

## Grady CASS Photographic Documentation

### Pre-Bid Meeting Minutes

10/06/2020

10:00 AM

Location: Grady – 48 Armstrong Ave SE

Attendees			
Name	Company	Email	Phone
Matt Smith	JLL	matt.smith@am.jll.com	754-224-6927
David Varghese	JLL	david.varghese@am.jll.com	864-634-1888
Raul Vicencio	SG/JLL	raul.vincencio@am.jll.com	404-229-2188
Crystal King	Grady	caking@GMH.edu	
Brent Pearce	Multivista	b.pearce@multivista.com	770-337-3401
Keith Hadley	Hadley's International Productions	business@hip-multimedia.com	404-788-1679
Prashant Kollipara	Bytegraph Events	prashant@bytegraphproductions.com	678-360-6795
Joel Eden	iSite Photos	joel@isitephotos.com	888-644-6829
Stephan Eden	iSite Photos	stephan@isitephotos.com	888-644-6829

#### 1. Introduction

- Matt Smith introduced everyone at the Armstrong Conference Room and those who called in.

#### 2. Grady Core Values & CASS Project Team Introduction

- JLL noted the importance and the need of the Grady CASS Project to the area.

#### 3. Scope of Work

- JLL noted anyone that comes into the site will need to go through Skanska-Russell's safety orientation with no exceptions.
- JLL discussed PPE requirements when entering the site including vest, hard hat, gloves, face mask, safety glasses, and boots.
- JLL discussed the COVID-19 protocols when entering the site including a temperature check and wellness questionnaire.
- JLL noted that the Proposer will need to attend weekly OAC and scheduling meetings (pull plan meetings) on an as needed basis throughout the duration of the project.
- JLL requested that all Proposers submit sample pictures of projects including time stamps and area titles.
- JLL noted that this project has a target 30% of minority participation and any company bidding as a minority company needs to provide MWBE certification as shown in the RFP. Refer to "Appendix – E Supplier Diversity" for further information.
- JLL discussed the scope of work for this RFP including aerial shots, pre-pour slab, overhead and in-wall MEP, and interior finishes.

#### 4. Fee Structure and Breakdowns

- JLL requested to see the fee breakdown of each portion of work and the planned number of people on site.

- JLL noted that a permit will be needed if drones are being used and must go through City of Atlanta, Grady Hospital, Fulton-Dekalb County Hospital Authority, GA State University and the FAA.
- JLL highlighted the importance of photo documentation of the post-tension slabs on levels 1-4, the transfer girder on level 4 and the MEP rough ins.

#### 5. Submission and Key Dates

- RFI Questions – October 07, 2020 (Communication via E-Builder)
- RFI Responses – October 09, 2020
- Proposal Response – October 16, 2020
  - JLL noted that it is important to hand deliver the Proposal to 22 Piedmont Ave SE Atlanta, GA 30313.
  - JLL noted that if hand delivery is not possible to send it through FedEx to 48 Armstrong ST SE Atlanta, GA 30313.
- Award Recommendations – Week of October 19, 2020
  - JLL noted that after the Award Recommendation is announced the scope of work will begin immediately.

