



SHIEL SEXTON

ADDENDUM

Addendum No: 1

Project: UNC Charlotte IT Infrastructure Upgrades

State Project No: 18-19671-02A

Date: April 15, 2020

By: Tim Marsh, Shiel Sexton Co.

This addendum is issued and to be included as part of the bid documents. This Addendum includes:

Supplemental Information To Bidders

- 1) Pre-Bid Video Conference Meeting held on April 14, 2020
 - Sign In Sheet attached
 - Link to presentation:
 - i) <https://shielsexton.zoom.us/rec/share/-clldLW36kxLSKfd4hHVcIAIZr8X6a803RMrMPzktk0IONgdYDklX60SW4V6e7>
 - ii) Access Password: o8?*8=&P

- 2) Voluntary site inspection visit is scheduled for 9am on Thursday April 16, 2020

- 3) The last day for questions is April 21, 2020 at 5PM

- 4) The following documents are attached for reference
 - Pre-Bid Meeting Minutes
 - Pre-Bid Meeting Sign In Sheets
 - UNC Charlotte “Good Faith Effort” Requirements
 - MBE Participation Forms

END OF SHIEL SEXTON ADDENDUM 1



SHIEL SEXTON

University of North Carolina at Charlotte IT Infrastructure Upgrade Pre-Bid Meeting Minutes

April 14, 2020 2PM

1. **Introductions:**

Owner: UNCC - Doug Walters Project Manager; **Dorothy Vick** HUB Coordinator; **Jeanine Bachtel** Associate Director Facilities Management and Capital Projects; **Kathryn Horne** Director of Planning, Design Construction

Construction Manager: Shiel Sexton - Tim Marsh Director of Pre-Construction; **Wayne Hedin** Project Manager

Architect/Engineer: Optima Engineering – Tom Capodicasa Project Manager; **Ron Almond** Vice President

2. **Project Description:**

Replace the existing ITS cabling and infrastructure in the Storrs, Rowe and Reese Buildings. Existing ITS systems in each building will be replaced in their entirety with a new system utilizing Cat 6A infrastructure throughout. A new parallel system will be installed with the existing system to minimize downtime at conversion to new system. New MDF and IDF equipment will be provided with 20% future expansion capability. New cooling and power systems will be provided for new ITS rooms. New IT rooms will be created in each building to house the new cabling system.

3. **Bid Package Breakdown**

Bid Package 01A General Trades

Bid Package 23A HVAC

Bid Package 26A: Electrical

Bid Package 27A: Telecommunications

4. **Project Bid Packages Breakdown:**

- **Base Bid: Storrs Hall complete and total construction as defined in the Contract Documents for all scopes of work on all floors.**
- **Alternate 1A All Rowe Hall:** Work as indicated in contract documents with the exception of Switchgear Room 108 and connection to the existing generator, telecommunications cabling, telecommunications pathways and associated work (including but not limited to access panels and floor penetrations) directly related to installation of telecommunications cabling and telecommunications cabling pathways.

- **Alternate 1B:** All Rowe Hall telecommunications cabling, telecommunications pathways and associated work (including but not limited to access panels and floor penetrations) directly related to installation of telecommunications cabling and telecommunications cabling pathways.
- **Alternate 1C:** Rowe Hall work to include the connection of the IT rooms to the existing generator, including the creating of Room 108 for the life safety ATS, Room 108 as indicated on drawings.
- **Alternate 2A:** Reese Hall work as indicated in Contract Documents with the exception of level 2 and Level 4 telecommunications cabling, telecommunications pathways and associated work directly related to installation of telecommunications cabling and telecommunications cabling pathways (including but not limited to access panels and floor penetrations). This alternate includes telecommunications cabling and telecommunications cabling pathways and associated work directly related to installation of telecommunications cabling and telecommunications cable pathways on the basement, level 1 and level 3.
- **Alternate 2B:** Reese Hall Level 2 and Level 4 telecommunications cabling, telecommunications pathways and associated work directly related to installation of telecommunications cabling and telecommunications cabling pathways (including but not limited to access panels and floor penetrations).
- **Alternate 2C:** Reese Hall General Construction of all Rooms. No telecommunications cabling, telecommunications pathways and associated work directly related to installation of telecommunications cabling and telecommunications cabling pathways (including but not limited to access panels and floor penetrations) on any floors is to be included.
- **Alternate 3A Overhead Coiling Door:** Demo existing hollow metal door assembly and add / install coiling door #230-2
- **Alternate 3B Storrs Hall:** Add new window openings in Print Lab #230 and Computer Lab 222B

