05/2026
26 56 13	Lighting Poles And Standards.....	02/05/2026
26 56 19	Led Exterior Lighting.....	02/05/2026

**DIVISION 27 — COMMUNICATIONS**

27 05 00	Common Work Results For Communications.....	02/05/2026	
27 05 26	Grounding And Bonding For Communications Systems	02/05/2026	
27 05 28	Pathways For Communications Systems .....	02/05/2026	
27 05 29	Hangers And Supports For Communications Systems..	02/05/2026	
27 05 36	Cable Trays For Communications Systems .....	02/05/2026	
27 05 53	Identification For Communications Systems.....	02/05/2026	
27 11 00	Communications Equipment Room Fittings.....	02/05/2026	
27 15 01	Premise Wiring .....	02/05/2026	
27 15 13	Communications Copper Horizontal Cabling.....	02/05/2026	
27 41 00	Integrated Audio-video Systems .....	02/05/2026	
27 45 00	District-wide Emergency Communications And Master Clock Systems Add #01 .....	02/05/2026	03/23/2026
27 51 23	Ip Integrated Electronic Communications Network .....	02/05/2026	
27 51 29	Emergency Two-way Communication System .....	02/05/2026	
27 53 33	Emergency Radio Communication Enhancement System.....	02/05/2026	
27 62 00	Security Systems Requirements .....	02/05/2026	
<del>27 90 00</del>	<del>Cafetorium Audio Visual System (elem School) Add #01 .....</del>	<del>02/05/2026</del>	<del>03/23/2026</del>

**DIVISION 28 — ELECTRONIC SAFETY AND SECURITY**

28 05 00	Common Work Results For Electronic Safety And Security.....	02/05/2026
28 05 13	Conductors And Cables For Electronic Safety And Security.....	02/05/2026
28 05 28	Pathways For Electronic Safety And Security .....	02/05/2026
28 31 00	Intrusion Detection System .....	02/05/2026
28 31 49	Carbon Monoxide Detection System.....	02/05/2026
28 46 21	Addressable Fire-alarm And Voice Evacuation Systems.....	02/05/2026

**DIVISION 31 — EARTHWORK**

31 10 00	Site Clearing .....	02/05/2026
31 22 19	Finish Grading .....	02/05/2026
31 23 00	Earthwork .....	02/05/2026
31 23 08	Geotextile Fabric.....	02/05/2026
31 23 10	Flexible Base And Subgrade Material .....	02/05/2026
31 23 12	Select Material Fill.....	02/05/2026
31 23 14	Subgrade Preparation.....	02/05/2026
31 23 33	Trenching Embedment Backfill.....	02/05/2026
31 31 16	Termite Control .....	02/05/2026
31 32 00	Lime Soil Stabilization.....	02/05/2026
31 41 33	Trench Safety Sheeting And Shoring .....	02/05/2026
31 63 29	Drilled Concrete Piers .....	02/05/2026

**DIVISION 32 — EXTERIOR IMPROVEMENTS**

<del>32 12 16</del>	<del>Hot Mixed Asphalt Paving Add #01 .....</del>	<del>02/05/2026</del>	<del>03/23/2026</del>
32 13 13	Portland Cement Concrete Paving.....	02/05/2026	
32 13 14	Wheelchair Ramp .....	02/05/2026	
32 13 15	Concrete Curb And Gutter .....	02/05/2026	
32 14 00	Unit Pavers .....	02/05/2026	
32 14 13	Concrete Unit Paving .....	02/05/2026	

32 15 00	Aggregate Surfacing .....	02/05/2026	
32 17 22	Traffic Control Spec .....	02/05/2026	
32 17 23	Pavement Markings .....	02/05/2026	
32 17 33	Joint Sealer .....	02/05/2026	
32 18 13	Synthetic Grass Surfacing.....	02/05/2026	
<del>32 18 14</del>	<del>Non Athletic Synthetic Grass Surfacing Add #01 .....</del>	<del>02/05/2026</del>	03/23/2026
<del>32 18 32</del>	<del>Liner Spec Add #01 .....</del>	<del>02/05/2026</del>	03/23/2026
32 31 11	Gate Operators .....	02/05/2026	
<del>32 31 13</del>	<del>Chain Link Fence Add #01 .....</del>	<del>02/05/2026</del>	02/23/2026
32 31 19	Decorative Metal Motorized Gates .....	02/05/2026	
32 80 01	Tree Protection And Trimming .....	02/05/2026	
32 92 00	Permenant Sod Lawns.....	02/05/2026	
32 92 13	Permanent Hydromulch Lawns .....	02/05/2026	
32 93 00	Planting.....	02/05/2026	
32 94 40	Belowground Staking .....	02/05/2026	

**DIVISION 33 — UTILITIES**

33 11 00	Water Pipe And Fittings .....	02/05/2026
33 11 01	Gate Valves And Butterfly Valves .....	02/05/2026
33 11 02	Wet Connections.....	02/05/2026
33 11 03	Fire Hydrants .....	02/05/2026
33 13 00	Water Pipe Test .....	02/05/2026
33 13 01	Water Dechlorination .....	02/05/2026
33 13 02	Cutting Plugging And Blocking Existing Water Mains....	02/05/2026
33 39 10	Sanitary Sewer Mains .....	02/05/2026
33 39 11	Sanitary Sewer Manholes .....	02/05/2026
33 39 12	Sanitary Sewer Testing .....	02/05/2026
33 42 16	Reinforced Concrete Pipe Culverts .....	02/05/2026
33 42 17	Drainage Structures .....	02/05/2026
33 42 18	Polypropylene Storm Drainage Pipe .....	02/05/2026
33 42 20	French Drain .....	02/05/2026

**END OF VOLUME 2**

**END OF DOCUMENT**



**Procurement Services**

March 31, 2026

The Dallas Independent School District ("District") is soliciting Competitive Sealed Proposals ("CSP") from qualified sources relative to the provision of the following request For Competitive Sealed Proposals ("CSP"). This procurement will be managed under the Dallas ISD Construction Services department.

