



MEETING AGENDA

Date:	February 16, 2011 - 3:30 pm
Project Name:	Stillwater Medical Center Third Floor Renovation
Project #:	10724.00
File #:	5.0
From:	Dwayne A. Robinett, AIA, LEED AP
Place:	Stillwater Medical Center, Honska Conference Room

PRE-BID CONFERENCE

- 1.) **INTRODUCTION OF TEAM MEMBERS**
 - A.) SMC – Owner
 - B.) REES – Architect
 - C.) EDA – MEP Consultant

- 2.) **PROJECT BACKGROUND:** REES
 - A.) Approximately 14,000 gross square feet, renovation
 - B.) Occupancy Classification and Building Type
 1. Use Group: I-2 – Hospital (per IBC 2003)
 2. Construction Type: 1B, protected noncombustible (per IBC 2003)

- 3.) **PROJECT ISSUES:** SMC, REES, & EDA
 - A.) Floor Plan Review
 - B.) Phasing Plan Review
 - C.) Alternates
 - D.) Indoor Air Quality/Infection Control per specifications

- 4.) **BIDDING PROCEDURES:** REES
 - A.) Construction Documents and Specifications through SMC
 - B.) General Contract bid for stipulated sum
 - C.) Bid Instructions included in Specifications
 - D.) List of Subcontractors required
 - E.) Tax Exemption for products and materials for the work.
 - F.) Bid Opening – Thursday, February 24, 2011, 3:30 pm, Honska Conf. Room
 - G.) RFI's will not be considered after 12:00 noon on the Friday before bid opening
 - H.) Requests for Substitutions per instructions

- 5.) **QUESTIONS AND ANSWERS**

- 6.) **REVIEW SITE**