5. Notice to Bidders

Bid Date, Time & Location:

Thursday, April 30, 2020 at 1:30 pm

9201 University Boulevard, Charlotte, NC 28223

Owner Preferred Alternates

Alternate No. 1: Owner preferred alternate - Door Closures: Provide LCN 4011/4111 Series Closures as specified in Section 08 71 00 Door Hardware

Alternate No. 2: Owner preferred alternate – Locksets: Provide Schlage Locksets as specified in Section 08 71 00 “Door Hardware”

Alternate No. 3: Owner preferred alternate – Access Control: Provide Open Options
Bidder Questions

Submitted in writing until Tuesday April 21, 2020 at 5PM to tmarsh@shielsexton.com

Bid Documents:

Complete plans, specifications are available please see Notice to Bidders

6. Bid Checklist:

Bid Form

Minority Business Participation Affidavit A or B

Alternates (Fill Out as part of the Bid Form)

Unit Prices (Fill Out as part of the Bid Form)

Bid Bond

7. Addendum:

Addendum to be released: April 22, 2020 by 5PM

8. Allowances:

See Specification 012100

9. Unit Prices:

See Specification 012100

10. Alternatives:

See Specification 012300

11. Schedule: Dates noted are completion dates

- Overall Schedule May 18th-August 14th

12. MBE Participation

- Good Faith Efforts
- Goals

13. Questions:

UNCC IT INFRASTRUCTURE UPGRADES**Shiel Sexton****Pre-Bid Sign In Sheet****Name****Company****Email**

	<u>Name</u>	<u>Company</u>	<u>Email</u>
1	Doug Walters	UNC Charlotte	dwalte22@uncc.edu
2	Dorothy Vick	UNC Charlotte	dlvick@uncc.edu
3	John Blas	UNC Charlotte	
4	Andrew Abernathy	UNC Charlotte	
5	Michael Sronce	Lake Electric	msronce@lakeelectric.com
6	Tom Capodicasa	Optima Engineering	tcapodicasa@optimaengineering.com
7	Paul Armstrong	Armstrong Mechanical	paularmstrong.amsi@outlook.com
8	Vernon Vaughn	GSM	vernon@gsmsince1927.com
9	Larry Copeland	Carolina Air Solutions	larry@carolinaairsolutions.com
10	Candace Boyce	Catalyst Construction	candace@catalystcci.com
11	Justin Tucker	CSI	jtucker@csi-ti.net
12	Blake Hatchett	Oneliance	bhatchett@oneliance.com
13	Tim Marsh	Shiel Sexton	tmarsh@shielsexton.com
14	Wayne Hedin	Shiel Sexton	whedin@shielsexton.com

UNC Charlotte “Good Faith Effort” Requirements

This information is provided as a guide for firms who may be new to UNC Charlotte and may not be familiar with our expectations regarding minority business participation on State Construction Contracts. Bidders should be familiar with the ***Guidelines for Recruitment & Selection of Minority Businesses for Participation in State Construction Contracts*** as well as the applicable bid forms.

Identification of HUB Certified/Minority Business Participation form – Only list minority firms that you will use as construction subcontractors, vendors, suppliers or professional service providers on this project. The bidder cannot list himself on this form as he cannot subcontract to himself. **Note:** This form should be submitted with your bid, even if left blank.

Affidavit A – Listing of Good Faith Efforts – the bidder is certifying that he has made a good faith effort to comply under those areas checked on the form. Do not check a Good Faith Effort item unless you can provide the following;

1. Contacting minority businesses that reasonably could have been expected to submit a quote and that were known to the contractor or available on State or local government-maintained lists **at least 10 days before the bid or proposal date** and notifying them of the nature and scope of the work to be performed.

Copies of written (emailed or faxed) notification to minority businesses and copies of quotes/proposals received for work solicited to minority businesses. Notification should include, at a minimum, project location, location where plans and specifications may be obtained or viewed, trade or scopes of work for which subcontracts are being solicited, contact person within the prime contractor organization.

