

# KLICKITAT COUNTY FIRE DISTRICT 3

200 Husum Street, Husum, WA 98623

SPECIAL MEETING

Tuesday February 2, 2021

Due to COVID-19 pandemic and Governor Inslee's proclamation prohibiting holding in person meetings, this meeting occurred using remote online video and telephone technology. The District posted 24 hour notice of how to access the meeting. Join Zoom Meeting

<https://us02web.zoom.us/j/82720834668?pwd=QXFLdmlvalhjbENCVOJEUmFVZzhXUT09>

Telephone: (253) 215 8782 US (Tacoma)

Meeting ID: 827 2083 4668

Passcode: 553794

- **Call to order:** 09:08 by Vice Chair Commissioner Connor
  - **Approval of agenda**  
*Motion to approve Agenda made by Commissioner Virts, seconded by Commissioner Connor. (2 yay 0 nay motion passed).*
  - **Attendance:** Commissioner Connor, Commissioner Virts (quorum present)  
Chief Long, Rozalind Plumb, Jennifer McLean, Robert Merritt (mHC). Eric Bosler.  
Absent: Commissioner Montag.
1. **Final plans and bid packets for station 31 and 32.** Project Manager provided PowerPoint of finalized points; Draft schedules and outstanding items that the Board will be working with during public solicitation period.
- Bid packets** – consist of the approved plans and construction drawings and 3 books of written specifications. We have the permits for construction and remodeling at both stations, and sanitary sewer permit back from the health department. This is an old building and the preliminary work done so far will reduce risks later in construction.
- Permits are in the packet** – this is something a contractor usually has to do.
- Local Trades** -Legally the district cannot request the use of local contractors or sub-contractors. However, the district encourages the general contractor consider using local trades (to keep local money local, and reduce the cost of accommodations for out of area personnel).
- Bid Schedule-**
1. Commissioners authorize going to bid
  2. Advertise for bids in local news paper
  3. Advertise regionally at service centers (clearing houses for large contractors to find projects)
  4. Sealed Bid procedure will be followed as the projects are over \$350,000.

5. Advertise for 30 days (minimum requirement is 13 days)
6. Mandatory pre bid meeting and walk through for prospective bidders. This will ensure the bidders have seen the sites and understand the projects. It was also noted that the building has already been prepped to start work (the hazmat has been mitigated, office space and the bays are cleared. (The meeting will need to comply with Covid regulations and distancing). Date to be determined.
7. Bids must be received by a set deadline (March 8<sup>th</sup> 2021 3pm)
8. Bids will be opened in public meeting on March 8<sup>th</sup> 2021.
9. Architect will have 3 days to review the bids for compliance to specifications
10. Bid reviews will be presented to the Board in public meeting (March 11<sup>th</sup>)
11. The contract will be awarded to the lowest responsible bidder.
12. Bids will be posted at station 31 and available for public review.

- **Addendums** can and will come up between now and the bid deadline. Every potential contractor will be notified of any changes or options to the plans during the bid period.
- **Construction phase** - Estimated 8 month construction period. Construction meetings will occur every week and a supervisor will be on site every day.
- **Contracts-**  
AIA A-201 and AIA A-101 are the 2 contracts that need to be drawn up before the bid is awarded. AIA A-201 is the contract between the district and the contractor. AIA A-101 references the insurance liabilities of all parties involved.

2. **Legal Notices of Intent** to be submitted by Project Team. Authorize K-3 Staff to move forward with public notice in local newspapers and localized Washington and Oregon Construction Plan Centers to solicit bids from qualified General Contractors.

***Motion to approve staff to advertise and receive bids made by Commissioner Virts, seconded by Commissioner Connor (2 yay, 0 nay ) motion passed.***

**NEXT MEETING** – February 11th, 2021 at 3pm.

***Motion to adjourn made by Commissioner Virts, seconded by Commissioner Connor. (2 yay, 0 nay) motion passed.***

**MEETING ADJOURNED** at 09:56

APPROVED BY:

Thomas Montag 2/22/21  
Chairman – Commissioner Thomas Montag. (date)

Robert Connor 3/10/21  
Commissioner Robert Connor (date)

Charles Virts 3-8-2021  
Commissioner Charles Virts (date)

Attest:

Rozalind Plumb  
District Secretary Rozalind Plumb

Klickitat County Fire District 3 Commissioners Meeting  
200 Husum Street Husum, WA.