For information on how to obtain the CSP documents, go to the District's **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. Follow the Document Distribution instructions to obtain the CSP documents. The CSP documents contain the necessary information to submit a CSP to the District, including construction documents, selection criteria, estimated budget, project scope, schedule, and other information that contractors may require to respond to the request.

Please return the "Intention to Propose" form (Specification Section 00 11 17) to the Construction Services Procurement Director listed on the form.

CSP #	Description	Closing Date	Buyers Initials
250077	CAREER INSTITUTE EAST – ADELIO WILLIAMS – NEW CONSTRUCTION	APRIL 08, 2026	DBE

**A pre-proposal meeting will be held at 11:00 AM on Tuesday, March 10, 2026, via Teams for all interested parties. This meeting is not mandatory, but information discussed will be extremely helpful in preparation of the proposal.**

**Join Teams Meeting**  
**Meeting ID: 217 246 606 324 92**  
**Passcode: oA9Uo74g**

All general contractors and sub-contractors are encouraged to attend this meeting. Contractors will not be meeting the A/E(s) and PM at the school for a site tour, as the site is greenfield at this time.

School Org#	School Name	Date	Time	School Address, Location of Meeting
502	CAREER INSTITUTE EAST – ADELIO WILLIAMS	N/A	N/A	5000 S. Malcolm X Blvd Dallas, TX 75215

All Construction Services procurements must be physically delivered to the Construction Services office, at the Linus D. Wright Dallas ISD Administration Building 9400 North Central Expressway, Suite 800 Dallas, TX 75231. (Call 972.925.7200 for directions). Delivery to other locations will result in rejection of a CSP.

Completed CSP Package **Part 1-A, 1-B and 1-C are due on Wednesday, April 08, 2026, at 2:00 PM** (local time).

Completed CSP Package **Part 2 is due on Thursday, April 09, 2026, at 3:00 PM** (local time).

**Any materials received after the respective closing dates / times will not be considered.**

The District will open and read the names of the proposers and prices submitted in responsive CSPs beginning at 3:30 P.M. local time upon submittal of Part 2 of the Package, via Teams at Dallas ISD Construction Services, Linus D. Wright Dallas ISD Administration Building 9400 North Central Expressway, Suite 800 Dallas, TX 75231.

**Join Teams Meeting**

**Meeting ID: 212 092 661 323 46**

**Passcode: f7U5Ho7M**

No further information will be officially released until after the date the Agenda is publicized for the Board of Trustees briefing.

The right is reserved to reject any or all bids, proposals, CSPs, or statements of qualification and to waive technicalities.

The Dallas Independent School District is committed to the ideals of equal opportunity in all its business endeavors.

The Dallas Independent School District's Construction Services projects have a 30% Small Business Enterprise (SBE) aspirational goal in construction.

RUN TWO TIMES ONLY AS FOLLOWS:

**March 01, 2026, and March 08, 2026**



**DALLAS INDEPENDENT SCHOOL DISTRICT  
PROCUREMENT SERVICES – CONSTRUCTION SERVICES**

**DOCUMENT DISTRIBUTION**

**CONSTRUCTION SERVICES**

***CSP 250077***

**ORG 502 – CAREER INSTITUTE EAST – ADELIO WILLIAMS – NEW CONSTRUCTION  
J502B\_P1002\_1**

**SOLICITATION TIMELINE:**

Issue Date:	March 01, 2026
First Advertisement Date	March 01, 2026
Second Advertisement Date	March 08, 2026
Preproposal Meeting	March 10, 2026, at 11:00 am
Question Deadline	March 17, 2026
Question Responses from the District	March 24, 2026
CSP Response Due Dates Pt 1-A, Pt 1-B, and Pt 1-C	April 08, 2026, at 2:00 PM
CSP Response Due Date Pt 2	April 09, 2026, at 3:00 PM
CSP Evaluation	April 15, 2026
Anticipated Board Approval	<b>May 28, 2026</b>

1. DOCUMENT DISTRIBUTION:

The attached "Document Distribution" page details how documents and addenda will be distributed.

2. ESTIMATED CONSTRUCTION BUDGET INCLUDING ALLOWANCES:

**Total Estimated Construction Budget (CCL + IC+ Allowances) for CSP 250077 \$42,488,611.58**

3. Scope of Work. The Work consists of:

ORG 502 – CAREER INSTITUT EAST – ADELIO WILLIAMS - Project consists of the following:

1. New build construction one and two stories tall with a total square footage of approximately 76,000 square feet
2. 16 Standard Classrooms, 8 shop/laboratory spaces (Automotive Tech, Aviation, Construction (2), Adaptive Construction Plumbing, HVAC, Welding and Electrical/Solar), Lecture Hall, Kitchen/Cafeteria, Commons, and Administrative spaces.

3. At ground level, a structured floor over crawl space is provided with base building piers and typical composite steel framing system for elevated floor and roof.
4. Typical exterior walls are a combination of structural metal studs and CMU.
5. Includes an ICC 500 tornado storm shelter.
6. New roof system will consist of a 2-ply modified cool cap system with a minimum R25 rigid insulation.
7. Multiple HVAC system: a variable refrigerant flow (VRF) heat recovery system serving ducted and non-ducted fan coil units (FCU), single zone gas-fired DX RTUs, cooling-only ducted split systems, and electric heat DX split system for the storm shelter.
8. Electrical systems will consist of a new power distribution system that services all building systems, low voltage controls, and both interior and exterior lighting with LED fixtures.
9. Technology scope includes infrastructure for programming, network, telecommunications, AV, security, and secure entry provisions.

4. Contact Information:

Technical questions and all other questions related to this solicitation are to be referred to:

**Attention:**  
**Email:**

**Dallas ISD Procurement Services**  
[ProcurementCS@dallasisd.org](mailto:ProcurementCS@dallasisd.org)

Please notate the solicitation number **250077** in the subject line of your email.

