

**CITY OF PARIS  
 LOVE CIVIC CENTER RENOVATIONS  
 PRE\_ BID CONFERENCE SIGN-IN SHEET**

Meeting: \_\_\_\_\_ Location: Love Civic Center Date: 12/29/2021

Name (please print)	Role / Title / Position
Len walker (Legacy Rock)	President
Bob Wright (Legacy Rock)	Project Manager
Jake Morrill (CNC Pro AV)	Owner
Dustin Barrett (CNC Pro AV)	Associate
Duke F McGee	Building Officer City of Paris
Grayson Path	City Manager
Paul Allen	Chamber of Commerce- President
Nandita Rajakumar	WRA Architects





Project: City of Paris  
Project No: 2130

December 31, 2021, 12:00 AM  
Meeting Agenda

Meeting Re: City of Paris – Love Civic Center renovations  
Location: Love Civic Center Renovations  
Attendees: Grayson Path – City Manager  
Paul Allen – President, Chamber of Commerce  
Duke F McGee, Building Official  
Len Walker, Legacy Rock  
Bob Wright, Legacy Rock  
Nandita Rajakumar, WRA Architects, Inc.

Copies: File, Attendees

### **Executive Summary**

This meeting was held to Discuss the scope of construction, renovation design, material, and utilities for the city of Paris, Love Civic Center Renovations. Notes and comments from the in-person meeting are recorded as addendum #2

### **Meeting Minutes**

1. Attendance
  - a. Attendance was recorded and sheet attached
2. A time for sub-contractors to come out and field measure requested. Formal writing to be sent to the team
3. List of Events for 2022 at love civic center to be shared
4. Areas not within scope not required to be brought up to code
5. Walk through of building conducted
  - a. Exhibit Hall
    - i. Paint walls and door frames
    - ii. New Receptacles to replace existing old ones
    - iii. Partition Wall – Sealants and gaskets to be replaced and panels painted to match
  - b. Corridors
    - i. Paint walls and door frames
    - ii. New receptacles to replace existing old one
    - iii. New ceiling grid and panels.
  - c. Conference rooms
    - i. Walls to be painted. New chair railing to be added

- ii. Partition wall between conference to be painted
    - iii. Emergency light fixture in each portion of Conference room
  - d. Public Restrooms
    - i. All existing restrooms fixtures to be replaced
    - ii. Finishes to be updated including ceiling and light fixtures
  - e. Additional storage
    - i. Large storage room west of exhibit hall
- 6. Additional Questions Received during meeting
  - a. Bathroom Tile trim missing Specification – Please refer to spec sections 05 50 00
  - b. Cove base for the bathroom tile missing specification – cove to be metal base refer specification section 05 50 00
  - c. Corner trim for bathroom tile missing from specifications - Please refer to spec sections 05 50 00
  - d. Overhead door- Exhibition room. Need Specifications – Please refer to section 08 33 23 for details
  - e. Partitions to match colors of walls in exhibit walls? – Yes all partition panels to match field color or the room it is hosted in
  - f. Exterior signage at main road to be painted? – Exterior sign is to be painted to match the exterior field color. All repairs to trim and metal fasteners to be performed
  - g. Window sealants to be removed by removing panels and adding new gaskets or resealing with new caulking? Pricing variation - windows at main front & side entrances need to look as clean/new as possible, other windows not in immediate sight just need to be repaired/sealed where required.  
Request pricing options:  
    - Remove & reseal main front & side entrance windows, and repair others as required.
    - Repair main front & side entrance windows and others as required.

Additional addendum containing changes to drawings related to light fixtures In the exhibit hall to follow. For estimation purposes please consider all light fixtures within the exhibit hall to be replaced with LED light fixtures to be linked to the existing Creston control system

### Action Items

1. All additional approvals for site visit to be received via Email

The above summation is WRA's interpretation of the items discussed and decisions reached at the referenced meeting. Any persons desiring to add to or otherwise correct the minutes are requested to put their comments in writing and submit to the Architect on or before the next project meeting. Otherwise the minutes will remain as written.

