



City of Irvine
City Manager's Office
Great Park



MANDATORY PRE-BID MEETING

**SHADE IMPROVEMENTS PHASES 2 & 3
CIP 372602, BID NO. GP-26-0004**

DATE & TIME: July 28, 2026, at 10:00 a.m.

LOCATION: Great Park Administrative Trailer

ALL ATTENDING FIRMS MUST SIGN IN TO BE ELIGIBLE TO SUBMIT A BID

City of Irvine Representatives

Staff:

Carrie Davis, Principal Project Manager
Brian Brown, Purchasing Agent
Ronnie Cochran, Senior Construction Inspector

Consultants:

Alejandra Orellana, Arcadis
Hailey Hatheway, Psomas (Construction Manager)
Jeremy Turner, The Solis Group (CWA Administration and Labor Compliance)

1. Introduction of City Representatives and Consultants

2. Scope of Work (Carrie Davis):

Construction includes removal of concrete paving, asphalt paving, decomposed granite paving, irrigation, and landscape areas, salvage and relocation of site furniture, relocation of electrical service, relocation of irrigation, structural design and installation of hyper sail style canopies two-post hip style canopies and semi-custom canopies, restoration of concrete, decomposed granite and landscape areas, and other items not mentioned here, but are required by the plans and Special Provisions.

Further, the contractor shall prepare code compliant, stamped and signed (by a structural engineer registered in the state of California) structural drawings and calculations for each shade structure type, as a deferred submittal, for approval by the City prior to fabrication.

3. Engineer's Estimate, Completion of Work and Liquidated Damages (Carrie Davis)

- a. The construction cost estimate for the project is ~ \$3,600,000
- b. An Administrative NTP will be given upon execution of the contract followed by a field NTP.
- c. Total of 160 (one hundred sixty) Working Days.
- d. Liquidated Damages: \$5,200 per Calendar Day.

4. Project Bid Requirements (Purchasing)

- a. Mandatory Pre-Bid Meeting – attendance is mandatory to be considered a responsive bidder. **Sign in before end of meeting; this is the official record of attendance.**
- b. Prime Contractor must possess a valid Class B license at the time of submitting the bid
- c. DIR Registration for all contractors (Primes and Subs)
- d. Prevailing Wage Requirements and e-Comply for the Certified Payroll
- e. Insurance Requirements and EXIGIS
- f. Bid bond Requirements
- g. Community Work Force Requirements
- h. Minimum Wage Ordinance – Declaration of Compliance Form

5. Plans and Specifications (Purchasing)

- a. Available on PlanetBids at no charge through City's website:
<https://www.cityofirvine.org/purchasing>
- b. Questions are due no later than Thursday, July 30, 2026, by 10:00 a.m.
 - i. Questions related to specifications and terms and conditions, including insurance, must be submitted by this deadline.
 - ii. Questions submitted via PlanetBids will be answered as part of an Addendum.
 - iii. Communication – only clarifications issued by the City through Addenda are official.
- c. Technical questions contact PlanetBids Supports.
- d. Bids Due/Open: Wednesday, August 12, 2026, no later than 10:00 a.m.
- e. Bid opening is made publicly available via BidsOnline at the date and time specified in the NIB.

6. Organization of Bidder's Proposal (Purchasing)

- a. All addenda must be acknowledged through PlanetBids. Bids submitted before an addendum is issued will be deemed invalidated and will need to be resubmitted.
- b. Bid Item unit prices must be entered online through PlanetBids before the deadline
 - i. Bid Item unit prices must be entered online
 - ii. Bid Submittal package: Pages 13 and 19 – 32 and the signed "Attachment A – Letter of Assent" and Declaration of Compliance Form (See NIB)
- c. List of Subcontractors (P25): Completed Column (3) & (4) due within 24 hours.
- d. Hard copy of Bid Bond is due within five (5) business days of the bid opening date before 5:00 p. m. on the fifth business day – August 19, 2026, at 5 p.m.

7. Community Workforce Requirements (Jeremy Turner)

- a. This project is subject to the Community Workforce Agreement (CWA)
- b. The CWA establishes labor relations policies and procedures for the Contractor and subcontractors of all tiers – including a local hire goal, payment of employee fringe benefits through a union trust fund, and registering employees through a union hall.
- c. A signed Letter of Assent must be submitted with Bid proposal packet.
- d. Work with the Contractors and the Trades Council to oversee the provisions of the CWA.
- e. A copy of the CWA is included in bid document, Appendix A.

8. Job Walk – Voluntary/Self-Guided (Ronnie Cochran)

- a. Today after the pre-bid meeting – coordinate site access with Ronnie Cochran.
- b. Site condition / proceed with caution / safety equipment.
- c. Waiver Release of Liability Form (attached) must be signed in its entirety and returned to City Representative