

Mandatory Pre-Bid Meeting Agenda

**Bid #25-96-B-04-DA
Heat Pump Replacements – Phase 1 at B.D. Billinghamurst Middle School**

**B.D. Billinghamurst Middle School
6685 Chesterfield Lane
Reno, NV 89523**

April 24, 2025 at 2:30 p.m.

PURCHASING REPRESENTATIVE:

WCSD Personnel

Purchasing Department

- Dawn Allshouse - Buyer

Capital Projects Department

- Caitlin Davis - Design Project Manager
- Rebecca Bradley - Project Manager
- Dave Miller - Project Coordinator/Inspector

Consultants

- John Bigda – Ainsworth Associates Mechanical Engineers
- Danny Prado - FACS

Mandatory Pre-Bid Sign-In Sheet:

- All attendees, who intend to act as the Prime Contractor, **MUST** sign the Pre-Bid Sign-In Sheet and participate in the entire meeting/site walk to be qualified to bid on this project. Attendance will be recorded at the beginning and at the conclusion of the site walk on the Pre-Bid Sign-In Sheet and then posted on the Solicitations website. Leaving prior to the conclusion of the site walk risks contractor’s attendance being disqualified and struck from the sign-in sheet. If you signed in at the front office, that does not take the place of signing the Pre-Bid Sign-In Sheet.
- Scope of Work: Phase 1 includes the removal and replacement of twelve (12) heat pumps, the installation of isolation shut-off valves at all heat pump locations, the replacement of access doors, the replacement of two (2) makeup air units, and the installation of a bypass at the central plant for a variable flow of plant. The twelve (12) heat pumps have been purchased by WCSD and the Awarded Contractor shall pick up and deliver the units to B.D. Billinghamurst Middle School for installation.**
- Estimated Project Cost:**
 - Engineer’s Estimate Range: \$981,000 to \$1,199,000
 - (Which does not include a Force Account of \$165,000)

Insurance Requirements:

- Must be AM Best Rating of A-:X or better
- \$1,000,000 for General Liability
- \$1,000,000 for Auto Liability
- \$1,000,000 for Workers Compensation

Request for Information (RFI's / Questions and Answers)

- Send all Questions or Bid clarifications to WCSD Purchasing Department directly on the Public Works Solicitations website at <https://solicitations.washoeschools.net/PublicWorks/> or via email to: solicitations@washoeschools.net no later than **April 30, 2025 at 4:30 pm.**
- Late questions may not be accepted/answered.
- During this active solicitation there shall be no personal contact with any WCSD employees or other parties associated with this project directly. All inquiries shall be done in writing as stated above.

Addendums

- WCSD's Purchasing Department will prepare addendums, they will be distributed and can be accessed via the WCSD Solicitations - Public Works website at: <https://solicitations.washoeschools.net/PublicWorks/>

Bid Forms and Required Documents

- Basis of Award:** This bid is a Lump Sum plus Force Account.
- Alternate Bids:** N/A
- Addendum Acknowledgement:** Bidders to identify and confirm in their bid receipt of all issued addendums.
- Required Signatures:** Washoe County School District only accepts signatures done manually (also known as a wet signature) or electronic digital signatures that are certified. Non-certified electronic digital signatures will NOT be accepted. A typed signature, even in cursive font, DOES NOT meet the requirements of an official digital signature. A digital signature must be accompanied by a certified digital stamp issued through programs like Adobe Acrobat, Docu-Sign or other similar programs that produce a digital stamp certifying the electronic digital signature. Any signatures on required forms that do not meet these requirements will not be accepted and the Contractor's submission will be deemed "Non-Responsive" and will be rejected. If you have any questions about this requirement, please submit your question by the question deadline, so that it can be answered prior to bid submission deadline.
- Note:** Please ensure that Bid Forms have been thoroughly reviewed before submitting. Per NRS 104.3114, if there is a discrepancy between the written and numerical amounts, the written amount prevails.
- Subcontractor Listings:**
 - 5% sub-list is to be submitted with the bid. Per NRS the General/Prime Contractor MUST list themselves if self-performing 5% of the work, this includes Supervision.
 - 1% sub-list is due within two (2) hours after bid opening.
 - Comprehensive Contractor/Subcontractor List - all other subcontractors, regardless of tier, are to be submitted within 48 hours of request by the Apparent Low Bidder only. This information is typically requested at the time of Recommendation of Award. ("Comprehensive Contractor/Subcontractor List").