Sincerely,

Nandita Rajakumar

12/30/2020 09:00 AM

**1. INTRODUCTIONS**

City of Paris  
Grayson Path, City Manager  
Paul Allen, President Chamber of Commerce

WRA ARCHITECTS  
Nandita Rajakumar, WRA Architects

**2. ATTENDANCE RECORD**

- A. Sign record and indicate company represented.
- B. Signature indicates attendee confirms receipt of Pre-Bid Conference Summary of Topics.
- C. Attendance Record will be supplied to each Contractor in **Addendum #2 (01/04/2021)**

Separate Competitive Sealed Proposals for the General Construction for **City of Paris, Love Civic Center Renovations** will be received by the City of Paris, Texas at the City Manager's Office – 135 SE 1<sup>st</sup> Street, Paris, TX – 75460, until **12:00 PM, January 12<sup>th</sup>, 2022** and then opened and read aloud.

**3. TENTATIVE ADDENDA SCHEDULE: #1: 12/16 #2:01/03 /2022 #3: 01/10 (if necessary)**

No oral interpretation of the meaning of the plans, specifications or other bid documents will be made to any bidder. Every request for such interpretation should be in writing addressed to WRA Architects Inc. and to be given consideration, must be received at least seven days prior to the date fixed for the opening of bids. Any and all such interpretations and any supplemental instructions will be in the form of written addenda to the contract documents which, if issued, will be distributed to all prospective bidders (at the respective addresses furnished for such purposes) not later than one day prior to the date fixed for the opening of bids. Failure of any bidder to receive any such addendum or interpretation shall not relieve such bidder from any obligation under this bid as submitted. All addenda so issued shall become part of the contract documents.

All bidding questions should be provided in writing with the project name in the title and subject via email to:

Design Team: Mary O'Brien, [mobrien@wraarchitects.com](mailto:mobrien@wraarchitects.com)  
Nandita Rajakumar [nrajakumar@wraarchitects.com](mailto:nrajakumar@wraarchitects.com)

**4. RECEIPT AND OPENING OF BIDS:**

The Owner invites Competitive Sealed Proposals on the forms prepared by the Architect; a copy of the forms is attached hereto, all blanks of which must be appropriately filled in. Sealed Bids will be received by the Owner at the time and place indicated in the "Advertisement for Bids" and then at said place will be opened and will be read publicly.

The Owner may consider informal any Bid not prepared and submitted in accordance with the provisions hereof and may waive any informalities or reject any and all Sealed Bids. Any Bid may be withdrawn prior to the scheduled time for the opening of Sealed Bids or authorized postponement thereof. Any Bid received after the time and date specified shall not be considered. No Bidder may withdraw a Sealed Bid within sixty (60) days after the actual

opening thereof.

**5. Bid Form: 00 41 13**

There is specific contractor information required with the bid form found in Section 00 43 36 Contractor Information and Section 00 42 00 - BID EXHIBITS that needs to be filled out in order to assist us in evaluating bid information.

**6. METHOD OF BIDDING:**

The Owner will receive sealed bids as a **Lump Sum Bid “Competitive Sealed Proposal – Best Value”**, which shall comprise all divisions of the work noted in the drawings and specifications.

**8. QUALIFICATIONS OF BIDDER:**

Refer to Bid Exhibit “F” and 00 45 13 - A305 - CONTRACTOR'S QUALIFICATION STATEMENT

Contractor may prepare a proposal on company letterhead that outlines and at minimum addresses each bullet point stated in qualification and evaluation criteria.

**9. PLANS & SPECIFICATIONS AVAILABE IN PLAN ROOMS:**

**City of Paris Official Website**

<https://www.paristexas.gov/568/Bid>

Bid Documents are available for purchase from the following:

Precision Reprographics, 3102 Benton St., Garland, TX 75042.  
Contact Shane Thompson at 972-485-1188 for pricing information.  
[plotting@precisionrepro.net](mailto:plotting@precisionrepro.net)

**10. BID SECURITY: 00 22 13**

Bid security will be required. Bid Bond will be required with the bid forms.

**11. TIME OF COMPLETION:**

Bidder must agree to commence work on or before a date to be specified in a written "Notice to Proceed" issued by the Owner to fully complete the project within time limit established by bid.

Successful bidder shall begin the Work on receipt of the Notice to Proceed on December 1, 2020 and shall be substantially complete within the Contract Time by October1, 2021.

Work is subject to liquidated damages of \$500 per calendar day.

