



WOOLPERT
Meeting Minutes

Date of Meeting:	March 22, 2016	Re:	Irwin Belk Track Resurfacing – Pre-Bid Meeting
Location:	Cone Center-Rm 111 (2:00 pm)	Issue Date:	March 23, 2016
Submitted By:	Woolpert	In Attendance:	See Sign-In Attendance Sheet

ITEMS DISCUSSED:

UNC Facility Management and Woolpert held a Pre-Bid meeting on campus as scheduled at the Cone Center Rm. 111 for the Irwin Belk Resurfacing Project (see attachments, Agenda, Sign-in sheet, HUB handout)
The meeting discussion included the following: .

1. **Introductions**
2. **Summary of Work –**
 - a. Base Bid and Alternates
3. **Schedule**
 - a. Bid Date/Time & Location - April 5, 2016 at 2:00pm Facilities Management / Capital Projects Office9151 Cameron Blvd (Building #55)
 - b. Last Questions: Friday, March 25, 2016 ,5pm,
 - c. Last Addenda: Tuesday, March 29, 2015. (via e-mail/ FTP)
 - d. Anticipated Notice to Proceed May 13-16, 2016
 - e. Project duration – 90 days. TBD (Start May - 13/16 – End August - 12/15)
 - f. A project Fileshare /FTP site will host PDF's of the bid documents/ addendums and any notifications. The Fileshare/FTP can be accessed at: <https://fileshare.woolpert.com>
Username: UNC-Charlotte Password: Belk2016
4. **Required Forms contract and bid**
 - a. Bid Proposal Bid Bond and HUB requirements
 - b. Dorothy Vick reviewed HUB guidelines for "Good Faith Effort" (instructions are in the project manual)
 1. Hand-out provided to Bidders UNC Charlotte "Good Faith Effort" Requirements (see attached handout with contact information for questions).
 2. Deadline for HUB questions is noon/12:00 pm Friday 3/25/16
5. **Project Access – Laydown Area - Parking Permits**
 - a. Access from Phillips drive with staging/laydown area as shown on the plans
 - b. Contractor to coordinate access with Athletic Dept.& Facilities Management coordinate
6. **Question:**
 1. Staging/laydown area appears small. Can it be expanded?
Answer: Can review and coordinate with field maintenance crews at pre-construction meeting. Any expansion will require sod/turf establishment as specified.
 2. Who will have Access to field?
Answer: Primarily maintenance crews for turf and field management. Irrigation schedule for the field will need to be coordinated with maintenance personnel.
 3. Can Irrigation in staging area be cut off?
Answer: Can be coordinated at pre-construction meeting with maintenance crews.

END OF MINUTES

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WOOLPERT

PRE-BID MEETING - SIGN-IN SHEET

UNC-Charlotte Irwin Belk Track Resurfacing
SCO I.D. # 16-12736-01; Code 41326 Item 304
Charlotte, North Carolina
March 22, 2016 - 2:00 p.m.

NAME	COMPANY/TEL.	EMAIL
1. CARL ARMANINI	Woolpert 704.525.8529	carl.armanini@woolpert.com
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6. DOROTHY VICK	UNC-CHARLOTTE	dvick@unc.edu
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9.		
10.		
11.		

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 University Managed Projects (UMP) projects. 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.

Example: 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 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.

Example: 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.

Example: 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

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

Example: 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 business.

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 <http://www.doa.nc.gov/hub/searchhub.aspx> for access to the SWUC Vendor database.

Assistance: * Help finding work

Email the UNC Charlotte HUB Coordinator, Dorothy Vick (704-687-0527), **no later than** 3/25/16 at dlvick@unc.edu (**Email Subject: Belk Track Resurfacing**) for the following;

1. **Assistance in finding certified minority firms who have worked on UNC Charlotte projects and who can perform the scopes of work (site work, concrete, electrical, etc.) you are seeking, and/or**
2. **A list of minority trade, community or contractor organizations** identified by the Office for Historically Underutilized Businesses that provide assistance in recruitment of minority businesses.