

**CHUGACH ELECTRIC ASSOCIATION, INC.**  
**February 3, 2010**

**RFP NO. 10-02**  
**MEMBER SERVICES LOBBY & EXECUTIVE KITCHEN REMODEL**  
**CHUGACH ELECTRIC ASSOCIATION BOARD ROOM**  
**PRE-PROPOSAL MEETING MINUTES, INCLUDING QUESTIONS ASKED WITH**  
**ANSWERS AT 10:00 AM AST ON 2/1/10**

This document consists of six (6) pages and two (6) attachments (List of Attendees, Bid Request Log and 4 As-built drawings).

Meeting commenced at 10:05 a.m. AST.

Those who attended: Reference the attached sign in sheet.

Dan Knecht started the meeting introducing Chugach personnel associated with the project.

He stated the documents are available on Chugach's website under Bid Opportunities.

Proposals are due on 2/22/10 at 4:00 p.m. AST.

Additional questions via e-mail to dan\_knecht@chugachelectric.com are due no later than 4:00 p.m. AST on 2/2/10. Answer will be sent to proposers by 5:00 p.m. on 2/4/10.

Proposals are to be valid 45 days from the submittal date.

The work is not subject to the union signatory section, Section 2, of Chugach's Labor Agreements.

Chugach may require a performance bond for the amount of the proposal.

Dan gave a brief history of Chugach. The building was built in 1983-1984. Member Services was able to handle 50,000 customers. Chugach also had satellite stations. They have since been closed and the main facility handles all the walk in traffic.

The Executive Kitchen was also built in 1984-1985. The kitchen needs to be updated for efficiency reasons.

Chugach business hours are 8 to 6, Monday through Friday. Contractor will be working during business hours. The Contractor will have access to areas during off hours and on weekends. A work hour schedule must be included with the proposal submittal.

Reference Section 4.0 of the Notice of Instructions to Proposers. Chugach will provide the Contractor with keys and access cards for use during off business hours.

Chugach is providing the materials listed in the RFP. Other items not on the list will be provided by the Contractor.

Interior Solutions Group provided the design drawings.

Contractor is to provide the construction drawings and permits.

Current As-built drawings that have pipes, electrical and communication lines are available.

Chugach has issued an RFB for materials in time for the 3/1/10 start schedule. Chugach requests that the work be done in 2 weeks.

If the Contractor has any exceptions to schedule or other items in the RFP or sample Contract, note them in your proposal submittal.

Safety is a big item. The Contractor can expect Chugach's Safety Officer to walk through during the project.

Chugach is also environmentally friendly (renewable green power). In your proposal, please give an option to work with "green" or environmentally friendly materials (recycled).

Section 9.04 – Proposals are to include a separate cost for the Member Services Lobby and the Executive Kitchen.. Contractors are to state in their proposal if there is a discount if awarded both projects, and what that discount or total cost will be. Chugach may split the work between two Contractors or award one Contractor both.

Dan read through the rest of the proposal requirements.

Dan reviewed the contract document.

All work must be in compliance with applicable Municipal, State and Federal ordinances, statutes and rules and regulations.

In your proposals, list a price for each project.

The Contractor may work evenings and weekends. It is expected that all work areas be clean and ready to operate for normal business. Again safety is a big item, there will be customers in the lobby during business hours while construction is going on.

Section 14, Insurance – Dan suggested that the contractors give this section to their brokers. If any exceptions, note them in their proposals. The Sample Acord and Addendum are in the back of the contract document. The Acord Certificate is issued by the broker and the Addendum verifies that the required coverages are active and in force. Again, note any exceptions to your proposal.

Section 22, Governing Law and Jurisdiction - Venue is Anchorage. Governing law is the State of Alaska.

Section 29, Environmental Protection & Hazardous Materials – Pay close attention. Chugach has many concerns with this section. If there is an incident, response and clean up needs to be handled correctly.

Contractor is to review the contract and any exceptions must be noted in the proposal.

Dan issued the optional drawing which includes the office on the SW end of the lobby. The latest design did not include the office, which will now be incorporated in the remodel. The additional change is to move the doorway back into the hallway.

Chugach will get updated design drawings and send them out with the Questions and Answers.

The wall between the entry and lobby of Member Services will be removed. Contractor is to verify there are no fire code issues.

Most of the Lobby drawings reference North, but are actually referencing West. The Kitchen drawings North reference is accurate.

Chugach wants to include tiles in the Arctic Entry, and the area by the elevators beyond the Security Doors, to match the tiles referenced for the Member Services Lobby.

