

SPOKANE TRANSIT
Pre-bid Meeting Agenda
2025-11057 – Plaza 1st Floor Rotunda Tenant Improvements

Date: April 7, 2025
Time: 11:00 a.m
Location: STA Plaza Upstairs Conference Rm; 701 W. Riverside Ave., Spokane, WA 99201

SIGN IN

INTRODUCTIONS

GUIDELINES

1. Questions and comments will be accepted during the meeting.
2. Remarks, clarifications, or corrections to the IFB during the meeting shall not change the terms of the solicitation.
3. A **written amendment** will be issued and posted on the STA website following the meeting stating any clarifications, corrections, or additions to the solicitation. The sign-in sheet will be included along with an updated Plan Holders List, with all information provided. All prospective Bidders and Plan Centers who received the original IFB will receive the amendment.
4. **All communications** shall be directed to Jennifer Anderson as listed in the bid document. You may contact Jennifer at janderson@spokanetransit.com or by telephone at 509-325-6024. **Please do not contact other STA staff directly. The goal is to get consistent information to all prospective Bidders.**
5. Reminders:
 - Bids are due 11:00 a.m., Monday, April 21, 2025, at the reception desk of STA's headquarters located at 1230 W. Boone Ave. The bid opening will follow.
 - WA State Prevailing Wage and Public Works contracting requirements apply. Certified payroll submission to LNI portal is required.
 - Standard Washington State Sales Tax rules apply, do not include WSST in your bids.
 - We are giving you 95 days to complete the project.
 - i. That time does include submittals and lead times.
 - ii. We have experienced carpet having 6-8 week lead times so we can work with the selected contractor on schedule and any necessary variances to that schedule IF needed.
 - iii. We do not feel it should take a full 95 days to complete the work. The duration is accounting for the likelihood of short work week to accommodate downtown events that restrict or inhibit access to the Plaza. These events include but may not be limited to Bloomsday, Lilac Festival events, Hoopfest, etc. These events typically result in little to no access two – three days prior to and on the event day(s).
 - Bonding and Insurance Requirements – Please be sure to review, understand, and include in your bid the necessary costs for these items as detailed in the General Conditions section of the IFB.
 - Permitting – the City of Spokane plan review is complete and approved. The City is ready to issue the permit to the selected contractor. The Contractor is to coordinate with the City to provide your company's information and to obtain and pay for the building permit and submit an invoice to STA for reimbursement with no markup. This permit cost is not part of your bid price.

ALL other trade permits needed for the project are the contractor/subcontractor responsibility and are to be included in the bid price.

- Secure Access – STA will be contracting with Everon Solutions (formerly ADT) for portions of the secure access installation. Installation of conduit runs, tie-in to the panel, and back boxes where needed will be the responsibility of this contract/contractor/subcontractor.
- Noise & dust must be controlled/limited at all times.
- Traffic and pedestrian control/access - the Plaza is a public space. Entry's/exits cannot be blocked without prior coordination with STA. Barriers, signage and any other safety measures must be taken.
- Site Safety – as noted, the Plaza is a public space.
- STA Operations – operations must not be interrupted. We anticipate that there will be times that prior coordination to bring materials on to the site. Contractors must coordinate with STA at least 48 hours prior in order for accommodation to be made. Those accommodations will likely come with duration and time of day limits.
- Security – be sure to keep all materials, equipment, and tools necessary for the job secured within the space. Do not leave anything unattended while working outside of the space.

TOUR:

1. Please direct all questions during the tour to the Projects Manager, Jessica Kelch.
2. Contractors are encouraged to email questions after the site walk so that no errors or misinterpretations are made, and responses can be thorough.