**DOCUMENT DISTRIBUTION  
CSP PACKAGE 250077**

Documents will be distributed as follows:

Hard copy and file distribution are provided, beginning

<b>Printing Company Name:</b>	<b>Thomas Printworks</b>
<b>Attention:</b>	<b>Jon Sauve</b>
<b>Address:</b>	<b>3610 Oak Lawn Avenue</b>
<b>City, State and Zip</b>	<b>Dallas, TX 75219</b>
<b>Phone:</b>	<b>214-880-0022</b>
<b>Email:</b>	<b>Jon.Sauce@thomasprintworks.com</b>

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. Any and all addenda that are too large in size for the website will not be posted on the District website. However, all such addenda will be listed on the website with the date of issuance of each addendum, and instructions to proposers for procuring such addenda from **Thomas Printworks**.

Documents are available as follows:

- **Full size sets of plans and specifications and USB drives of the same information and details are available for purchase at the Printing Company noted above. Purchase price must be obtained directly from the Printing Company.**
- **The purchases of additional USB drives of proposal documents in PDF format are available only to purchasers of at least one (1) full size plans and specifications. Purchase price must be obtained directly from the Printing Company.**
- **Addenda will be available from the Printing Company for purchase. Purchase price must be obtained directly from the Printing Company.**

Delivery pricing can be obtained from **Thomas Printworks**.

The bidder or proposer is responsible for obtaining all Addenda prior to submitting a bid or proposal to the District.

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](mailto: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](mailto: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](mailto: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](mailto: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](mailto:gabriela@gdhcc.com)

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

**Construction Connect**

Michael Stubbs  
[Content@ConstructConnect.com](mailto: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](mailto:support@construction.com)

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

**Dallas Black Chamber of Commerce**

Tigist Solomon  
[tsolomon@dbcc.org](mailto: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](mailto:janderson@fwmbcc.org)

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

**Virtual Builders Exchange, LLC**

Heidi Shaffer  
[heidi@virtualbx.com](mailto:heidi@virtualbx.com)

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

**SECTION 00 31 00 - AVAILABLE PROJECT INFORMATION**

**1.01 PROJECT NAME/ADDRESS**

CSP 250077, consisting of improvements to:

<b>Org #</b>	<b>PROJECT NAME</b>	<b>PROJECT TYPE</b>	<b>ADDRESS</b>
502	CAREER INSTITUTE EAST – ADELIO WILLIAMS	NEW CONSTRUCTION	2801 Park Row Avenue Dallas, TX 75215

**1.02 OWNER**

Dallas Independent School District  
 Construction Services  
 Linus D. Wright Dallas ISD Administration Building  
 9400 N. Central Expressway Suite 800  
 Dallas, TX 75231

**State Notification-**

- A copy of the 10-day Abatement and/or Demolition notification submitted to the State, must be forwarded to the following departments within reasonable time frame:
- Dallas ISD Environmental-[DDANIELS@dallasisd.org](mailto:DDANIELS@dallasisd.org)
- Bond Safety Department- [c105785@dallasisd.org](mailto:c105785@dallasisd.org)

**Guidelines for Facility Owner Section-**

- 10-day Abatement and Demolition State Notification, the below information must be included on **the facility owner section:**
- Name: Dallas Independent School District- Construction Services
- Attention: Contract Manager
- Address: 9400 N US 75-Central EXPY, STE 800 Dallas, TX 75231

**1.03 OWNER’S PROJECT MANAGER (PM)**

**Pujan Patel** will be the Owner’s Project Manager (PM) for the management of planning, design, permitting, construction, and post-construction for this CSP. All correspondence and communication during the contract finalization, construction and post-construction processes shall be directed to the Architect/Engineer firm (A/E) with copy to **Pujan Patel**. During construction, the PM shall have authority to act on behalf of Dallas ISD for Owner related direction.

**Pujan Patel, Project Manager**  
 Dallas Independent School District  
 Construction Services  
 Linus D. Wright Dallas ISD Administration Building  
 9400 N. Central Expressway Suite 800  
 Dallas, TX 75231  
 Phone: **630-407-4252**  
 E-mail: **C0122574@dallasisd.org**

**1.04 ARCHITECT/ENGINEER FIRM (A/E)**

**Corgan** has been retained by Dallas ISD as the primary Architect/Engineer (A/E) for this bid package. All Drawings and Specifications have been prepared by the Architect/Engineer (A/E),

**SECTION 00 31 00 - AVAILABLE PROJECT INFORMATION**

including those dated **February 05, 2026, and March 01, 2026**. All correspondence and communication regarding these documents shall be directed to the Architect/Engineer (A/E) with a copy to Project Manager.

**Corgan**  
**401 North Houston Street**  
**Dallas, TX 75202**  
 Main Contact: **Matt Nicholson**  
 Phone: **214-757-1826**  
 Email: **Matt.Nicholson@corgan.com**

**1.05 Summary of Work.** See related Section 01 10 00 Summary of Work

**1.06 Project Schedule.** The Contractor shall diligently prosecute and achieve Substantial Completion of the Work no later than as shown below.

<b>Org # -SCHOOL NAME and PROJECT TYPE</b>	<b>SUBSTANTIAL COMPLETION</b>	<b>Final COMPLETION</b>
502 – CAREER INSTITUTE EAST – ADELIO WILLIAMS – NEW CONSTRUCTION	NTP + 14 months	60 days after Substantial

A Notice to Proceed (NTP) will be required before any work may commence. The NTP will be issued to the contractor when signed contracts, and any other required forms required, are returned to the Owner with valid bonds and insurance

A separate contract will be issued by Dallas ISD for each school. The Contractor will be required to provide Payment and Performance Bonds for each contract. Contractor shall be responsible for all permit costs including plan review fees.

**1.07 Estimated Construction Budget (including allowances).** The estimated construction budget for each school and total for the package is shown in the table below. The Owner reserves the right to reject any and all proposals if they exceed the estimated construction budget amount. The total base proposal amount for the package, which includes the listed allowances, will be considered in the evaluation of the Contractor’s proposal.

For accounting purposes each school construction budget stands alone. In Section 00 41 11 Proposal Form Base – Base Bid (Part 1-A of the CSP), Proposers are required to enter a cost per school breakdown of their proposed Base Bid amount including allowances so that the cost per school can be verified against the per school budget during negotiations. These breakdowns are not for evaluation purposes and will not be read at the proposal opening.

