WEINSTEIN A+U

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MEETING AGENDA

Project Name: South King Fire Administrative Building Improvements
Subject: Mandatory Pre-Bid Conference
Meeting Date: May 8, 2025, 1pm
Location: SKF Administrative Building, 720 S 333rd St, Federal Way, WA

Item No. **Item**

01. **Welcome (ML)**

A. Attendees are asked to sign the sign-in sheet. The sign-in sheet with attendee names will be made available at: https://www.southkingfire.org/bids.aspx

B. Project introduction: Mitchell Lee, South King Fire, Director of Enterprise Services

- Project goals

C. Key team members in attendance:

- Lauri Perry, South King Fire, Board and Executive Secretary
- Sean O'Donnell, South King Fire, Facilities Supervisor
- Kirsten Wild, Weinstein A+U, Principal-in-Charge
- Lauren Rock, Weinstein A+U, Project Manager
- Marc Servizi, LPD Engineering, Civil Engineer
- Jack Burgess, The Greenbusch Group, Mechanical Engineer
- Rocxy Juan, TWFB, Electrical Engineer

02. **Advertisement for Bid (ML)**

A. Client/ contracting agent: South King Fire

B. Documents available: https://www.southkingfire.org/bids.aspx and at South King Fire Headquarters, 31617 1st Ave South, Federal Way, and at Builder's Exchange of Washington, Everett.

C. Cost Estimator's base bid estimate: $4,029,000 (not including sales tax).

D. Bid opening: Thursday, June 5, 2:30pm at South King Fire Headquarters, 31617 1st Ave S, Federal Way.

03. **General Project Description (Design Team)**

A. Existing Conditions (ML/SO)

- L2 tenants, access

B. Architectural Overview (KW/LR)

- Garage – Selective demo work, need to maintain 1-hour rated ceiling, install new overhead coiling door, sprinklers & sprinkler riser room, electrical room revisions and new comm room.
- L1 – Demo all office suite partitions, ceiling, floor finish. Build new office suite including closed offices, conference rooms, and open office space. Metal framed walls with acoustic

insulation, and glazed wall system. New ceilings: GWB, ACT, and linear wood. Carpet tile/LVT floor finishes. Areas of casework including kitchenettes in conference rooms. Acoustic felt panels for privacy screens and wall covering in shared areas.

  - Remodel restrooms, no change to plumbing locations.
- L2 – Remodel restrooms.
  - Add. alt. for Large Conference Room and Kitchen.

C. Civil Overview (MS)

- New accessible ramp at main entry and minor parking regrading.
- New concrete equipment pad.
- Fire service connection, PIV, and FDC.

D. Mechanical/ Plumbing/ Fire Overview (JB)

- HVAC is two VRF systems with DOAS.
- Mitsubishi
- Mechanical on Level 2 needs to remain as is; the mechanical rooms are stacked so care must be taken not to disturb the Level 2 systems.
- All new fire sprinkler service/riser/room/systems for Garage and Level 1. Upsize main for future Level 2 system. Coordination with other subs and shop drawings will be very important.
- Existing plumbing (water, waste, vent) locations need to be surveyed, and field verified.

E. Electrical Overview (RJ)

- Replace 6 existing panels, 2 transformers, and main switchboard in Garage.
- Modify existing electrical room and add an adjacent Comm Room.
- Areas of site electrical work include shore power, rough-in for EV chargers, and lighting at ramp and signage
- New lighting throughout areas of work on L1 & L2.
- nLight low-voltage lighting controls (Addendum 1)
- New power & data on new walls. Power/data to remain in place at existing walls.

04. Alternates (KWi)

A. Additive Alternate 1: Level 2 Conference Room, Kitchen, DOAS Closet

- New ACT ceiling, lighting, HVAC, and broadloom carpet over carpet cushion for

B. Additive Alternate 2: Level 2 Bottle Filler to replace drinking fountain

C. Additive Alternate 3: Mens' Toilet Room 125 – replace urinal with floor-mounted toilet

05. Q&A and Tour (ML/SO)

A. All questions and answers addressed today will be recorded and distributed in an addendum.

- Site
- Garage (MEPF spaces)
- Level 1
- Level 2

06. Schedule

A. First Addendum expected to be published Friday, May 9.

B. Second Addendum expected to be published Wednesday, May 14. Additional addenda to be issued if needed.

C. Last day for substitution requests: 10 working days prior to bid opening. (5/21)
D. Questions must be submitted to Laurenr@weinsteinau.com by 5pm, Thursday, May 29.
E. Final addendum will be targeted for issuance on Monday, June 2.
F. Notice of Award of contract: anticipated within 60 days of bid receipt
G. Notice to Proceed (NTP): issued upon satisfactory receipt of required documents
H. Substantial Completion: within 180 calendar days from NTP.

End.