- **Bonds:**
 - WCS D requires Bid Bond for each proposal by all bidders.
 - Labor & Materials and Performance Bonds are required by the Awarded Contractor Only.
- **Public Disclosure Form:**
 - To be submitted with bid.
- **Preferential Bidder Status:**
 - Contractors to be considered as a preferential bidder MUST submit the **Certificate of Eligibility** for preferential status issued by State of Nevada Contractors Board with their bid proposal and the Preferential Bidder Status Affidavit can be submitted within 2 hours after the bid opening, although WCS D prefers them to be submitted together at time of bid opening. Preferential Bidder Status shall be considered if the amount of the apparent low bid is \$250,000 or greater per [NRS 338.1389](#).

Prevailing Wage Rates, Davis Bacon Wage Rates and Apprenticeship Utilization

- **Prevailing Wage:** As required by NRS 338, projects that are awarded for \$100,000 or greater, prevailing wage will apply as specified in the bid documents.
 - https://labor.nv.gov/PrevailingWage/2024-2025_Prevailing_Wages/ **PWP #: WA-2025-301**
- **Apprenticeship Utilization:** **This project is subject to the Apprenticeship Utilization Act as reformed by Senate Bill 82 (SB82) in the 2023 Legislative Session effective January 1, 2024.** Please refer to the Labor Commissioner's website specifically for a copy of Senate Bill 82, Presentation Senate Bill 82 dated 12-12-23, Senate Bill 82 OLC Summary dated 12-12-23 and any other posted information.
 (https://labor.nv.gov/Apprenticeship_Utilization_Act/Authorization_Utilization_Act/)
 - A contractor or subcontractor engaged in Public Works construction who employs workers on one or more public works during a calendar year pursuant to NRS 338.040 shall use apprentices for a portion of the total hours of labor worked for each apprenticed craft or type of work to be performed on those public works.
 - This project is categorized as **VERTICAL** work.
 - It is the Contractor's responsibility to comply, document and report directly to the Labor Commissioner annually if they have performed a certain number of hours or more on Public Works. Failure to comply, document and report could result in financial penalties and disqualification per NRS.
- **Davis Bacon Wage: NO**

Bid Due Date & Time

- **Bid Submission:** Proposals are to be delivered in a sealed envelope to the Purchasing Department located at 14101 Old Virginia Rd, Reno, NV 89521, Room 0, no later than **May 8, 2025 at 2:00 pm**.
- **Bid Opening:** The bid will be opened publicly via a TEAMS Meeting at **2:30 pm (local time) on May 8, 2025**. Please see below for the Meeting ID and Password:

[Join the meeting now](#)

Meeting ID: 241 647 218 087

Passcode: fe7vM9U3

Protest Period

- A person who bids on this work may file a notice of protest regarding the awarding of the contract with the WCSD’s Purchasing Department’s Director of Procurement and Contracts within five (5) business days after the date the recommendation to award a contract is issued. The notice of protest must be submitted in accordance with NRS [Chapter 338.142](#).
- A person filing a notice of protest in accordance with NRS [Chapter 338.142](#) will be required to post a bond or other security in the amount of twenty-five (25%) percent of the value of the total bid or two hundred fifty thousand (\$250,000) dollars, whichever is less. If the protest cannot be resolved by the WCSD’s Director of Procurement and Contracts, it will be presented to the WCSD Board of Trustees at a regular meeting.

Award of Project Date

- Following the required protest period, WCSD expects to Award the Contract for this Project at the Board of Trustees meeting on **May 27, 2025**.