<b>School Org #</b>	<b>School Name and Project Type</b>	<b>Construction Cost Limitation (CCL)</b>	<b>In Contract Owner Controlled Contingency (IC) 2.5% for New</b>	<b>Total Other Owner Allowances</b>	<b>Estimated Construction Budget (CCL + IC + Allowances)</b>
502	CAREER INSTITUTE EAST – ADELIO WILLIAMS – NEW CONSTRUCTION	\$39,334,743.00	\$983,368.58	\$2,170,500.00	\$42,488,611.58

**SECTION 00 41 11 – PROPOSAL FORM – BASE PROPOSAL**

<b>Name of Contractor</b>	
---------------------------	--

**COMPETITIVE SEALED PROPOSAL (Part 1A)  
to  
DALLAS INDEPENDENT SCHOOL DISTRICT  
FOR THE FOLLOWING WORK:**

**PART 1. General Information**

Competitive Sealed Proposal (CSP) 250077, consisting of improvements to:

ORG #	PROJECT NAME	PROJECT TYPE	ADDRESS
502	CAREER INSTITUTE EAST – ADELIO WILLIAMS	NEW CONSTRUCTION	2801 Park Row Avenue Dallas, TX 75215

**PART 2. Proposal Form**

**2.01 Agreement of Proposal Submittal**

The undersigned, as a designated representative of the proposer, declares such firm is the only entity, as principal, with any interest in this Proposal, and the Proposal is made without collusion with any other entity.

The proposer affirms that the form of Contract, Instructions for Competitive Sealed Proposals, Supplemental Instructions for Competitive Sealed Proposal, Addenda, selection criteria, weighting/scoring system, estimated budget, Specifications, and the Drawings pertaining to this Proposal have been examined and the firm has also examined the locations, conditions, and classes of materials for the proposed Work and agrees to provide all necessary labor, materials, plant and equipment, machinery, tools, apparatus and construction means to accomplish the Work described in the Contract Documents in the manner prescribed.

The proposer agrees the quantities of Work to be performed and materials to be furnished may be increased or decreased as may be considered necessary, in the sole opinion of Dallas ISD's designated representative, to complete the Work as planned and contemplated. Adjustment for changes in Work will be in accordance with the General Conditions.

Proposal amounts must be shown in both words and figures. In case of discrepancy, the amount shown in words will govern.

**2.02 Addenda**

The proposer acknowledges receipt and incorporation of the following addenda into this Proposal. Proposer is to fill in the Addenda # and date and initial in the box to show receipt.

**CSP 250077**

Addendum No.	Addendum No.	Addendum No.	Addendum No.

**SECTION 00 41 11 – PROPOSAL FORM – BASE PROPOSAL**

<b>Name of Contractor</b>	
---------------------------	--

**2.03 Withdrawal of Proposals**

A Proposal may be withdrawn only upon written request by the proposer or his duly authorized representative, provided such request is received by the Owner at the place designated for receipt of Proposals and prior to the time fixed for the opening of Proposals.

No Proposal may be withdrawn after the time fixed for the opening of Proposals for a period of 90 days.

**2.04 Award of Contract**

The proposer to whom the award of a Contract is made will be promptly notified following Board action. If a proposer, (a) withdraws his Proposal within 90 days after the date and time fixed for the opening of Proposals in the Advertisement for Proposals, or, (b) fails or refuses to execute the Agreement, or other required forms within ten (10) days after the same are presented to him for signature, or (c) fails or refuses to furnish properly executed Performance and Payment Bonds, and certification of required insurance upon the execution of the Agreement, the Owner may award the Work to another proposer or may re-solicit the contract. The Proposal Bond is forfeited if Proposal is withdrawn after the Proposal opening, or Contract Documents are not executed in accordance with the above requirements.

The Owner reserves the right to reject any or all Proposals and to waive any irregularities in any Proposal received. The Owner further reserves the right to limit the number of contracts awarded and/or to be performed concurrently to any one Contractor if such appears to be in the best interest of the District. Awards will be per published criteria and weights. Price is only 40% of the evaluation criteria, and awards may be made to other than the low dollar proposer.

**2.05 Notice To Proceed (NTP) and Notice of Intent to Award (NIA)**

The Contractor shall not commence the Work under this Contract until execution of the Notice to Proceed (NTP) duly signed by Dallas ISD’s designated representative.

The Contractor shall acknowledge that a Notice of Intent to Award (NIA) may be issued at the Owner’s discretion. The purpose of the NIA is to expedite pre-construction activities. Upon receipt of the duly signed NIA, the Contractor shall promptly proceed with the activities listed and authorized by the NIA.

**2.06 Collusion, Litigation, Default, Competency**

By completing and submitting a Proposal, the proposer agrees to comply with the requirements of the following paragraph. A proposer who subsequently does not agree to comply with these requirements may be disqualified. The responses to the items of the Contractor’s Qualification Statement will be used in evaluation of the Proposals on the project.

Proposers may be disqualified, and their proposals not considered for any of the following specific reasons:

1. Reason for believing collusion exists among proposers.
2. Reasonable grounds for believing that any proposer is interested in more than one proposal for the work contemplated.
3. The proposer is involved in any litigation against the Board.
4. The proposer is in arrears on any existing contract with Dallas ISD or has defaulted on a previous contract with Dallas ISD.

**SECTION 00 41 11 – PROPOSAL FORM – BASE PROPOSAL**

<b>Name of Contractor</b>	
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5. Lack of competency as revealed by the financial statement, experience and equipment questionnaires, or omission of required proposal submittals.
6. Uncompleted work which, in the judgment of the Board, will prevent or hinder the prompt completion of this Work, if awarded.
7. Inaccurate information or circumstances that establish reasonable grounds for belief that the proposer is not a "responsible proposer" include, but are not limited to the below examples:
  - a. Incomplete Bid Submittal – e.g., Missing Base Bid proposal number.
  - b. Incorrectly Calculated Total Base Bid - Proposal plus Owner's Controlled Contingency MUST add up to Total Base Bid. Please double check to confirm compliance.

