



Louis Armstrong New Orleans  
International Airport  
North Terminal Project

## Pre-Bid Meeting Minutes

On Wednesday, April 13, 2016, Hunt Gibbs Boh Metro, a Joint Venture (HGBM) held a Pre-Bid Meeting at the Crowne Plaza in Kenner, Louisiana for the Central Utility Plant (“CUP”) 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) About three weeks ago, the process of hauling in sand and settling 2.5 million cubic yards of surcharged began. The wick drain operation is scheduled to commence this month. Pile fabrication activities continue. Procurement for major components has begun.
- d) During the process of getting to a GMP there was significant value engineering efforts which included moving the CUP closer to the airport terminal and it has been redesigned underneath the elevated roadway.

### 2) INTRODUCTIONS

- a) Team introductions and an overview of the Joint Venture Partnership.
- b) Brief overview of how the North Terminal Project program is broken up into smaller projects and how the JV is managing them: Concourse, Terminal, Site Work, Ancillary Structures, Steel and Skin.
- c) Brief overview of agenda.

### 3) “CUP” OVERVIEW

- a) Two different buildings – CUP “A” (approx. 9,500 sq. ft) and CUP “B” (approx. 6,800 sq. ft) and slab for Domestic Water Tank. Bidders are responsible to confirm and verify square footages with plans.
- b) These two buildings have time sensitive scheduling deadlines because the equipment housed in the buildings needs to be installed for the airport to open on time.

### 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 the CUP buildings: slab on grade, less the mechanical, electrical, plumbing and fire protection. There is no piling. Also, certain pile caps are not part of the bid package. We will be issuing an addendum drawing highlighting which pile caps the bidders do and don't have.



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- 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.*
- 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 April 21, 2016.**

**6) SCHEDULE**

- a) September 2016: Start CUP A. It will take about 4 ½ months to have it temporarily enclosed so the equipment can be brought in. The full job for CUP A will take approximately 18 months.
- b) September 2016: Start CUP B. It will take about 5 months to have it temporarily enclosed so the equipment can be brought in. The full job for CUP B will take approximately 13 months.
- c) It is very important these dates are met.

**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 May 5, 2016 at 2:00 CST
- b) Address: 5740 Citrus Blvd., Suite 102, New Orleans, LA 70123
- 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.
- e) The Bid Form will soon be revised and we will request break out pricing for both CUP A and CUP B.



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## 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

## 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 this Bid Package are 70%.
- 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/upcsearch.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 Volume 5 of the drawings. Volume 5 contains CUP drawings, which then in some cases references details and information in other volumes.*
- 2) What is the general cost estimate of the bid package? \$2-\$2.5 million.



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- 3) Do you have to submit your bid to a prime, or can you submit your bid to the JV as a sub? *You have to bid to a prime if you want to be considered a sub on the project.*
  
- 4) Who are the Primes? *The following primes identified themselves in the meeting: Horus Construction, Malin Construction, CDW Services, Hernandez Construction, Chester Electric and K-Belle Consultants*

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.