Be sure to maintain a telephone log to confirm that minority firms received your Invitation for Bid (IFB). The log should contain the date contacted, telephone number, and name of the individual representing the minority firm who acknowledged receipt of your IFB. ***Also maintain a telephone log to confirm that minority firms acknowledged a “bid/no bid” to your IFB.*** The log should contain the date contacted, telephone number, and name of the individual representing the minority firm who acknowledged “bid/no bid” to your IFB.

2. Making the construction plans, specifications and requirements available for review by prospective minority businesses, or providing these documents to them at least 10 days before the bid or proposals are due.

Copies of written (emailed or faxed) notification to minority businesses should include, at a minimum, project location, location where plans and specifications may be obtained or viewed, trade or scopes of work for which subcontracts are being solicited, contact person within the prime contractor organization.

3. Breaking down or combining elements of work into economically feasible units to facilitate minority participation.

Document steps taken to segment elements of work into economically feasible units to meet minority business availability. Identify sub-contractors/suppliers/consultants and scope of work involved in segmenting.

Be sure that you are soliciting quotes from **at least** three (3) minority firms in scopes of work that typically have adequate numbers of minority firms available that can perform the work required (hauling, concrete, flooring, masonry, painting, electrical suppliers, etc.). Do not solicit quotes from minority firms in those scopes of work that typically do not have minority firms available that can perform the work required (elevators, fire suppression systems, roofing, etc.). If there are minority firms that you typically use on your projects then by all means, feel free to use them, if you are sure you are receiving reasonable pricing and quality work.

4. Working with minority trade, community or contractor organization identified by the Office for Historically Underutilized Businesses (HUB) and included in the bid documents that provide assistance in the recruitment of minority businesses. **Note 1:** Posting of your bid to Minority plan rooms does not satisfy this requirement. **Note 2:** Working with the UNC Charlotte HUB Coordinator does not satisfy this requirement.

Provide a copy of meeting minutes between prime contractor and minority trade, community or contractor organization. At minimum the following topics should be discussed/reviewed during the meeting: project location; location where plans and specifications may be obtained or viewed; trade or scopes of work for which subcontracts are being solicited; bonding requirements; insurance requirements; prime contractor's contact person; minority trade, community or contractor organization contact person; strategies to segment elements of the work into economically feasible units to meet minority business availability; strategies to increase minority business utilization through joint ventures and/or partnerships; notification that the meeting will be counted toward the contractor's good faith effort.

Maintain a copy of the request, and have the date, telephone number and name of the individual who acknowledged receipt of your request and information regarding any/all assistance provided by the organization

5. Attending any pre-bid meetings scheduled by the public owner.
Attendance will be verified by conference sign-in sheet.
6. Providing assistance in getting required bonding or insurance or providing alternatives to bonding or insurance for subcontractors.
Have documentation describing the type of assistance provided or offered to minority businesses. Provide names and contacts of minority businesses to which assistance was offered and names of the contact person of bonding companies or financial institutions offering assistance.
Be sure to mention that 'assistance with bonding and/or insurance will be provided' in your IFB.
7. Negotiating in good faith with interested minority businesses and not rejecting them as unqualified without sound reasons based on their capabilities. Any rejection of a minority business based on lack of qualification should have the reasons documented in writing.
Document number of bids received from minority businesses in the trade or scopes of work for which subcontracts are being solicited, the number of minority businesses that submitted low bids or proposals, the number of minority businesses the bidder has offered to negotiate prices or services, and the number of minority businesses the bidder has agreed to utilize on the project, outline steps taken.
8. Providing assistance to an otherwise qualified minority business in need of equipment, loan capital, lines of credit, or joint pay agreements to secure loans, supplies, or letters of credit, including waiving credit that is ordinarily required or assisting minority businesses in obtaining the same unit pricing with the bidder's supplier.
Document names, addresses and telephone numbers of minority businesses to which assistance was offered, outline steps taken. Give dates assistance was offered and document outcome.
Be sure to mention that 'assistance with equipment, loan capital, lines of credit or joint pay agreements to secure loans, supplies, or letters of credit will be provided' in your IFB.
9. Negotiating joint venture and partnership arrangements with minority businesses in order to increase opportunities for minority business participation on a public construction or repair project when possible.

