

CITY OF AUSTELL, GEORGIA  
Meeting Minutes: Pre-Bid Meeting #1  
For  
HVAC Renovations for City Of Austell Threadmill Complex  
RFP 23-00005-CA

SUBJECT: Pre-Proposal Meeting Minutes

DATE: September 8, 2023

General Notes:

The mandatory pre-proposal meeting/site visit was held at the Threadmill, 5000 Austell-Powder Springs Rd., Austell, GA on September 6, 2023 at 10:00 AM to discuss the general scope of work for the HVAC project at the Threadmill, and to provide the interested bidders an opportunity to visit the mechanical rooms and cooling tower yard.

The following employees were in attendance representing the City of Austell:

Darrell Weaver, Community Affairs Director

Zach Evans, Building Maintenance Manager

Rachel Yarbrough, Assistant Finance Director

Raushanah Johnson, Purchasing

John Summerfield, HVAC Building Maintenance Tech

Laban Busieney, Engineer Of Record from Southern A&E, led the meeting.

The sign-in sheet for contractors is attached.

## Pre-proposal Meeting

Important details from the RFP were highlighted:

- Due dates for project contractor questions, and engineer responses as per RFP. All questions will be emailed to Laban Busieney lbusieney@southernae.com.
- Proposal due dates and Bid as per RFP.
- A reminder that no late proposals will be accepted.
- The RFP requests 6 copies of each proposal and 1 sealed bid.

Facts stated regarding the Threadmill building:

- Square footage is approximately 74,000/floor
- There are an average of 50 water source heat pump units serving each floor.

Laban showed the prints for the project and made general statements regarding the scope.

Clarifications:

- 3 boilers part of base-bid
- 2 boilers to be part of an additive alternate bid pricing. Subsequent addenda to reflect this.
- The City will be responsible for disposal of ALL project demolition materials.

## Site Visit

Contractors examined the boiler room and outdoor equipment. Laban, John and Zach fielded questions, along with Dusty Evans, Public Works Division Manager.

Clarifications:

- Contractors must test the gas meter to determine pressure and furnish and install new regulators to match delivery pressure, per plans and specifications. Delivery pressure not known.
- Regarding timeframe of project-
  - Time is of the essence and project should start as soon as possible. The City understands the current lead times with supplies, materials, and equipment. Laban noted that many required a minimum of 4-17 weeks, depending on product type.
  - City requires “minimal interruptions” to its occupancy. City prefers downtime of equipment on weekends/holidays, although City will make reasonable accommodations with enough advance notice.
  - Project can be completed in phases in line with seasonal changes
    - complete the cooling tower replacement and associated pumps in winter

- Complete replacement of building loop pumps and boilers during summer.
  - **The timeline and project approach is part of the evaluation of the proposal.**
- Old pumps will be replaced by new ones as indicated on plans.
- Valves, and hydronic accessories to be replaced as indicated on plans.
- Two expansion tanks will be replaced with one, as indicated on plans.
- Condensing should be vented straight out the side of building where there is currently a sealed off louver. The city's preference is to avoid penetration of concrete block wall.
- City will be responsible for repairing/patching hole from vent. Contractor should coordinate this work with City.
- Existing vent flue may not be used as flue for new condensing boilers.
- The awarded contractor must adjust concrete pads to match footprint of new equipment.
- The water line was discussed with Dusty. City is responsible for work associated with providing below grade makeup water.
- There will be a section of the parking lot behind the outdoor work area that will be designated for temporary storage of demolition materials, for disposal by City.
- City will be responsible for taking down the existing fence around the cooling tower to allow for removal and installation of new unit.
- Mechanical service platform around existing cooling tower is to remain.
- Original budget/random order of magnitude is \$1.1 million.

**Reminder: Proposals are due September 21, 2023, by 10:00 AM. They must be delivered to City Hall, 2716 Broad Street, Austell, GA 30106.**