

Meeting Minutes

PROJECT: TAPS Admin & Operations Facility LOCATION: 6104 Texoma Pkwy, Sherman, TX

PROJECT NO.: R315639.02 DATE: Wednesday, 04/03/2024

OWNER: Texoma Area Paratransit System TIME: 14:00

PURPOSE: Preproposal Meeting with design team, owner, and prospective contractors

ATTENDEES:

<u>Name</u>	<u>Representing</u>
Shellie White	TAPS
Clay Barnett, P.E.	Huitt-Zollars (Project Manager)
Steven Flores	Huitt-Zollars (Civil)
Amber Estrada	Huitt-Zollars (Architectural)
Cayla Erisman	Huitt-Zollars (Architectural)
Jeffrey Roberts, P.E.	Huitt-Zollars (Electrical)
Shawn Moehring, P.E.	Huitt-Zollars (Mechanical & Plumbing)
Harrison Flores	Huitt-Zollars (Landscape Architecture)
Jonathan Edwards, P.E.	Huitt-Zollars (Structural)
Chuck Walsh	Piazza Construction
Sidney Phillips	Plyler Construction
Jordan M	Plyler Construction
David Hood	Smart Site Construction
Robert Malden	Tryggr Roofing
A.J. Robinson	Tryggr Roofing
Ronnie Smith	JMS (HVAC Controls)
Brad Nass	Tricon Construction

DECISIONS, CONCLUSIONS, ETC.:

Pre-Bid Conference – TAPS Administrative Building

- Geotechnical report was posted on website.

- Shellie White: Stephanie – AP Contracting, wants to know the timeline. Clay Barnett reports that construction is anticipated to start May 6th. City of Sherman building permit submitted and approval anticipated to coincide with the bidding. Estimated 8 months to construct; roughly the beginning of 2025 – if not before then.
- All pertinent permits have been paid for – building, civil and inspection for civil and impact fee to the building.
- Certified payroll reports required. System preference of payroll is traditional – forms can be provided.
- TxDOT has informed TAPS that there is a DBE goal, unknown percentage at this time. The Addendum will include the percentage and once the information is released by TxDOT the information will be shared via contact info provided by participants. The DBE goal will be known before finalization of bids, which are due 4/22/24. If there isn't a spot in Section B, it will be added.
- Contractor question: If there is a particular installer required for the fence/gate mechanism. Clay Barnett clarifies that it will be the primary contractor's call.
- Division 01 & 13 – Early estimates provided as the prefabricated metal building manufacturer/provider/supplier generally do the engineering – the HZ plans include estimates only. The furniture is included in the bid package, for reference only. The plan is to bid the furniture separately, sometime in the summer (2024).
- Existing plumbing line is under the existing building. Will it be fully removed or worked around? Clay Barnett reports it needs to be fully removed and coordinated with TAPS on when it is removed. Temporary service to be provided while removal construction takes place so that operations can continue without interruption for staff.
- A new access route for buses will be the existing back gate in lieu of the front so as to not interfere with construction. Any staff housed in the construction zone will be relocated on the property.
- Cap 6A vs Cap 5, double the cost. Do you need 6A? Jeff Roberts says we want 6A.

What's the difference? The speed. 6A is faster.

Is 6 not acceptable since it is substantially cheaper? Jeff Roberts says it is up to the owner and Clay Barnett says if it is changed, then it will be in the Addendum.

- The Table of Contents is missing Division 01 while it is mentioned throughout other docs. Cayla reports that we need to look through them and include them in the Addendum.
 - Shellie White asked if Division 13 for the metal building needed to be added, and Clay reports that we do not.
 - Comment: The specs and requirements for the prefabricated metal building seem difficult to bid.
 - Shellie White – If you have any questions you can email her, contact information included in the RFP; deadline is 4/08/2024.
 - CA Representation? Ie: materials testing for parking lot; OAC meeting representation. Barnett in attendance and HZ team for back up. The City of Sherman will be doing the inspections on the building. Clay will get with the city to see if they are going to want to do materials testing on the parking lot, and those kinds of things.
 - 85- & 50-inch monitors... will be included in the furniture package that will be bid later, this summer.
 - Glass Display Boards? Being verified by HZ team.
 - Toilet partition specs don't exist, only the existence of the partition itself. Amber Estrada deferred to Megan Sosebee and she notes that they will need to be added and information distributed for bidding purposes.
 - Proposal deliveries need to be brought to the Maintenance Manager with Shellie White's name, located at the other door – not where the meeting was held but she offices on the other side of town.
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FOLLOW UP: to be done, what, who, when, etc.

- Add Division 01 to the Table of Contents by Amber Estrada.
- Toilet partitions specs to be added by Megan Sosebee.
- DBE percentage to be disclosed by TxDOT in the coming week.
- Telecommunications specifications needs to be clarified with owner for bidding purposes.
- Marker Boards specs need to be added by Megan Sosebee.
- Magnetic Marker Board specs need to be added by Megan Sosebee.
- Tack board specs need to be added by Megan Sosebee.
- Glass Display Boards need to be verified if in plans by Megan Sosebee, if so a spec needs to be added.