



City Hall Renovation Project – Phase II (City Hall; DE-26-91-SB)

Pre-Bid Meeting **Minutes**

January 14, 2026 between 2:30 pm to 4:30 pm

[City Hall Council Chambers, 8353 Sierra Ave., Fontana, CA 92335]

1. ATTENDANCE SIGN-IN SHEET

Attendance from the Prime Contractor is required for bid submissions to be considered responsive.

Sign-in sheet will be posted on Planet Bids.

2. INTRODUCTIONS

OWNER/AGENCY

CONTACT

Development Services

Phillip Burum, Deputy City Manager

Department of Engineering

Gia Kim, Public Works Director / City Engineer
Jeffrey Kim, Engineering Manager
Christopher Smethurst, Senior Engineer
Eric Amaya, Associate Engineer (PM)

Department of Building & Safety

Jeffrey Baughman, Director of Building & Safety

Department of Innovation & Technology

Jennifer Barcenas, Innovation & Technology
Director
Steven Munoz, IT Customer Service Manager
Chris Beck, IT Manager
Chris Ulrich, IT Systems Supervisor

Department of Planning

Rina Leung, Associate Planner

San Bernardino County Fire Protection District

Matt Bradley, Fire Prevention Officer

CIVIL ENGINEER OF RECORD: Snipes-Dye Associates (Bill Snipes)

ARCHITECT OF RECORD: Sillman-Wright Architects (Richard Brett Tullis)

GEOTECHNICAL MATERIALS TESTING: Ninyo & Moore, Geotechnical & Environmental Sciences
Consultants

3. PROJECT OVERVIEW AND SCHEDULE

a. GENERAL SCOPE OF WORK

The general items of work to be done hereunder consist of furnishing all materials, equipment, tools, labor, and all other work as required by the Plans, Specifications and other Contract Documents for the above stated project. The general items of work to be done hereunder consist of the demolition of the existing City Hall building and the construction of the new City Hall building, the remodel of a portion of the existing Development Services Offices (DSO) building, the construction of a pedestrian bridge from each building, utility installation, procurement of furniture, fixtures & equipment, in addition to all related on-site and off-site improvements as indicated in the Contract Documents.

Any changes from the Contract Documents will be issued via a written addendum. Bidders are responsible for reviewing all addenda prior to bid submission.

b. SCHEDULE

- i. The City expects to award the project in February, soon after the bid closing date of January 29, 2026.
- ii. The successful bidder has 10 working days from the Notice of Award to execute the Contract Documents, if this can be expedited it will be greatly appreciated.
- iii. Early submittals required to commence Project Development (Issue NTP) includes Project Schedule, SWPPP, Demo Permit Application, etc. shall be submitted within (30) calendar days following Contract Award. Early submission of submittals would be greatly appreciated. The City expects to issue to the NTP in March 2026 to begin development/mobilization.
- iv. Time of completion – 320 Working Days

4. SCOPE HIGHLIGHTS AND CONSTRAINTS

a. DEMOLITION

- i. Abatement work to be conducted prior to Construction by the City's independent contractor. (*Project Manual Section 01 11 00 – 1.7*)
- ii. Demolition shall be performed in Phases to ensure DSO remains fully operational at all times during regular working hours. (*Instructions to Bidders - Notice to Contractor & Spec. Prov. Section 400-1*)
 1. Protect-in-place as much as possible the IDF room located within the DSO which houses the building's telecom, data network, security and traffic signal infrastructure. Required outages to perform work shall be coordinated in advance and scheduled outside normal operating hours. (Mon.-Thurs. 6 AM – 7PM)
 2. 24/7 security shall be provided when security infrastructure is non-operational.
 3. Temporary restroom facilities shall be established when existing facilities within the DSO are removed due to tenant improvement work. (*Spec. Prov. Section 8-1*)

4. Effective sound-dampening measures and noise-controlled constructed methods shall be employed to significantly reduce noise and effective dust control measures must be implemented to maintain normal operations with minimal disruption within surrounding buildings. (*Spec. Prov. Section 400-1*)

b. UTILITIES (*Greenbook Section 402*)

- i. Contractor will be responsible for coordinating with all Work with affected utility owners, agencies, and service providers whose facilities may be encountered, relocated, protected, or adjusted as rest of the construction of the project.
 - a. Southern California Edison (SCE)
 - i. Final Design Approved for Construction provided, planner information will be provided to successful bidder for coordination
 - ii. Temporary power will need to be requested and coordinated by the Contractor.
 - b. Fontana Water Company (FWC)
 - i. Relocation/Installation of public fire hydrant's
 - ii. New 2" domestic water lateral and meter
 - iii. Continue utilizing existing irrigation laterals and meters
 - iv. Construction water meter will need to be requested by the Contractor from FWC.
 - c. Southern California Gas (SCG)
 - i. SoCalGas will remove and reinstall gas meter and location indicated on sheet P101. Contractor will be responsible for final connection from newly installed gas meter to existing gas stub-out at the DSO.
- ii. Fire service to the new building will require modification of existing service to new DSO building.
 - a. When fire underground service to DSO is disturbed, the building shall be placed on Fire Watch and shall remain so until the fire alarm and fire suppression system have been fully restored and approved by the Fire Marshal.
 - b. San Bernardino County Fire Protection District – Fire Watch Package to be released as an addendum attachment.

c. DEFERRED SUBMITTALS (*Spec. Prov. Section 3-8*)

- i. Light gauge steel submittal to be submitted to City of Fontana B&S Department for review.
- ii. Fire Sprinklers, Fire Alarm and Fire Underground Site Plan shall be submitted separately to San Bernardino County Fire Protection District for review.