**February 2, 2021 at 09:00 am**

**AGENDA**

**Special Board meeting  
-Bid Packets-**

Join Zoom Meeting

<https://us02web.zoom.us/j/82720834668?pwd=QXFLdmlvalhjbENCVOJEUmFVZzhXUT09>

Telephone: (253) 215 8782 US (Tacoma)

Meeting ID: 827 2083 4668

Passcode: 553794

- **Open Meeting:** Call to order. **Time**\_\_\_\_\_
- **Approval of agenda**
- **Attendance:**
  
- The Board will;
  1. **Discussion on the final plans and bid packets for station 31 and 32. (Project Manager to provide brief PowerPoint of finalized points; Draft schedules and outstanding items that the Board will be working with during public solicitation period)**
  
  2. **Comment and/or discuss the two Legal Notices of Intent submitted by Project Team Authorize K-3 Staff to move forward with public notice in local newspapers and localized Washington and Oregon Construction Plan Centers to solicit bids from qualified General Contractors.**
  
- **Next Regular meeting** **February 11, 2021, 3pm**
- **Motion to adjourn: (A) Time**\_\_\_\_\_

Minimum 24-hour notice

Posted on door of 200 Husum Street

Version 01.28.21 13:50.

- **Bid Packets**
- **Local Trades**
- **Bid Schedule**
- **Bid Announcement**
- **Bid Advertising**
- **Pre-Bid Meeting**

- 000000.1 - Index
- 00010
- 00100 - Instruct to Bidders
- 00100\_BOB REVIEW
- 00300 - Bid Form
- 00300 List-major-sub
- 00300\_ALT BID FORM
- 00500 - Form of Agreement
- 00510
- 00700 - General Conditions
- 00800
- 00830 - Prevailing Wage Rates
- 00900
- 007400 Electronic media agreement form
- 011100 summary of work
- 012300 Base Bid and Alternates
- 012500 substitution's products
- 012900 Payment Procedures - Schedule of Values
- 013100 project management and coordination
- 013200 Construction Progress Documentation
- 013300 submittal procedures
- 013500 special procedures
- 014200 references
- 014500 quality control
- 014500 testing & inspections
- 015000 temporary facilities
- 017123 field engineering
- 017329 cutting & patching
- 017400 cleaning and waste management
- 017700 closeout procedures
- 017823 operation & maintenance data
- 017886 warranties MISSING BONDS
- 017889 project records
- Advert for Bid

- Bid Packets
- Local Trades
- Bid Schedule
- Bid Announcement
- Bid Advertising
- Pre-Bid Meeting

Bob,

Current law in Washington prohibits you from including a quantifiable local contractor/subcontractor/employee preference, i.e. you cannot, for example, give a percentage preference to a bidder using local subcontractors over bidders using non-local (AGO 1961 No. 41). Because you are prohibited from quantifying this element, it essentially prohibits you from factoring in a local preference when evaluating bids. For example, if you have two bidders and the lowest uses only Oregon subcontractors and the next lowest is only \$10.00 higher with local subcontractors, you would have to select the lowest bid, i.e. the one without local.

I suppose you could say that the District encourages bidders to use local subcontractors where possible if that is important to the District but it should not be listed as an evaluation factor.

Hope this helps.

--

Sincerely,

Brian Snure  
Snure Law Office, PSC



- Bid Packets
- Local Trades
- Bid Schedule
- Bid Announcement
- Bid Advertising
- Pre-Bid Meeting

1. The Commissioners will authorize going to bid in a public meeting. They can do this by a simple motion (or is a resolution required?) Motion
2. We will advertise for bids in the local newspaper. Ok
3. We will also advertise regionally at 'service centers". OK
4. While we have a contract to use MRSC rosters, that only applies to SMALL Public works. This is over the small public works threshold. The contractors do not need to be on the list. We do not need to go through MRSC at all. Is this correct? Correct, the sealed bid process is separate from MRSC and is required for projects over \$350,000. Sealed bids, however, can also be used for any project of any value.
5. We will advertise for 30 days. Okay, statutory requirement is only 13 days but longer is fine.
6. The prospective contractors are required to attend an onsite conference with the architect before submitting a bid. (COVID compliance will be a factor in scheduling these onsite visits). That is fine and the mandatory nature of the visit is clearly stated in bid specifications.
7. Bids will be received by a set date. Correct, specific time and date required.
8. Bids will be reviewed by the architect and assigned staff of the district for compliance to the specs. Ok
9. Bid reviews will be presented to the board in public meeting. Correct.
10. The contract will be awarded to the lowest bid. Correct, the lowest responsible bidder as defined in the bid specs (which I reviewed and revised).
11. The bids will be posted at station 31 and available for public review. Ok.