Provide a copy of joint venture or partnership arrangements between bidder and minority businesses.

10. Providing quick pay agreements and policies to enable minority contractors and suppliers to meet cash-flow demands.

Provide a copy of quick pay agreements and/or policies and document the number of minority businesses that will utilize the quick pay agreement. Provide a copy of the quick pay agreement between bidder and minority businesses.

Be sure to mention that 'quick pay agreements will be provided to assist contractors with cash-flow demands' in your IFB.

Note: Referencing the Good Faith Efforts listed above in your IFB is not enough. You must be able to document your efforts.

Affidavit B – Intent to Perform Contract with Own Workforce – In making this certification the bidder is stating that he does not customarily subcontract elements of this type project and normally performs and has the capability to perform and will perform all elements of the work on this project with his own current workforce. The bidder agrees to make a Good Faith Effort to utilize minority suppliers where possible. “**Self-performing**” means the contractor has all equipment, personnel and supplies on hand to perform the contract. If the contractor needs to purchase supplies or rent equipment and operators to perform the work, then the contractor **is not** self-performing and should make efforts to purchase supplies or equipment, or temporary labor from minority firms. **Note:** No other Affidavits are required if the Bidder meets this criteria.

Affidavit C – Portion of the Work to be Performed by HUB Certified/Minority Businesses – This form is to be submitted only by the apparent lowest responsible, responsive bidder with equal to or greater than 10% minority participation.

Affidavit D – Good Faith Efforts – This form is to be submitted only by the apparent lowest responsible, responsive bidder with less than 10% minority participation along with their backup documentation.

Minority-owned Pre-qualified Bidders – **must also** meet the minority participation goals set for the project. Work performed by the minority-owned pre-qualified bidder will be counted towards the minority participation goal **only if** the minority contractor is **self-performing** and submitted Affidavit B.

Certification Requirements – Ensure the minority firms you contact for subcontracting opportunities are listed in the Statewide Uniform Certification (SWUC) Vendor database as **only firms** listed in the SWUC Vendor database, at the time of contract award, **will be counted** towards the minority participation goal for this project. Go to <https://www.ips.state.nc.us/Vendor/searchvendor.aspx?t=h> for access to the SWUC Vendor database.

Summary of required submissions:

(use check boxes to assist in ensuring that all appropriate forms are submitted)

**ALL BIDDERS SUBMIT
WITH THEIR BID:**

- “Identification of Minority Business Participation” form

AND EITHER

- Affidavit A – “Listing of Good Faith Efforts”

OR

- Affidavit B – “Intent to Perform Contract with Own Workforce”

**IN ADDITION, THE
APPARENT LOWEST
RESPONSIVE,
RESPONSIBLE BIDDER
SUBMITS (IF HE HAS
NOT SUBMITTED
AFFIDAVIT B):**

- Affidavit C – “Portion of the Work to be Performed by Minority Firms” if the percentage of work to be performed by minority firms is 10% or more. This form is to be submitted within 72 hours of notification of being low bidder.

OR

- Affidavit D “Good Faith Efforts” if the percentage of work to be performed by minority firms is less than 10%.

Identification of HUB Certified/ Minority Business Participation

I, _____
 (Name of Bidder)

do hereby certify that on this project, we will use the following HUB Certified/ minority business as construction subcontractors, vendors, suppliers or providers of professional services.

Firm Name, Address and Phone #	Work Type	*Minority Category	**HUB Certified (Y/N)

*Minority categories: Black, African American (B), Hispanic (H), Asian American (A) American Indian (I), Female (F) Socially and Economically Disadvantaged (D)

** HUB Certification with the state HUB Office required to be counted toward state participation goals.

The total value of minority business contracting will be (\$)_____.