#### 6. Qualification Package

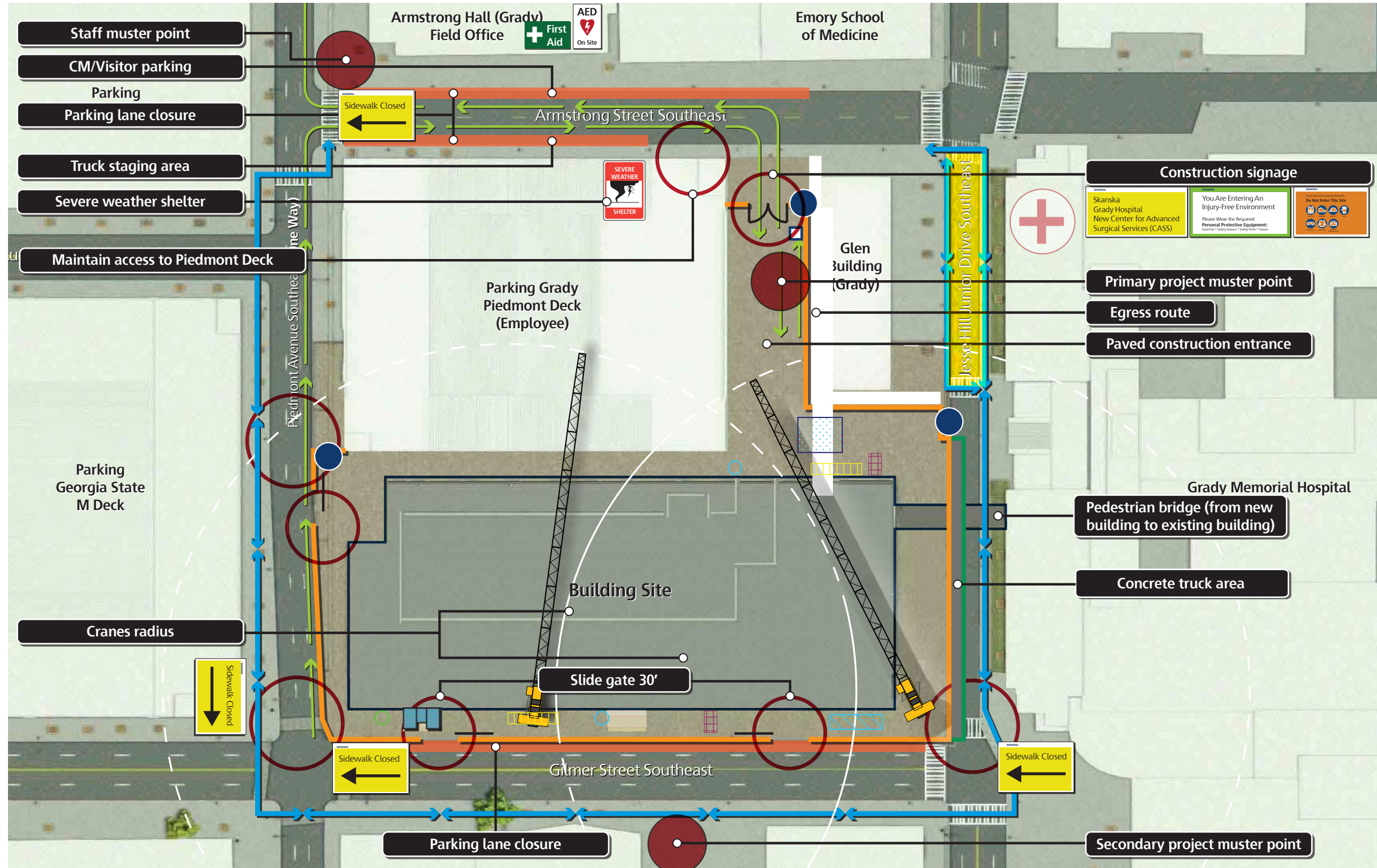
- JLL noted it was important that all bidders register with Vendormate through Grady's website to get pre-qualified as soon as possible.

#### 7. Misc./Open Discussion and Questions

- Question: What is the frequency for the wall photo documentation?
  - JLL stated the contractor must follow the schedule and show the progression of the build out.
- Question: Do you need to know what area the pictures have been taken?
  - Yes, for quality control and documentation purposes.
- Question: What is the frequency of the OAC/Scheduling meetings?
  - OAC is weekly but and scheduling meetings are biweekly.
- Question: What is the purpose of the photo documentation?
  - Yes, for quality control and documentation purposes. This is documenting work installed and showing the work put in place when comparing it to the project schedule.
- Question: What is the timeframe that JLL need the pictures after they are taken?
  - The pictures will be needed to be uploaded to eBuilder weekly and the contractor portal (if equipped).
- Question: How much insurance is needed on this job?
  - JLL will provide the parameters for everyone this will be provided with the RFI questions/answers.
- Grady and JLL requested that the Proposers to include any add-alternate proposals for evaluation.

#### 8. RFP Changes/Addendum

- CD Documents eBuilder Link:  
<https://app.e-builder.net/public/publicLanding.aspx?QS=59259850760246e29ddc4bf69600b28c>
- Proposer must tag all pictures taken to Contract Drawings. Pictures must include a brief description, date, and location.
- Proposer must manage uploading and organizing photos to eBuilder.
- No drones or aerial photos will be allowed on site.




















## Construction Traffic, Pedestrian Traffic, and Crane Swing/Hoisting

### Construction signage



- Primary project muster point
- Egress route
- Paved construction entrance

### Construction Key

	Construction gate with wheel wash		Trash Chute
	Sliding gate		Stairs
	Guard shack		Slick Line Pump
	Turnstile		Overhead Protection
	Construction fence		Break Area (tent)
	Construction route		RRs & Hand Wash
	Pedestrian traffic		
	Manlift/hoist		
	Muster area		
	First Aid		
	Severe weather shelter		

**Grady Hospital**  
Center for Advanced Surgical Services (CASS)

Logistic Plan

Scale: NTS