Preparation and submission of deferred submittals is the responsibility of the Contractor. A no-fee memo will be provided to the contractor for use during plan checks for deferred submittals mentioned above.

d. SPECIALIZED PROFESSIONAL SERVICES

- i. Contractor will perform and be responsible for all surveying as required for the project. (*Spec. Provisions Section 3-10.1*)

- ii. The City will provide geotechnical, materials, and building enclosure testing. (*Project Manual Section 01 45 53*)

e. FURNITURE, FIXTURES & EQUIPMENT (FF&E)

- i. Contractor shall furnish and install all FF&E equipment as shown and described within the document ‘FONTANA CITY HALL FF&E CONCEPT PACKAGE.’
 - a. Addendum to document will be released with additional cut sheet information.
- ii. Contractor will be responsible for creating all custom casework.
- iii. There are City-Furnished and City-Installed Equipment including CCTV cameras, card readers, wireless access points, computers, computer monitors, monitor arms, peripherals for computers, intrusion detection system, printer/copiers, televisions, and conference room scheduling panels. City-Furnished and installed items also includes Audio-visual equipment specified for the Council Chambers. (*Spec. Provisions Section 3-10.1*)
- iv. Furniture feed locations should be verified and coordinated with furniture vendor prior to rough-in.

f. PERMITTING

- a. Plan Check Numbers and a No-fee memo shall be provided to the successful bidder for reference when submitting permit application to the City.
- b. The Contractor shall be responsible for creating and submitting a temporary traffic control plan check to conduct all off-site improvements as shown on the Project Plans. The Contractor shall assume a minimum of three rounds of review and shall allow the City 28 Days for each round of reviews. Early submission is recommended. (*Spec. Provisions Section 601-2.1*)

5. SITE CONDITIONS AND LOGISTICS

It is the bidder’s responsibility to familiarize themselves with existing site conditions.

a. PROTECTION (*Greenbook Section 4-2*)

- i. The Contractor shall adequately protect new and existing work and all items of equipment for the duration of the Contract.
- ii. When setting up security fencing, Contractor shall furnish, install and maintain mesh construction fence screening with graphics along the entire perimeter of the project site. (*Spec. Provisions Section 3-11*)

b. ACCESS TO SITE (*Project Manual Section 01 11 00 – 1.8*)

- iii. Contractor shall not inhibit the use of parking stalls within the Civic Campus unless necessary for that phase of work or otherwise approved by the Project Manager.

Contractors were made aware of City of Fontana’s inclement weather and importance of dust control.

6. Q&A

Questions asked during the meeting shall also be submitted on Planet Bids bid portal.

- Question: Will an A-License be required to submit a proposal or will a B-License suffice?
Response: Will change to B with required C or A licenses as applicable
- Question: Will Prime Contractor Self-performance of 50% of the contract price be required?
Response: This requirement will be removed
- Question: Provide details and clarification for a Skilled & Trained Workforce
Response: City of Fontana Purchasing to provide further clarification and documents.
- Question: Can Subcontractor list be uploaded and submitted with proposal?
Response: Purchasing required all subcontractors to be listed and a vendor on Planet Bids, prime contractor may fill in the information for the subcontractor if information is lacking.
- Electrical Scope questions:
 1. Define AV scope and reasoning behind the plans?
Response: Plans listed as reference – AV equipment to be furnished and installed by IT, rough in's infrastructure to be installed by contractor.
 2. Who shall provide electrical related scope testing?
Response: Testing to be conducted by Contractor with a City representative present.
 3. Will the City accept lighting fixture substitutions?
Response: Substitution requests must be submitted for approval in accordance with the Project Manual Section 01 25 00.
- Question: Can the City's proposed number of working days be increased?
Response: The number of Working Days will remain as 320 Working Days (approximately 15 months). If a change is made, it will be done in a future addendum.
Additional Clarification: A 'Working Day' is defined within the Project Special Provisions Section 1-2.
- Question: What is the City's allowable working hours for the Contractor?
Response: Stated Monday through Friday between 7 AM – 4:30 PM.
Additional Clarification; We will follow the allowable working hours permissible under the City's Municipal Code which allows for Building Construction and renovations to occur between 7 AM to 6 PM, Monday through Friday and 8 AM to 5 PM on Saturdays. Only time contractor permitted to work outside of these hours is for work identified in scope (i.e. IDF room work within DSO).
- Question: Could additional clarification be provided on what should be included within the 'Trench Safety and Sheeting, Shoring and Bracing for Excavation' Bid item?
Response: Pricing for the Bid Item shall include all items as described for contractor to conduct all scope of work as required per the bid documents (ie. underground wet utilities).
- Question: What are the limits of the parking lot the contractor may use?
Where can the Contractor park?
Response: Inhibiting parking stalls unless necessary to conduct certain scope will not be permitted unless it is approved by the Project Manager.
Contractor and their subcontractors may utilize the parking structure located at 16948 Arrow Blvd., Fontana, CA 92335.

- Question: Q&A due date is on a Saturday, will it be changed?
Response: Date shall be changed to January 26, 2026.

7. SITE WALK

It is the bidder's responsibility to familiarize themselves with existing site conditions. Key features include:

- Newly constructed 9/11 Memorial Monument
- SoCalGas New Meter Location and other existing Utility Connections
- IDF Room to be protected within DSO 1st Story
- DSO 2nd Story
- Existing conditions within City Hall Building, Contractor shall consider all items seen within the building as items that will remain in place with the exception being a few minor additional technology (TVs) and media (plaques, awards, etc.) components that will be removed by the City.