By entering into a contract with Dallas ISD, the proposer agrees that (1) Work on the project will begin upon receipt of the Notice to Proceed, (2) Contractor will participate as a team member in cooperation with the Architect/Engineer (A/E) and Owner, (3) The Work will not interfere with normal instructional and learning programs of the school, (4) The Contractor will assign a full time competent superintendent for each school in the CSP and that same superintendent(s) shall remain for the duration of the contract, contingent upon that person's continued employment with the Contractor, (5)The Contractor will furnish and pay for the Bid, Performance, and Payment Bonds.

- Projects of \$25,000 and under: Bid bond is required
- Projects over \$25,000 and up to and including \$100,000: Bid and Payment Bond is required
- Projects over \$100,000: Bid, Performance and Payment Bonds are required

**2.07 Ultimate Corporate Ownership**

Is proposer a corporation? Check One, Yes \_\_\_ No \_\_\_

Proposer's legal name and address of principal place of business:

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Ultimate parent company or majority owner's name and address of principal place of business:

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**SECTION 00 41 11 – PROPOSAL FORM – BASE PROPOSAL**

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**2.08 Contractor’s Price (40 Points out of 100 Possible Points in the Selective Criteria)**

The Proposer’s Price is defined as the total amount, including Cost of the Work and allowances, for the performing or causing to be performed all Work including labor and materials, necessary to build, construct, erect and equip in accordance with the Contract Documents, Drawings, and Specifications.

Contractor agrees to base its price on the proposed completion schedule and the phasing plan presented in the contract documents. The Contractor may, at their option, propose a project duration that is of less duration and indicate this duration in the box below (See **Proposer’s Proposed Substantial Completion Date** box below). However, the duration proposed by the Contractor must be based upon the number of phases identified in the contract documents and must not be predicated upon the use of additional temporary swing space other than the swing space identified in the contract documents. Contract documents identify the number of existing classrooms or temporary portable buildings available to the contractor for swing space.

Base proposal is defined as the Cost of the Work not including allowances or alternates.

(Amount shall be shown in both words and numbers; in the event of discrepancies, the words will govern.)

<p><b>A Proposer’s Price for all schools in CSP 250077 which includes the Allowances as per item 2.09 below:</b></p> <p style="text-align: right; margin-right: 50px;">_____</p> <p style="text-align: right; margin-right: 50px;">_____ Dollars</p>	<p style="text-align: center;">\$ _____</p>
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**Proposer’s Price Breakdown (to be completed by proposer):**

<b>Base Proposal minus Allowances:</b>	\$ _____
<b>2.09 B: Owner Controlled Contingency Allowance (2.5% of Base Price minus Allowances):</b>	\$ 983,368.58
<b>2.09 C: Other Owner Allowances (provided by Owner, see 2.09 C below):</b>	\$2,170,500.00
<b>2.09 D: Proposer’s Abatement Cost included in 2.08 A (Abatement is to be included in GC Base scope price. The intent of this section is to show the breakout of the abatement cost.)</b>	
<b>2.08 A: Proposer’s Base Price plus (+) Allowances (should equal amount in Section 2.08 A above):</b>	\$ _____

**2.09 Allowance Items**

The following allowances are further described in Specification Section 01 21 00.

**SECTION 00 41 11 – PROPOSAL FORM – BASE PROPOSAL**

<b>Name of Contractor</b>	
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<b>B</b>	<b>Allowance Description: In Contract Owner Controlled Contingency (IC)</b>	<b>Dollar Amount (\$) *Proposer to Fill In 2.5% for new</b>
502	<b>CAREER INSTITUTE EAST – ADELIO WILLIAMS</b>	<b>\$ 983,368.58</b>

<b>C</b>	<b>Allowance Description: In Contract Owner Controlled Allowances</b>	
<b>502</b>	1. Interior Barrier Graphics	1. \$7,500.00
	2. Exterior Construction Screening Graphics	2. \$8,000.00
	3. Electronic Safety and Security Including Access Control and PA System	3. \$1,100,000.00
	4. Existing Pier Survey	4. \$75,000.00
	5. Alternate 6 – Underground Retention Pond	5. \$850,000.00
	6. ERRC	6. \$130,00.00

**2.10 Alternates**

This information is to be submitted with section 00 41 12 (Part 1-C of the CSP Package.)

**2.11 Unit Pricing**

This information is to be submitted with section 00 41 12 (Part 1-C of the CSP Package.)

**2.12 Breakout or Separate Pricing**

The successful Proposer shall provide a proposed preliminary schedule of values for each school within the CSP 3 days after Board award. In the chart below, the Proposer must provide the cost breakdown per school of the base price provided by the Proposer in paragraph 2.08A of this section

*The following information is requested for information and budget verification only and it is not the basis for the quantitative evaluation of this proposal.*

<b>School Org #</b>	<b>School Name and Project Type</b>	<b>Estimated Construction Budget</b>	<b>Proposer’s Base Bid Proposal Breakdown per School</b>
502	CAREER INSTITUTE EAST – ADELIO WILLIAMS	\$42,488,611.58	
<p>NOTE: If a project has more than one school, then the proposal MUST be itemized by campus. An Addition/Renovation project MUST have 2 lines (one line for the addition and one line for the renovation scope). The Total Project bid must add up to the sum of all the itemized components.</p>			

**SECTION 00 41 11 – PROPOSAL FORM – BASE PROPOSAL**

<b>Name of Contractor</b>	
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Org #	School Name	Owner’s Expected Substantial Completion Date	Proposer’s Proposed Substantial Completion Date
502	<b>CAREER INSTITUTE EAST – ADELIO WILLIAMS</b>	NTP + 14 months	

**2.13 Liquidated Damages**

Time is of the essence in all Phases of the Work. It is specifically understood and agreed by and between Dallas ISD and Contractor that time is of the essence in the substantial completion of the Project.

