



**SEDONA POLICE DEPARTMENT RENOVATION**

City of Sedona

Owner Project No: 2020 PD-03

GLA Project No: 19107

**MEETING NOTES**

Pre-Bid Conference

9 a.m – 10:30a.m 04 August 2021

102 Roadrunner Drive, Sinagua Bldg. Sedona, AZ 86336

1. Sign in Sheet Attached

2. Introductions

Larry Farhat, Facilities Maintenance Manager, City of Sedona

Jan Lorant, Gabor Lorant Architects, Inc.

Judith Patrylak, Gabor Lorant Architects, Inc.

3. Present Project Scope of Work

A. **Two Phases:** A phasing plan was distributed at the meeting. Phase 1 is the addition of locker rooms and some room renovations, Phase 2 is the renovation of the existing locker rooms/adjacent spaces after Phase 1 completion.

B. **Project Summary by Mr. Lorant:**

The addition at the existing Patio area of approximately 1,830 SF and renovations are approximately 4,000 SF within the existing Sedona Police Department Building (the Boynton Building of Sedona City Hall). The Project will include new Locker Rooms, Shower and Restrooms, new offices and renovated office areas. The site is an existing building and construction work activities will be conducted while there is ongoing use of the surrounding City Hall facilities.

C. **Construction Access:**

Mr. Farhat described the importance of maintaining existing Police Dept. activities during construction. Access to ongoing City operations will need to be provided for public and staff.

Safety and proper egress paths are to be provided throughout construction activities. The selected contractor will be housed in the Sinagua Building at no charge. No construction trailer is needed. Storage and materials staging will be accommodated in the lower parking south of the Sinagua Building.

All construction trades must wear proper gear/PPE. Unsupervised trades will not be allowed on site or in the buildings.

Contractor to provide proper fencing and signage for materials on site and pathways into construction areas.



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4. Allowances

A. Improvements as directed by Owner: \$30,000.00. (Unforeseen conditions).

B. Door Hardware materials and installation: \$35,000.00.

Both Allowances shall be included in the bid price.

5. Anticipated Project Schedule

A. Target Notice to Proceed: September 2021.

B. Construction Duration Phase 1: 180 Calendar Days; 15 Calendar Days Closeout.  
Construction Phase 2: 90 Calendar Days; 15 Calendar Days Closeout.

C. Permit Status

The City anticipates the Permit to be available this month with all AHJ reviews underway.

An addenda will be issued with any changes to the documents. Anticipated changes are minimal: i.e.: dimensioning clarifications.

D. Allowable work hours/days and any Constraints.

7 days/week are available for work. The contractor shall work on weekends as described on sheet a070.

All utility shutdown and some other activities will require scheduled coordination with the Owner to minimize impact to ongoing City activities.

6. Discuss General Requirements

A. Material Lead Times: Contractors are encouraged to seek out suppliers/subcontractors early to identify items that may require longer than normal lead times given the current procurement challenges with select materials.

B. Submittals: Specialty Materials, i.e.: Police Lockers, Stainless Steel Doors and frames, Door Hardware.

Discussion regarding specialty items in the Contract Documents. Substitutions must be reviewed and approved by Architect/Owner as described in the Contract Documents.

Metal lockers in the Locker Room were noted as a specific product selected by the Owner.



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- C. Meetings.  
Meetings will be held on site (bi-weekly, to be determined which day) with the Owner/Architect and Contractor. Agenda will involve schedule update, review of any questions about construction, coordination items with the City, submittals, RFI's, and any other pertinent topics.
  - D. Controls (HVAC) tie-in to Owners System. No commissioning requirement, Test & Balance required.
  - F. Fire Systems  
Contractor to prepare submittals of installation drawings for submittal to the appropriate fire authorities to review tie-in to existing systems.
  - G. Owner Vendors (NIC): Access Controls, FF&E.
    - 1. Contractor coordination.  
The contractor shall coordinate scheduled activities with any Owner outside vendors.
  - H. Communications: Owner Representative to the Contractor.  
Larry Farhat will be the contractor's point of contact for all City departments.
7. Special Site Requirements
- A. Mitigation – none required.
  - B. Existing Operations to continue throughout construction.
  - C. Utility Impacts and Notifications.
  - D. Temporary Use of Facilities will be available within Sinagua Building to include:
    - 1. Water
    - 2. Electricity
    - 3. Restroom
  - E. Safety/Signage to be provided by Contractor.
  - F. Contractor Decorum and Conduct.  
Professionalism and proper attire are required.
8. Pertinent Dates – Targets/Contract Timelines:
- A. Mandatory Pre-Bid Conference: 04 August 2021.
  - B. Bid Opening: 26 August 2021, 2 p.m.
  - C. City Council Meeting for Contract approval: 14 September 2021.
  - D. Notice to Proceed: One to two weeks after Council Meeting.
  - F. Substantial Completion Phase 1: 180 Calendar Days.
  - G. Project Closeout Phase 1: 15 Calendar Days.



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- H. Substantial Completion Phase 2: 90 Calendar Days.
- I. Project Closeout Phase 2: 15 Calendar Days.
- 9. Bid Form(s) Requirements and Submittal (Larry)
  - A. Bid forms furnished in the Contract Documents accompanied by:
    - 1. Security: 10% cashier, or certified check or bid bond of the total bid amount.
    - 2. Completed Bid Proposal enclosed in sealed envelope to:
      - Hand Delivered City of Sedona
      - or Mailed: Public Works Department
      - 102 Roadrunner Drive
      - Sedona, Arizona 86336
  - B. Bid Alternates: none.
  - C. Bid Questions: Submitted in writing to Andy, Larry. Must be submitted by 2:00 pm August 17, 2021. [LFarhat@sedonaaz.gov](mailto:LFarhat@sedonaaz.gov) , [ADickey@sedonaaz.gov](mailto:ADickey@sedonaaz.gov)
  - D. Site Access prior to Bid Submittal:  
Contact Larry Farhat, [lfarhat@sedonaaz.gov](mailto:lfarhat@sedonaaz.gov) 928-821-0857.  
[Contractors are requested to group together any subcontractors looking at the facility prior to bidding for efficiency.](#)
  - E. Contractor responsibility to acknowledge all Addendum in Bid Package Submittal.
- 10. [A tour of the interior and exterior spaces was conducted after the meeting.](#)

*The foregoing is the writer's best recollection of the items discussed and the conclusions or decisions reached. If there are any corrections or additions to be made to these minutes, please contact the writer.*

Submitted by

**Judith Patrylak/GLA**