State of North Carolina AFFIDAVIT A – Listing of Good Faith Efforts

County of _____

(Name of Bidder)

Affidavit of _____

I have made a good faith effort to comply under the following areas checked:

Bidders must earn at least 50 points from the good faith efforts listed for their bid to be considered responsive. (1 NC Administrative Code 30 I.0101)

- 1 – (10 pts) Contacted minority businesses that reasonably could have been expected to submit a quote and that were known to the contractor, or available on State or local government maintained lists, at least 10 days before the bid date and notified them of the nature and scope of the work to be performed.
- 2 --(10 pts) Made the construction plans, specifications and requirements available for review by prospective minority businesses, or providing these documents to them at least 10 days before the bids are due.
- 3 – (15 pts) Broken down or combined elements of work into economically feasible units to facilitate minority participation.
- 4 – (10 pts) Worked with minority trade, community, or contractor organizations identified by the Office of Historically Underutilized Businesses and included in the bid documents that provide assistance in recruitment of minority businesses.
- 5 -- (10 pts) Attended prebid meetings scheduled by the public owner.
- 6 – (20 pts) Provided assistance in getting required bonding or insurance or provided alternatives to bonding or insurance for subcontractors.
- 7 – (15 pts) Negotiated in good faith with interested minority businesses and did not reject them as unqualified without sound reasons based on their capabilities. Any rejection of a minority business based on lack of qualification should have the reasons documented in writing.
- 8 – (25 pts) Provided assistance to an otherwise qualified minority business in need of equipment, loan capital, lines of credit, or joint pay agreements to secure loans, supplies, or letters of credit, including waiving credit that is ordinarily required. Assisted minority businesses in obtaining the same unit pricing with the bidder's suppliers in order to help minority businesses in establishing credit.
- 9 – (20 pts) Negotiated joint venture and partnership arrangements with minority businesses in order to increase opportunities for minority business participation on a public construction or repair project when possible.
- 10 - (20 pts) Provided quick pay agreements and policies to enable minority contractors and suppliers to meet cash-flow demands.

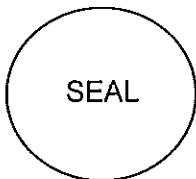
The undersigned, if apparent low bidder, will enter into a formal agreement with the firms listed in the Identification of Minority Business Participation schedule conditional upon scope of contract to be executed with the Owner. Substitution of contractors must be in accordance with GS143-128.2(d) Failure to abide by this statutory provision will constitute a breach of the contract.

The undersigned hereby certifies that he or she has read the terms of the minority business commitment and is authorized to bind the bidder to the commitment herein set forth.

Date: _____ Name of Authorized Officer: _____

Signature: _____

Title: _____



State of _____, County of _____

Subscribed and sworn to before me this _____ day of _____ 20____

Notary Public _____

My commission expires _____

State of North Carolina --AFFIDAVIT B-- Intent to Perform Contract with Own Workforce.

County of _____

Affidavit of _____

(Name of Bidder)

I hereby certify that it is our intent to perform 100% of the work required for the _____

_____ contract.

(Name of Project)

In making this certification, the Bidder states that the Bidder does not customarily subcontract elements of this type project, and normally performs and has the capability to perform and will perform all elements of the work on this project with his/her own current work forces; and

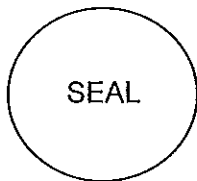
The Bidder agrees to provide any additional information or documentation requested by the owner in support of the above statement. The Bidder agrees to make a Good Faith Effort to utilize minority suppliers where possible.

The undersigned hereby certifies that he or she has read this certification and is authorized to bind the Bidder to the commitments herein contained.

Date: _____ Name of Authorized Officer: _____

Signature: _____

Title: _____



State of _____, County of _____

Subscribed and sworn to before me this _____ day of _____ 20__

Notary Public _____

My commission expires _____

State of North Carolina - AFFIDAVIT C - Portion of the Work to be Performed by HUB Certified/Minority Businesses

County of _____

(Note this form is to be submitted only by the apparent lowest responsible, responsive bidder.)

If the portion of the work to be executed by HUB certified/minority businesses as defined in GS143-128.2(g) and 128.4(a),(b),(e) is equal to or greater than 10% of the bidders total contract price, then the bidder must complete this affidavit.
 This affidavit shall be provided by the apparent lowest responsible, responsive bidder within **72 hours** after notification of being low bidder.