The Contractor acknowledges and recognizes that Dallas ISD is entitled to full and beneficial occupancy and use of the completed work immediately following expiration of the Contract time. The Contractor further acknowledges and agrees that, if the Contractor fails to substantially, or cause the Substantial Completion of any portion of the Work within the Contract Time, the Owner will sustain actual damages as a result of such failure. The exact amount of such damages will be difficult to ascertain. Therefore, Dallas ISD and Contractor agree that, if the Contractor shall neglect, fail, or refuse to achieve substantial completion of the Work by the Substantial Completion date, subject to any proper extension granted by Dallas ISD, then Contractor agrees to pay to Dallas ISD the following sum(s) for each day in which such Work is not substantially completed, not as a penalty, but as liquidated damages, for the damages (“Liquidated Damages”) that would be suffered by Dallas ISD as a result of delay for each and every calendar day that the Contractor shall have failed to have substantially completed the Work as required herein.

Org #	Liquidated Damages	* Dollars Per Calendar Day		
		Addition	Renovation	New
502	<b>CAREER INSTITUTE EAST – ADELIO WILLIAMS</b>	0.025% of Construction Budget	0.025% of Construction Budget	0.025% of Construction Budget

**\* The Dallas ISD’s liquidated damages cost formula is 0.025% of the construction budget for the project, up to a maximum of \$1,500.00 per calendar day.**

**SECTION 00 41 11 – PROPOSAL FORM – BASE PROPOSAL**

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**PART 3. Execution**

**3.01 Proposal Form Execution**

Contractor's Firm Name (legal name)	
Federal Tax I. D. Number	
Contractor's Street Address	
Contractor's Phone Number	
Contractor's Fax Number	
Contractor's Email Address	

SUBMITTED BY:

\_\_\_\_\_  
(Corporation, Partnership, Individual, etc.)

Name of President of Corporation *or*  
Name of Principal Owner

Name of Secretary of Corporation  
(if applicable)

\_\_\_\_\_  
(Corporation, Partnership, etc.,) is organized under the laws of the State of \_\_\_\_\_.

Firm: \_\_\_\_\_

By: \_\_\_\_\_  
**Printed Name**

Title: \_\_\_\_\_

**Signature:** \_\_\_\_\_

Legal Address: \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_  
Affix Corporation Seal here (if applicable)

**SECTION 01 31 00 - PROJECT MANAGEMENT AND COORDINATION**

## PART 1 - GENERAL

## 1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

## 1.2 SUMMARY

- A. Section includes administrative provisions for coordinating construction operations on Project including, but not limited to, the following:
1. General project coordination procedures.
  2. Administrative and supervisory personnel.
  3. Requests for Information (RFIs).
  4. Project meetings.
- B. Related Sections:
1. Division 01 Section "Construction Progress Documentation" for preparing and submitting Contractor's construction schedule.
  2. Division 01 Section "Closeout Procedures" for coordinating closeout of the Contract.

## 1.3 DEFINITIONS

- A. **BIM: Building Information Modeling.**
- B. **LOD: Level of Development, in BIM, is the degree to which a Model Element's geometry and attached information has been developed.**
1. **LOD 300: The Model Element is graphically represented within the Model as a specific system, object, or assembly in terms of quantity, size, shape, location and orientation. Non-graphic information may also be attached to the Model Element.**
  2. **LOD 400: The Model Element is graphically represented within the Model as a specific system, object, or assembly in terms of quantity, size, shape, location and orientation with detailing, fabrication, assembly, and installation information. Non-graphic information may also be attached to the Model Element.**
- A.C. RFI: Request from Owner, Architect, or Contractor seeking information from each other during construction.

## 1.4 COORDINATION

- A. Coordination: Coordinate construction operations included in different Sections of the Specifications to ensure efficient and orderly installation of each part of the Work. Coordinate construction operations, included in different Sections that depend on each other for proper installation, connection, and operation.
1. Schedule construction operations in sequence required to obtain the best results where installation of one part of the Work depends on installation of other components, before or after its own installation.

2. Coordinate installation of different components to ensure maximum performance and accessibility for required maintenance, service, and repair.
  3. Make adequate provisions to accommodate items scheduled for later installation.
- B. BIM File Incorporation: {Construction Manager will incorporate Contractor's} coordination drawing files into BIM established for Project.
1. Construction Manager will perform} three-dimensional component conflict analysis as part of preparation of coordination drawings. Resolve component conflicts prior to submittal. Indicate where conflict resolution requires modification of design requirements by Architect.
- C. Administrative Procedures: Coordinate scheduling and timing of required administrative procedures with other construction activities to avoid conflicts and to ensure orderly progress of the Work. Such administrative activities include, but are not limited to, the following:
1. Preparation of Contractor's construction schedule.
  2. Preparation of the schedule of values.
  3. Installation and removal of temporary facilities and controls.
  4. Delivery and processing of submittals.
  5. Progress meetings.
  6. Pre-Installation conferences.
  7. Project closeout activities.
  8. Startup and adjustment of systems.
  9. Shutdown requests
  10. Abatement coordination
  11. Owner inspections
  12. Training

#### 1.5 KEY PERSONNEL

- A. Key Personnel Names: Within ten (10) days of starting construction operations, submit a list of key personnel assignments, including superintendent and other personnel in attendance at Project site. Identify individuals and their duties and responsibilities; list addresses and telephone numbers, including home, office, and cellular telephone numbers and email addresses. Provide names, addresses, and telephone numbers of individuals assigned as standbys in the absence of individuals assigned to Project.
1. Post copies of list in project meeting room, in temporary field office, and by each temporary telephone. Keep list current at all times.

