

## **REPORT OF PRE-BID MEETING AND WALK-THROUGH**

### **PROJECT 657-15-101JC, FCA-UPGRADE AIR HANDLING UNITS AND SYSTEMS**

**May 17, 2016**

At 1PM this afternoon a pre-bid meeting convened for the subject project in Building 16 at the VA St. Louis JC Division. The sign-in sheets for the attendees is attached. 13 people signed the sheets. Jessica Edwards and I provided introductory comments and some ground rules for the walk-through.

I guided the contractors in attendance to Building 1. The walk-through took place of the following areas in the order listed below.

5<sup>th</sup> floor AHU Room. The contractors walked around the AHUs in the room. Some took a very short time and then stood around and talked to each other and others looked very closely in certain areas. These people spread drawings out on the floor and on top of ductwork while they looked around. Some took photos of the equipment. I let the contractors stay in this room around 20 minutes.

5<sup>th</sup> floor Interstitial Space. The contractors entered this room from the hallway door. I told them they would have to look at the drawings to figure out what areas and items get work in this area because it is a large room. Some contractors only took a short time to walk around and then talked to each other near the door. Others took their drawings and looked closely at the area around the closest cart lift elevator room. They asked me about orientation and then I told everyone where the plan north direction was. I let them stay in this room around for around 20 minutes before moving on. I told everyone that if anyone wanted to come back after the entire tour is over I would return with them.

6<sup>th</sup> floor – Roof. I walked them onto the roof above the interstitial space via stairway 8. Once on the roof I pointed out where the air handler work would be on this roof and where the upper level of the AHU room was, including the louvered wall. I told them there would also be work on that roof. Once again some looked around a very short time. The ones that had been closely looking at everything in the other areas also looked closely at areas on the roof. They first spent time around where the air handlers would go. Then one of them took the outdoor ladder to the 7<sup>th</sup> floor roof of the AHU room. I said that if everyone else was finished on the roof they could go inside the Stair 8 landing to get out of the rain while we waited on the man on the 7<sup>th</sup> floor roof. He took around 5-10 minutes and then came down and we all left Stair 8. Total time on the roof was around 20 minutes.

6<sup>th</sup> Floor MICU. I then walked everyone to the door of the MICU. I then opened the door and allowed them to get a look into the area, but we did not walk into the area. Many of our shoes were wet and dirty from the roof. I told them that there is work above this ceiling.

We then congregated at the elevator lobby. I told them that that was all of the major areas of work and did anyone want to see anything else? One man said he wanted to see the elevators they would use for trash and if it came down to the dock. I asked if anyone else wanted to see this and most did. I then walked everyone down to the 5<sup>th</sup> floor and over to the lobby of elevators 5 and 6. I then asked if anyone wanted to go back to the 5<sup>th</sup> floor interstitial room and none did. The meeting concluded.

Mike Halliburton  
COR

Attachments: Sign-In Sheets, Questions from Meeting