# Station #31

JEFF DELLS ARCHITECTS & ENGINEERING

Klickitat County Fire District #3

Design Phase		
1	Site Surveys / Programming	Complete
2	SEPA	Complete
3	Conditional Use Permit	Complete
4	Health Department Review	Complete
5	Baseline project approval	Complete
6	Design Development	Complete
7	Construction Documents	Complete
8	Submit Construction Documents to Reviewing Agencies – permits	Complete
Bid Phase		
1	Advertise for Bid	February 5
2	Pre-Bid Conference	
3	Bid Opening	
4	Review and Evaluation of Received Bids	
5	Award of bid(s) – Commissioners	
6	Owner / Contractor Agreement	
7	Notice to Proceed	
Construction Phase		8 month Build-out
	Mobilization	
	Site prep and grading	
	Site utilities	
	Footing, foundation or slab work	
	Framing	
	Exterior finish	
	Mechanical rough-in	
	Electrical rough-in	
	Plumbing rough-in	
	Insulation	
	Communications / data /EOC install	
	Interior finishes	
	Painting	
	Sidewalks and Asphalt	
	Landscape	
	Substantial Completion	
	Final completion	
	Project close-out	
	OWNER MOVE-IN	

- **Bid Packets**
- **Local Trades**
- **Bid Schedule**
- **Bid Announcement**
- **Bid Advertising**
- **Pre-Bid Meeting**

**INVITATION TO BID: REGIONAL NEWSPAPER**

Klickitat County Fire District No. 3 (KCFD#3) hereby extends an Invitation to General Contractors to bid on the KCFD#3 Capital Projects for extensive remodels and facility upgrades to Fire Stations located in Husum and Snowden, Washington respectively.

Bid documents may be obtained by emailing the Architect at [jeff@jida-arch.com](mailto:jeff@jida-arch.com). The Architect will send the requesting Bidder a Bid Facesheet and an internet link to a cloud storage site containing the Bid Documents. Bidding Documents will be available beginning Friday February 5th, 2021.

Sealed proposals addressed to "FIRE DISTRICT SECRETARY" and boldly labeled FIRE STATION CONSTRUCTION BIDS for improvements to both Fire Stations. in accordance with the Drawings, Specifications and Contract Documents prepared by Jeff Dellis Architecture, Inc., **Proposals will be received until 3:00 p.m., Monday March 8, 2021 at Klickitat County Fire District No. 3 Administrative Offices, 200 Husum Street, Husum, Washington 98623.** Proposals will be publicly opened and read at that time.

The Klickitat County Fire District #3 Board of Commissioners reserves the right to accept or reject any or all proposals and to waive any and all claims, informalities or irregularities in the bidding or to reject or accept any or all bids or any part of a single bid.

By order of: Board of Commissioners  
Klickitat County Fire District No. 3

**SECTION 001113 - ADVERTISEMENT FOR BIDS – REGIONAL PLANNING CENTERS**

**INVITATION TO BID:**

Klickitat County Fire District No. 3 (KCFD#3) hereby extends an Invitation to regional General Contractors to bid on the KCFD## Capital Improvement Project for extensive remodels and new improvements to two (2) Fire Stations located in Husum and Snowden, Washington respectively.

Construction Plans; Bid documents and bidding forms may be obtained by emailing the Architect at [jeff@jda-arch.com](mailto:jeff@jda-arch.com). The Architect will send the requesting Bidder an internet link to a Cloud storage site containing the Bid Document Package.

In requesting the Bidding Package, Bidder's initial email to Architect must include Bidder's name' business name and address' telephone number and email contact for person representing Bidder who is to receive initial Bid Documents Cloud storage internet link and notices such as Addenda throughout the bid period. **Bidding Documents will be available beginning Friday, February 5th, 2021.**

Sealed bid proposals addressed to "FIRE DISTRICT SECRETARY" and boldly labeled "Sealed Bid for Fire Station Construction for the remodeling and new improvements to both KCFD#3 Fire Stations in accordance with the Drawings, Specifications and Contract Documents prepared by Jeff Dellis Architecture, Inc., **Proposals will be received until 3:00 p.m., Monday March 8, 2021 at Klickitat County Fire District # 3 Administrative Offices, 200 Husum Street, Husum, Washington 98623.**

Proposals will be publicly opened and read at that time.

The Klickitat County Fire District #3 Board of Commissioners reserves the right to accept or reject any or all proposals and to waive any-and-all-claims, informalities or irregularities in the bidding or to reject or accept any or all bids or any part of a single bid.

By order of: Board of Commissioners  
Klickitat County Fire District No. 3

- **Bid Packets**
- **Local Trades**
- **Bid Schedule**
- **Bid Announcement**
- **Bid Advertising**
- **Pre-Bid Meeting**



This Photo by Unknown Author is licensed under CC BY



**WHAT'S NEXT ??**

**AIA A-201**

**AIA A-101**