#### 1.6 REQUESTS FOR INFORMATION (RFIS)

- A. General: Immediately on discovery of the need for additional information or interpretation of the Contract Documents, Contractor shall prepare and submit an RFI in the form specified using the District-specified electronic project management software.
1. Architect will return RFIs submitted to Architect by other entities controlled by Contractor with no response.
  2. Coordinate and submit RFIs in a prompt manner so as to avoid delays in Contractor's work or work of subcontractors.
- B. Content of the RFI: Include a detailed, legible description of item needing information or interpretation and the following:

1. Project name.
  2. Project number.
  3. Date.
  4. Name of Contractor.
  5. Name of Architect.
  6. RFI number, numbered sequentially.
  7. RFI subject.
  8. Specification Section number and title and related paragraphs, as appropriate.
  9. Drawing number and detail references, as appropriate.
  10. Field dimensions and conditions, as appropriate.
  11. If solution(s) impacts the Contract Time, Construction Documents or the Contract Sum, Contractor shall state impact in the RFI. Select importance category from pull down menu.
  12. Include e-mail notification to the Architect, Program Manager and District Project Manager for all RFI's.
  13. Attachments: Include sketches, descriptions, measurements, photos, Product Data, shop Drawings, coordination drawings, and other information necessary to fully describe items needing interpretation.
    - a. Include dimensions, thicknesses, structural grid references, and details of affected materials, assemblies, and attachments on attached sketches.
- C. RFI Forms: Software-generated form generated using District-specified electronic project management software with substantially the same content as indicated above.
- D. Architect's Action: Architect will review each RFI, determine action required, and respond. Allow fourteen (14) working days for Architect's response for each RFI. RFIs received by Architect after 1:00 p.m. will be considered as received the following working day.
1. The following RFIs will be returned without action:
    - a. Requests for approval of submittals.
    - b. Requests for approval of substitutions.
    - c. Requests for coordination information already indicated in the Contract Documents.
    - d. Requests for adjustments in the Contract Time or the Contract Sum.
    - e. Requests for interpretation of Architect's actions on submittals.
    - f. Incomplete RFIs or inaccurately prepared RFIs.
  2. Architect's action may include a request for additional information, in which case Architect's time for response will date from time of receipt of additional information.
  3. Architect's action on RFIs that may result in a change to the Contract Time or the Contract Sum will be administered per the general conditions of contract.
    - a. If Contractor believes the RFI response warrants change in the Contract Time or the Contract Sum, notify Architect and Program Manager in writing within seven (7) days of receipt of the RFI response.
- E. On receipt of Architect's action, update the RFI log and immediately distribute the RFI response to affected parties. Review response and notify Architect and Program Manager within seven (7) days if Contractor disagrees with response.

- F. RFI Log: Prepare, maintain, and submit on a weekly basis a log of RFI's organized by the RFI number. The log should be generated using the District-specified electronic project management software and should contain the following basic information:

1. Project name.
2. Name and address of Contractor.
3. Name and address of Architect.
4. RFI number including RFIs that were dropped and not submitted.
5. RFI description.
6. Date the RFI was submitted.
7. Date Architect's response was received.
8. Identification of related Field Order, Work Change Directive, and Proposal Request, as appropriate.

## 1.7 DIGITAL PROJECT MANAGEMENT PROCEDURES

- A. Use of Architect's Digital Data Files: Digital data files of Architect's {BIM model will be provided by Architect for Contractor's use during construction.
1. Digital data files may be used by Contractor in preparing coordination drawings, Shop Drawings, and Project Record Drawings.
  2. Architect makes no representations as to the accuracy or completeness of digital data files as they relate to Contract Drawings.
  3. Digital Drawing Software Program: Contract Drawings are available in <Insert name and version of digital drawing software program and operating system>.
  4. Contractor shall execute a data licensing agreement in the form of {Agreement form acceptable to Owner and Architect}.
    - a. Subcontractors and other parties granted access by Contractor to Architect's digital data files shall execute a data licensing agreement in the form of {Agreement acceptable to Owner and Architect}.
  5. **BIM File Incorporation: Develop and incorporate coordination drawing files into BIM established for Project at LOD 400.**
  6. **A copy of the Architect's Release Form is available upon request.**

## 1.8 PROJECT MEETINGS

- A. Preconstruction Conference: Architect will schedule and conduct a preconstruction conference at the earliest possible date after the execution of the Agreement and before starting construction, at a time convenient to Owner, PM and Architect.
1. Purpose of the conference will be to review responsibilities and personnel assignments.
  2. Attendees: Authorized representatives of Owner, PM, Architect, and their consultants; Contractor, Contractor's Project Manager and its superintendents; and other concerned parties shall attend the conference. Participants at the conference shall be familiar with Project and authorized to conclude matters relating to the Work.
  3. Agenda: Discuss items of significance that could affect progress, including the following:
    - a. Introductions
    - b. Submission of Post Proposal Information if any outstanding
    - c. Tentative Construction schedule.

- d. Safety
    - 1) Emergency Contact List
    - 2) First aid.
    - 3) Site Security.
    - 4) Badging requirements
  - e. Meetings: dates, locations, attendees, types, agendas
  - f. Communication: District-specified electronic project management software set up and administration procedures, correspondence flow
    - 1) Lines of communications, decision ladder and escalation procedures.
  - g. Schedule:
    - 1) Phasing
    - 2) Critical work sequencing and long-lead items
  - h. Designation of key personnel and their duties
  - i. Procedures for processing field decisions and Change Orders
  - j. Procedures for RFIs
  - k. Consultant / Lab Notification Requirements
    - 1) HazMat
    - 2) Roofing
    - 3) Test & Balance
    - 4) Materials Testing
    - 5) Inspecting
  - l. Procedures for processing Applications for Payment
    - 1) Schedule of Values
    - 2) Review
    - 3) M/WBE
  - m. Distribution of the Contract Documents.
  - n. Submittal procedures.
  - o. Preparation of record documents. Use of the premises and existing building Work restrictions.
  - p. Working hours.
  - q. After hours work requirements and overtime payment procedures.
  - r. Owner's occupancy requirements.
  - s. Responsibility for temporary facilities and controls.
    - 1) Site access
    - 2) Signage
    - 3) Dumpsters
    - 4) Fencing
    - 5) SWPPP
    - 6) Parking availability
    - 7) Office, work and storage areas
    - 8) Equipment deliveries and priorities
  - t. Procedures for shutdowns.
  - u. Progress cleaning.
4. Minutes: Architect will record and distribute meeting minutes and sign-in sheet using the District-specified electronic project management software.

