



Louis Armstrong New Orleans  
International Airport  
North Terminal Project

## Pre-Bid Meeting Minutes

On Wednesday, May 18, 2016, Hunt Gibbs Boh Metro, a Joint Venture (HGBM) held a Pre-Bid Meeting at the Crowne Plaza in Kenner, Louisiana for the Terminal and Concourses work, which is a part of the Louis Armstrong New Orleans International Airport – North Terminal Project. The following are highlights of this meeting:

### 1) WELCOME

- a) Jerry Sheets of HGBM gave a brief overview on the progress the Project.
- b) HGBM signed a contract with the airport December 2015 with a guaranteed maximum price for the entire program. A Notice to Proceed was issued by the New Orleans Aviation Board. A ground breaking ceremony was held in January 2016. Activities for construction then commenced.
- c) The process of hauling in sand and placing 2.5 million cubic yards of surcharge is ongoing. The wick drain operation has commenced and is ongoing. Pile fabrication activities continue and pile deliveries will begin this week. Pile driving activities will begin next week. Procurement for major components has begun.

### 2) INTRODUCTIONS

- a) Team introductions and an overview of the Joint Venture Partnership.
- b) Brief overview of the North Terminal Project (terminal & concourses)
- c) Brief overview of agenda.

### 3) NORTH TERMINAL PROJECT OVERVIEW

- a) Terminal, Concourse B and Concourse C

### 4) PROCUREMENT PROCESS

- a) Schedule A of the subcontract document (Scope of Work) which is located in the bid manual will clarify the scope.
- b) Generally, this bid package is for the general trades and have been broken down into 17 bid packages.
- c) **FIRST STEP:** Register at [www.hgbm-jv.com](http://www.hgbm-jv.com) – this is how you begin the process of getting access our FTP site for document distribution and how you sign up for bid notifications.

### 5) BID MANUAL (Available for Download on FTP Site)

- a) Important Bid Information (Instructions, Forms, Subcontract Documents, Bonding Requirements, Contract Terms and Conditions) is available in the Bid Manual which is available for download on our FTP Site. *Note: please remember – you must register at [www.hgbm-jv.com](http://www.hgbm-jv.com) to gain access to our FTP site.*



Louis Armstrong New Orleans  
International Airport  
North Terminal Project

- b) Substitution requests are not encouraged due to extensive value engineering process that has taken place in the last year.
- c) Bonds are required. Bid bond is required for bid. Payment and performance bond required upon award.
- d) Contract Terms and Conditions: generally speaking, the contract outside of Exhibit A is non-negotiable. Exhibit A is the Scope of work and should be reviewed, along with all Exhibits A thru P. Please read the contract terms now so we can save time in contract negotiations in the event you are awarded the contract
- e) **RFI questions are due no later than June 7, 2016.**

#### 6) SCHEDULE

- a) May 2016: Begin pile driving
- b) Substantial Completion for the project is October 1, 2018.

#### 7) DOCUMENT DISTRIBUTION

- a) Everything is free. Register at [www.hgbm-jv.com](http://www.hgbm-jv.com) to gain access to the FTP site.
- b) We also have five (5) public, physical plan rooms for you to view the paper version of the drawings and specs. The information is available on our website – [www.hgbm-jv.com](http://www.hgbm-jv.com).
- c) Once you have registered at [www.hgbm-jv.com](http://www.hgbm-jv.com) website and you will be directed our document host: City Blueprint.

#### 8) BIDDING PROCEDURE

- a) HARD COPY bids due on **June 23, 2016 at 2:00 pm CST**
- b) Address: 2240 Aberdeen St., Kenner, LA 70062
- c) The HGBM Bid Proposal Form is mandatory. Please do not turn in your own forms or spreadsheets.
- d) Please use the bidding checklist provided as well.

#### 9) CONSIDERATION OF BIDS

- a) Responsive Bids (Required)
  - i. Bid Bond
  - ii. Insurance Certificate
  - iii. History of Liens, Claims & Judgments
  - iv. License
  - v. DBE Participation Plan (within 72 hours)
- b) Responsible Bids
  - i. Price
  - ii. Safety
  - iii. Qualifications
  - iv. Resources
  - v. Approach



Louis Armstrong New Orleans  
International Airport  
North Terminal Project

## 10) DBE REQUIREMENTS

- a) The Disadvantaged Business Enterprise (DBE) Participation will follow the Federal DBE plan established for the Louis Armstrong New Orleans International Airport (plan available at <http://flymsy.com/dbe-program>). Only LAUCP certified firms will count toward the bid package goal.
- b) The project goals for these Bid Packages are 70% and 100%.
- c) Note: Only 60% of DBE suppliers subcontract value is credit toward DBE goal.
- d) Note: When a DBE contractor performs a furnish and install, 100% of their subcontract value is credit toward the DBE goal.
- e) Find DBE Certified firms at: [www.flymsy.com](http://www.flymsy.com) or <http://laucp.org/upc/ucpsearch.aspx> or submit questions via RFI form to [bids@hgbm-jv.com](mailto:bids@hgbm-jv.com)
- f) Need to become a certified DBE firm? Contact one of the following:
  - i. Louis Armstrong New Orleans International Airport (Philistine Ferrand)
  - ii. Louisiana Dept. of Transportation and Development
  - iii. New Orleans Regional Transit Authority
  - iv. Orleans Levee District

## 11) PRE-BID QUESTIONS

- 1) The drawings, specs, and bid manual are voluminous. Where is a good place to start? *We must provide the drawings, specs and bid manual in their entirety. There are many aspects of these drawings that need to be referred to for a complete bid. However, a good place to start is Exhibit A of the Bid Manual, and Volumes 3.2.1 & 3.2.2 Architectural plans.*
- 2) Do you have to submit your bid to a prime, or can you submit your bid to the JV as a sub? *You can bid the project as a prime, or submit your bid to a prime if you want to be considered a sub on the project.*
- 3) Who are the Primes? The following primes identified themselves in the meeting:
  - Athena Construction Group
  - The GEE CEE Company of LA, INC
  - Michelle Hall Commercial / Residential General Contractor
  - SSE Metal Fabrication & Precision Machining
  - Surface Systems, INC
  - True Fireproofing Company (Apex Industries, Inc of Oklahoma)
  - Verius Property Group, LLC

These minutes are the Hunt Gibbs Boh Metro, Joint Venture rendition of the discussions held during this meeting. Any objections to these minutes should be made in writing to [MRoberts@hgbm-jv.com](mailto:MRoberts@hgbm-jv.com) within 48 hours of the distribution of these minutes. Without written objection, these minutes will stand as a record of this meeting.