**Other Important Dates**

Last Day for Questions/Substitutions

01/12/2022 @ 5:00 PM

**12. CONDITIONS OF WORK:**

Each bidder must inform himself fully of the conditions relating to the construction of the project and the employment of labor thereon. Failure to do so will not relieve a successful bidder of their obligation to furnish all materials and labor necessary to carry out the provisions of their contract.

Each bidder should visit the proposed construction site and be thoroughly familiar with all existing conditions. **We will be walking the site after this Pre-Bid for those who are interested.**

**13. METHOD OF AWARD - LUMP SUM COMPETITIVE SEALED PROPOSAL - "BEST VALUE":**

**Not strictly based on price but rather selection criteria outlined in the spec.**

The contract will be awarded to the responsible Bidder submitting the "best value" complying with the conditions of the Invitation for Bids, provided it is in the interest of the Owner to accept it. Each Sealed Bid will be evaluated per the attached criteria and ranked. The award of contract may include full consideration of completion time, and Contractor qualifications. The Bidder to whom the award is made will be notified at the earliest practicable date. The Owner, however, reserves the right to reject any and all Bids and to waive any informality in Bids received whenever such rejection or waiver is in the interest of the Owner.

**14. SAFETY CONDITIONS:**

Contractor will be responsible for all safety programs at the construction site.

**15. SUPERVISION:**

Full time foreman at all times when work is being carried on. (Must be qualified.)

**16. ADDITIONAL INFORMATION:**

- a. Use bid forms provided by the Architect in the Specifications. Fill in all blanks. Provide signature by responsible party.
- b. Workers must always wear identification while on site.
- c. Construction Staging and Storage of material shall be reviewed and approved by the Owner.

**17. GENERAL PROJECT SCOPE & LOCATION**

- This Project consists of renovation of a 1 story II-B Civic Building in Paris, Texas, Consisting of an Overall Building area of Approx. 29,440 SF.
- Detached metal storage buildings aren't part of the scope
- Existing sidewalk and Asphalt paving to be repaired and cleaned

**18. COMMENTS FROM THE OWNER / DISCUSSION / QUESTIONS:**

1/8/2022 Birthday Party  
1/11/2022 Pipeline Safety Meeting  
1/13/2022 Robert Black Seminar  
1/15/2022 RRVDSS Gala  
1/23 thru 26/22 Youth Crusades  
1/27 thru 29/22 Indoor Archery  
2/3/2022 Lifeline Screening  
2/4/2022 Leap Fair  
2/5/2022 Legends Baeball Banquet  
2/22/2022 Robert Black Seminar  
2/26/2022 NAACP Banquet  
3/4/2022 Mardi Gras  
3/11/2022 National Wild Turkey Banquet  
3/18/2022 Gun & Knife Show  
4/1/2022 Ralph Green Concert  
4/23/2022 Corvette Show  
4/28/2022 Sky Athletics Banquet  
4/30/2022 Rotary GNO  
5/7/2022 Kid Safe Saturday  
5/13 thru 15 Quilt Show  
5/19 thru 22 Texas ASA shootout  
5/28/2022 NL Graduation  
6/3 thru 5/22 Gun & Knife Show  
5/11/2022 rrvvm car show  
5/25/2022 Covington Family reunion  
7/2/2022 FBC fireworks and banquet  
7/14 thru 16 Tour de Paris  
7/20 & 21/22 McNeil Wedding &  
7/29 thru 31 Gun & Knife Show  
8/1/2022 Youth Conference  
8/6/2022 Delta Water Fowl Banquet  
9/1 thru 4 Chaparral Square Dancers  
9/10/2022 Gomez Party  
9/17/2022 RRVBA Luncheon  
9/23/2022 SGMA Concert  
9/29/22 theu 10-1 Cushman Club  
10/6/2022 Paris Pregnancy Center  
10/8/2022 Paris Breakfast Optimist Banquet  
10/12/2022 Fields of Faith  
10/20/2022 Texpacc Square Dancers  
10-28022 Gun & Knife Show  
11/5/2022 PJC Banquet  
11/5/2022 CASA Banquet  
11/12/2022 RPM Staffin  
11/19/2022 Chritmas in Paris  
12/2/2022 Lamar Trailers  
12/3/2022 PRMC Christmas Party



12/5/2022 Pesticide  
12/9/2022 Load Trail  
12/10/2022 Maxey trailers  
12/17/2022 Gun & Knife Show