- B. Progress Meetings: The architect will schedule and administer progress meetings at weekly intervals.
1. Contractor shall make physical arrangements at site for the progress meetings.
  2. Location of meetings: Contractor's field office, unless agreed upon mutually by the Architect, Contractor and PM.
    - a. Determine at the Pre-construction Meeting if space in the existing facility or facilities is available for meetings.
    - b. For multiple school Bid Packages, weekly progress meetings will be held at each school site on a rotating basis. Site specific meetings may be held at the discretion of the PM.
  3. Architect will prepare agenda, distribute notice of the meeting, preside at meetings, record minutes and distribute copies within three (3) days after meeting to participants, and to entities affected by decisions at meetings.
  4. Coordinate dates of meetings with preparation of payment requests.
  5. Attendees: In addition to representatives of Owner, Program Manager, Professional Consultants, as appropriate to the agenda, and Architect, each contractor, job superintendent, subcontractor, supplier, and other entities as appropriate to the agenda shall be represented at these meetings. All participants at the meeting shall be familiar with Project and authorized to conclude matters relating to the Work.
  6. Agenda:
    - a. Review and correct or approve minutes of previous progress meeting.
    - b. Review other items of significance that could affect progress. Include topics for discussion as appropriate to status of Project.
      - 1) Safety (lost time, accidents, violations, etc.)
      - 2) Contractor's Construction Schedule: Review progress since the last meeting. Determine whether each activity is on time, ahead of schedule, or behind schedule, in relation to Contractor's construction schedule. Determine how construction behind schedule will be expedited; secure commitments from parties involved to do so. Discuss whether schedule revisions are required to ensure that current and subsequent activities will be completed within the Contract Time.
        - a) Review schedule for next period.
      - 3) New Business (Field observations, problems, decision, identification of problems which impeded planned progress, non-confirming work, etc.)
      - 4) RFI's and RFI log review
      - 5) Submittals and submittal log review
      - 6) RFP's, CAEAs and related log reviews
      - 7) Review of draft Application for Payment, as necessary.
    - c. Review present and future needs of each entity present, including the following:
      - 1) Interface requirements.
      - 2) Sequence of operations.
      - 3) Access.
      - 4) Site utilization.
      - 5) Temporary facilities and controls.
      - 6) Progress cleaning.

- 7) Quality and work standards.
  - 8) Status of correction of deficient items.
  - 9) Field observations.
  - 10) Pending claims and disputes.
7. Minutes: Using the District-specified electronic project management software, the entity responsible for conducting the meeting will record and distribute the meeting minutes to each party present and to parties requiring information.
- a. Schedule Updating: Revise Contractor's construction schedule after each progress meeting where revisions to the schedule have been made or recognized. Issue revised schedule concurrently with the report of each meeting.
- C. Preinstallation Conferences: Conduct a preinstallation conference at Project site before each construction activity that requires coordination with other construction. These include pre-dig, pre-lift, pre-drill, pre-power shutdown, or pre-roof meetings at the work site prior to commencing the specific construction activity.
1. Attendees: Installer and representatives of manufacturers and fabricators involved in or affected by the installation and its coordination or integration with other materials and installations that have preceded or will follow, shall attend the meeting. Advise Owner, PM, and Architect of scheduled meeting dates, five business (5) days in advance
  2. Agenda: Review progress of other construction activities and preparations for the particular activity under consideration, including requirements for the following:
    - a. Contract Documents.
    - b. Related RFIs.
    - c. Approved submittals.
    - d. Review of mock-ups.
    - e. Possible conflicts and/or delays
    - f. Compatibility problems.
    - g. Time schedules.
    - h. Safety issues and AHA's
    - i. Weather limitations.
    - j. Manufacturer's written recommendations.
    - k. Warranty requirements.
    - l. Compatibility of materials.
    - m. Acceptability of substrates.
    - n. Space and access limitations.
    - o. Testing and inspecting requirements.
    - p. Installation procedures.
    - q. Coordination with other work.
    - r. Required performance results.
    - s. Protection of adjacent work.
    - t. Protection of construction and personnel.
  3. Record significant conference discussions, agreements, and disagreements, including required corrective measures and actions, using the District specified electronic management software
  4. Reporting: Distribute minutes of the meeting to each party present and to other parties requiring information.

5. Do not proceed with installation if the conference cannot be successfully concluded. Initiate whatever actions are necessary to resolve impediments to performance of the Work and reconvene the conference at earliest feasible date.
- D. Pre-installation Conference: When required in individual Specification Sections, convene a Pre-installation conference at work site prior to commencing work of the section.
1. Require attendance of entities directly affecting or affected by Work of the Section.
  2. Notify Owner, PM and Architect at least five (5) business days in advance of meeting date.
  3. Prepare agenda, preside at conference, record minutes (using the District specified electronic management software), and distribute copies within two (2) business days after conference to participants.
  4. Review conditions of reinstallation, preparation and installation procedures, and coordination with related work.
- E. Project Closeout Conference: Schedule and conduct a Project closeout conference, at a time convenient to Owner, Program Manager and Architect, but no later than fourteen (14) days prior to the scheduled date of Substantial Completion.
1. Conduct the conference to review requirements and responsibilities related to Project closeout.
  2. Attendees: Authorized representatives of Owner, Program Manager, Architect, and their consultants; Contractor and its superintendent; major subcontractors; suppliers; and other concerned parties shall attend the meeting. Participants at the meeting shall be familiar with Project and authorized to conclude matters relating to the Work.
  3. Agenda: Discuss items of significance that could affect or delay Project closeout, including the following:
    - a. Preparation of record documents.
    - b. Procedures required prior to inspection for Substantial Completion and for final inspection for acceptance.
    - c. Submittal of written warranties.
    - d. Requirements for preparing operations and maintenance data.
    - e. Requirements for demonstration and training.
    - f. Preparation of Contractor's punch list.
    - g. Procedures for processing Applications for Payment at Substantial Completion and for final payment.
    - h. Submittal procedures.
    - i. Responsibility for removing temporary facilities and controls.
  4. Minutes: Entity conducting meeting will record and distribute meeting minutes using the District-specified electronic project management software.

PART 2 - PRODUCTS (NOT USED)

PART 3 - EXECUTION (NOT USED)

**END OF SECTION 01 31 00**