Affidavit of _____ I do hereby certify that on the _____
 (Name of Bidder)

_____ (Project Name)
 Project ID# _____ Amount of Bid \$ _____

I will expend a minimum of _____% of the total dollar amount of the contract with minority business enterprises. Minority businesses will be employed as construction subcontractors, vendors, suppliers or providers of professional services. Such work will be subcontracted to the following firms listed below. Attach additional sheets if required

Name and Phone Number	*Minority Category	**HUB Certified Y/N	Work Description	Dollar Value

*Minority categories: Black, African American (B), Hispanic (H), Asian American (A) American Indian (I), Female (F) Socially and Economically Disadvantaged (D)

** HUB Certification with the state HUB Office required to be counted toward state participation goals.

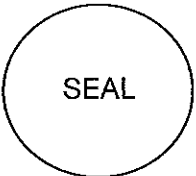
Pursuant to GS143-128.2(d), the undersigned will enter into a formal agreement with Minority Firms for work listed in this schedule conditional upon execution of a contract with the Owner. Failure to fulfill this commitment may constitute a breach of the contract.

The undersigned hereby certifies that he or she has read the terms of this commitment and is authorized to bind the bidder to the commitment herein set forth.

Date: _____ Name of Authorized Officer: _____

Signature: _____

Title: _____



State of _____, County of _____
 Subscribed and sworn to before me this _____ day of _____ 20____
 Notary Public _____
 My commission expires _____

State of North Carolina AFFIDAVIT D – Good Faith Efforts

County of _____

(Note this form is to be submitted only by the apparent lowest responsible, responsive bidder.)

If the goal of 10% participation by HUB Certified/ minority business **is not** achieved, the Bidder shall provide the following documentation to the Owner of his good faith efforts:

Affidavit of _____ I do hereby certify that on the
(Name of Bidder)

_____ (Project Name)
Project ID# _____ Amount of Bid \$ _____

I will expend a minimum of _____% of the total dollar amount of the contract with HUB certified/ minority business enterprises. Minority businesses will be employed as construction subcontractors, vendors, suppliers or providers of professional services. Such work will be subcontracted to the following firms listed below. (Attach additional sheets if required)

Name and Phone Number	*Minority Category	**HUB Certified Y/N	Work Description	Dollar Value

*Minority categories: Black, African American (B), Hispanic (H), Asian American (A) American Indian (I), Female (F) Socially and Economically Disadvantaged (D)

** HUB Certification with the state HUB Office required to be counted toward state participation goals.

Examples of documentation that may be required to demonstrate the Bidder's good faith efforts to meet the goals set forth in these provisions include, but are not necessarily limited to, the following:

- A. Copies of solicitations for quotes to at least three (3) minority business firms from the source list provided by the State for each subcontract to be let under this contract (if 3 or more firms are shown on the source list). Each solicitation shall contain a specific description of the work to be subcontracted, location where bid documents can be reviewed, representative of the Prime Bidder to contact, and location, date and time when quotes must be received.
- B. Copies of quotes or responses received from each firm responding to the solicitation.
- C. A telephone log of follow-up calls to each firm sent a solicitation.
- D. For subcontracts where a minority business firm is not considered the lowest responsible sub-bidder, copies of quotes received from all firms submitting quotes for that particular subcontract.
- E. Documentation of any contacts or correspondence to minority business, community, or contractor organizations in an attempt to meet the goal.
- F. Copy of pre-bid roster
- G. Letter documenting efforts to provide assistance in obtaining required bonding or insurance for minority business.
- H. Letter detailing reasons for rejection of minority business due to lack of qualification.
- I. Letter documenting proposed assistance offered to minority business in need of equipment, loan capital, lines of credit, or joint pay agreements to secure loans, supplies, or letter of credit, including waiving credit that is ordinarily required.

Failure to provide the documentation as listed in these provisions may result in rejection of the bid and award to the next lowest responsible and responsive bidder.

Pursuant to GS143-128.2(d), the undersigned will enter into a formal agreement with Minority Firms for work listed in this schedule conditional upon execution of a contract with the Owner. Failure to fulfill this commitment may constitute a breach of the contract.

Do not submit with the bid Do not submit with the bid Do not submit with the bid Do not submit with the bid Do not submit with the bid

The undersigned hereby certifies that he or she has read the terms of this commitment and is authorized to bind the bidder to the commitment herein set forth.

Date: _____ Name of Authorized Officer: _____

Signature: _____

Title: _____



State of _____, County of _____

Subscribed and sworn to before me this _____ day of _____ 20____

Notary Public _____

My commission expires _____