Part of the required work is to replace the ceiling tiles. The Contractor may either clean and repaint the grids or state a price option to replace them. Chugach plans to proceed with the more cost effective option. \*Please note the current change to the RFP requirement: Chugach requests a change to the requirement for the ceiling grid, diffusers and speaker covers. Please propose a replacement grid, with 4 X 2 ceiling tiles. In addition, please propose the replacement to meet current seismic code requirements. Contractor to provide the same requirement for the Arctic Entry.

Some of the furniture that exists will be saved. Chugach will identify the furniture to be saved, and that which can be trashed.

Question: Who is responsible for permits and construction drawings?

Answer: The Contractor. The permits have not been submitted yet.

The Contractor must go directly to the designers on any questions.

Chugach does not require a Bid Bond.

The bathroom in the CEO's office will come out. The removal of the bathroom will increase the size of the kitchen by 20-25%.

The heat register glycol lines will need to be re-routed to maintain the heating system circulation. The water lines will need to be re-routed for continued use in the new kitchen configuration.

A closet will be created out of the alcove in the office.

The doorway to the kitchen will be moved.

There will be no wallpaper in the kitchen. Only in Member Services Lobby.

In the kitchen, an L-shaped counter needs to be maintained, with new countertop. Chugach will send a revised drawing.

Dan took the Contractors through Member Services.

Question: Has there been a seismic survey done on the ceiling tiles?

Answer: No. however Chugach requests a change to the requirement for the ceiling grid, diffusers and speaker covers. Please propose a replacement grid, with 4 X 2 ceiling tiles. In addition, please propose the replacement to meet current seismic code requirements. Contractor to provide the same requirement for the Arctic Entry.

Questions: Are the Contractors to replace the AC deffusers?

Answer: Reference question above.

The main doors will go away. Contractor is to make sure there is not a fire code issue. The header is to make a transition to the lobby as the ceiling is eight inches lower in the lobby than the entry area.

Chugach must maintain 1 cashier station during construction and ½ of the customer services reps. (at least 2 desks).

The back wall behind the existing cashier station will go away. The mirror and poster on the wall is where the additional office will be included in the remodel.

We are increasing the size of the lobby by approximately 10 feet on the west side with the remodel.

There is also a ceiling transition behind the cashier wall, which is lower than the Member Services Lobby area.

There are 2 pipes in the existing credit room, the as-built drawing only shows 1 pipe.

Telecommunications cables are to be reused.

The south side of the wall (in the existing office) has a glycol pipe. The Contractor will have to put in a column to maintain the pipe (8-10 inches).

The ceiling can't be raised because of existing ducting.

The wall behind credit is concrete. The ceiling is lower than the Member Services Lobby and there is ducting above. There are 2 transitions.

Question: Does customer services curved wall have glass that will go to the ceiling?

Answer: Yes

Chugach will purchase the tiles for the lobby areas. The Contractor will supply the labor for installation.

Anything that looks like a column is weight bearing and needs to stay.

The design drawings will be updated and sent out with the Q&A document. The As-built drawings are attached to this document.

The Security desk will have changes to the wall partition and countertop, to integrate it into the furniture scheme.

Some portions of the desk will be changed and the tall camera monitors column will go away.

Chugach Telecom/Dan Bettin will take care of Data/Communications cabling runs, these will be disconnected, labeled and secured out of construction area.

Chugach Telecom/Dan Bettin will coordinate connect and disconnect due to Customer Service Reps usage during construction.

Question: Who will terminate and re-land the cables? (Network, phone, video security and PA)

Answer: Chugach Telecom/Dan Bettin will terminate and re-land cables. Contractor is responsible to maintain the ability to drop wire and cabling through the wall to the final termination point.

The Chugach parking lot will be full during the construction project. Chugach will arrange for Contractor parking on the backside of the building and loading dock. Chugach also has an elevator that can be utilized.

There will be a staging area at the loading dock for Contractor use during the project. Chugach will work with the successful Contractor to locate a dumpster for convenient use for trash.

Contractor must include time and effort for covering the carpets in the Executive Kitchen and office areas.

As-builts will be posted on the website by mid-week.

Question: Will Chugach extend the Q&A period due to the new drawings?

Answer: No, unless the changes result in a significant issue that requires an extension. Send all questions via e-mail to [dan\\_knecht@chugachelectric.com](mailto:dan_knecht@chugachelectric.com) and he will determine if it needs to be answered and results in an extension.

Meeting adjourned at 11:03 a.m. AST.

This document forms a part of the RFP Documents.

Acknowledge receipt of this document in the space provided below and include it with your proposal submittal. Failure to do so may subject the proposer to disqualification.

**FIRM:** \_\_\_\_\_

**BY:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**TITLE:** \_\_\_\_\_

**END OF RFP 10-02 PRE-PROPOSAL MINUTES, INCLUDING  
QUESTIONS ASKED WITH ANSWERS**