



Pre-Bid Meeting Agenda **Minutes**

3/21/2024

Community Center Park Expansion

Park improvements, including boardwalk, shade structures, lighting, and parking

430 N. Alister, Port Aransas, TX 78373

Meeting called by:	City of Port Aransas	Type of Meeting:	Pre-Bid
Facilitator:	Colleen Simpson	Meeting Start Time:	10:00
		Meeting Stop Time:	11:00

Agenda

1. Welcome and Introductions
 - City Parks & Rec Director: Colleen Simpson, Port Aransas
 - **City Manager: David Parsons, Port Aransas**
 - Project Engineer: Thomas Everett, Halff
 - Project Landscape Architect: Layne Olivo, Halff (**via Zoom**)
 - **Contractors:**
 - **J.M. Davidson**
 - **Lighthouse (Mako)**
2. Project Overview and Scope
3. Bid Submission Requirements and Schedule
 - Bid Opening - April 5th
 - Bid Award - April 18th
 - Mobilize – Tentatively beginning of May
 - Laydown Yard – Consider options on-site. City may have off-site option(s)
 - The Bid is Lump Sum per project manual
 - USPS Coordination required during construction so USPS can maintain service
 - AEP Pole Removal on-going, coordination required during construction, this includes Charter-Spectrum facilities
 - Equix (City) gas line coordination required during construction
 - Temporary Traffic Control Plan
 - **No major impacts to Alister traffic**
4. Site Visit
5. Questions
 - Answers will be distributed to the plan holders list weekly beginning on Friday, March 22, 2024.
 - All questions must be submitted by April 3rd and will be answered by April 4th.
6. Closing Remarks
 - **Pouring can begin at 7am. Early morning pour permission will need to be acquired from Development Services.**
 - **Contractor will need to pull building permits but permit fees will be waived.**
 - **Community Center event dates will be shared with Contractor for their reference during construction.**

- City representative for reclaimed wood will be present for pre-con to discuss coordination requirements with Contractor.
- Community Center roof improvements will likely overlap with this project.

Adjourn

Additional Information

Observers:

Resource Persons:

Special Notes: [Sign In Sheet attached herein](#)