Plans and Specifications:

- Available on the Purchasing Department’s Public Work Solicitations website at <https://solicitations.washoeschools.net/PublicWorks/>

CAPITAL PROJECT REPRESENTATIVE:

Anticipated Schedule/Working Hours

- Start upon issuance of a Notice to Proceed with a Completion Date of **August 1, 2025**.
- Working Hours
 - When School is **Not in Session**: From 7:00 a.m. until 3:30 p.m. Monday through Friday the project site will be available to the Contractor.
 - When School is **In Session**: From 3:30 p.m. until 11:00 p.m. Monday through Friday the project site will be available to the Contractor.

Coordination and Location of Pre-Purchased Heat Pumps

The Awarded Contractor shall coordinate with the WCSD Project Manager for pick-up of the pre-purchased heat pumps that are being stored at 380 Edison Way, Reno, NV 89502.

Construction Note

- Construction Materials are unstable at times and Division 1 of the Spec Book has a provision to assist in managing project costs and to hedge against potential future material price increases. The provision can be found in Section 01027 – Applications for Payment; Part 1 – General; Subpart 1.3 Schedule of Values; B; 5.

WCSD’s Project Management Software (Procore)

- The Awarded Contractor will be required to utilize WCSD’s Project Management Software (Procore) for workflow of project documents. This will include, but not limited to submissions of RFIs, submittals, schedule and schedule updates, change documents, payment requests, and close out documents. The Awarded Contractor will be required to work with WCSD Project Manager and WCSD Consultants to manage process to meet project schedule needs. See Section 01041 – Project Management Software for details.

Other Projects or Events in potential conflict with this Project

- PA Upgrades
- Braille Signage

Any potential conflicts will be coordinated with the Capital Projects Project Manager(s).

Liquidated Damages:

- \$2,000** per day for delays of substantial completion of the contract within the time allotted as detailed in the bid specifications
- \$500** per day for punch list delays/deficiencies as detailed in the bid specifications

Permits

- Current Status of Permit: **Permit is in process.**
- Regulatory Issues/Material, Water & Lead Disturbance Permits:
 - Lead and Asbestos Containing Building Materials: Bidders shall reference the Material, Water and Lead Disturbance permit located within the bid documents to familiarize themselves with the requirements of this project and Asbestos and Lead Safe practices. Please NOTE if any Technical Specifications on abatement have been included.

Personnel Safety Check Application:

- Please refer to Section 01020 – Personnel Safety Check Application to find the application (Certification) for our Personnel Safety Check Application process. The Prime Contractor will be responsible for submitting the Certification Application for their company, and then a separate application for each of their sub-contractors, regardless of tier prior to start of any on-site work. A completed Certification Application must be received by the WCSD Project Manager from the Prime Contractor at the pre-construction, pre-work meeting in order to perform work at any WCSD site. While the sub-contractors' submissions are not required until 21 days prior to on-site work, you are encouraged to get those submitted as quickly as possible as they will not be permitted to begin work on-site unless we are in receipt of a Certification Application for each sub-contractor.

Site Conduct

- The Washoe County School District has a no tobacco (including vaping), alcohol, drugs and firearms policy.
- It is the Prime Contractor's responsibility to ensure that all personnel, including but not limited to Subcontractors, conduct themselves appropriately at all times while performing work on District property.
 - This includes the use of profanity around students and staff.
 - Any contact or conversations with students is prohibited.
- WCSD reserves the right to remove any person from District property for the safety and security of the facility.

Site Tour of Facilities

- Should a Contractor wish to visit the site during school hours, it is **MANDATORY** that all visitors check in at the Administration Office.
- The Site Facilities Coordinator shall be informed of your presence and your reason for visiting.
- DO NOT question the SFC about anything pertinent to the project.
- All questions are to be submitted via the website or through email as stated above during the Questions and Answer period.

**B.D. Billingshurst Middle School
6685 Chesterfield Lane
Reno, NV 89523
Phone #: 775-746-5870
Principal: Kevin Arnold
Site Facilities Coordinator: Edgar Arias**

Technical Discussion of Project

- Consultant’s Technical Overview of Projects: Special things to be aware of in Project
- Contractor’s Questions /Consultants/Owners Response:

HAS EVERYONE SIGNED THE PRE-BID SIGN-IN SHEET?