

**ADDENDUM NO. 1  
TO  
CAMPUS INFRASTRUCTURE DEVELOPMENT PHASE 2 –  
EAST VILLAGE UTILITIES**

**SCO # 13-11494-01, Code: 41326, Item: 307B**

**UNIVERSITY OF NORTH CAROLINA  
AT CHARLOTTE**

**CHARLOTTE, NORTH CAROLINA**

This Addendum No. 1 is issued this **31st day of March 2016** to all parties who hold a set of Bidding Documents for the project entitled “CAMPUS INFRASTRUCTURE DEVELOPMENT PHASE 2 – EAST VILLAGE UTILITIES”. This Addendum No. 1 shall become part of the Contract Documents and its receipt acknowledged on the Bidding Documents at the time of bidding.

**CLARIFICATIONS:**

During the Pre-Bid meeting it was stated at bids shall be good for 60 days. This will now change to “Bids shall be honored for a period of **90** days from the date of the bid opening.”

**PLEASE NOTE THE FOLLOWING ITEMS:**

**Pre-Bid Meeting Minutes**

Attached are the minutes from the Pre-Bid meeting which was held on Tuesday, March 28<sup>th</sup>, 2016 at 3:00 p.m. The minutes include a listing of all attendees at the meeting.

These minutes shall become a part of the Bidding Documents.

This Addendum No. 1 is issued this the **31st day of March 2016**.

**NICHOLAS C. HUFFMAN, PE**



**Engineering • Planning • Finance**

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**END OF ADDENDUM NO. 1**



**PRE-BID CONFERENCE MINUTES  
CAMPUS INFRASTRUCTURE DEVELOPMENT PHASE 2 –  
EAST VILLAGE UTILITIES  
SCO # 13-11494-01, Code: 41326, Item: 307B**

An open mandatory pre-bid meeting was held for all interested bidders in the conference room of the **Friday Building, Room 128, on March 29, 2016 at 3:00 pm**. The meeting addressed project specific questions, issues, bidding procedures and bid forms.

**1. INTRODUCTIONS:**

A sign-up sheet was circulated.

- A. **Welcome and Introductions:** Mr. Nick Huffman with McGill Associates welcomed all attendees and thanked them for their interest in the Campus Infrastructure Development Phase 2 – East Village Utilities Project.

Mr. Huffman introduced Brian Kugler, PE with the University as the primary Point of Contact for this project with the University.

Mr. Huffman introduced Jennifer Price, PE as the University's Construction Manager and Point of Contact during construction.

Mr. Huffman introduced Dorothy Vick as the University's HUB Coordinator.

- B. **Questions:** Nick Huffman will be the main point of contact for contractors with questions about the project. Please direct questions in writing to [nick.huffman@mcgillengineers.com](mailto:nick.huffman@mcgillengineers.com).
- C. **All questions should be submitted in writing** in accordance with the Notice to Bidders. Project questions must be submitted in writing no later than four (4) days prior to the bid opening (5:00 pm Monday April 4, 2016). Questions submitted after that day and time will not be answered.

**2. MINUTES:**

*Minutes of this meeting (including a list of attendees) will be issued as an addendum and shall become part of the Contract Documents.*

**3. PROJECT OVERVIEW:**

The project consists of the construction of utility infrastructure to support improvements to the East Village sector of campus to include water, telecom, and high voltage electrical services.

The East Village Utilities project will provide looped infrastructure connectivity to UNC Charlotte existing water, electric, and telecommunications facilities.

The scope of this project is to provide an electrical and telecommunications duct bank, stub outs for future improvements, and manholes along the improved section of Martin Village Road in order to provide infrastructure for future facilities within East Village. This is the general scope of the base bid for electrical and telecomm portions of the project. Preferred Alternate E-1 and Alternates E-2 and E-

3 are to provide 15kV pad-mounted switches, 15kV electrical conductors and connections and/or terminations.

The project scope also includes extension of a 12-inch diameter water main along the extent of the Martin Village road improvements with connections at Mary Alexander Road. The waterline also extends from along Mary Alexander to Fretwell Hall. The project scope is also planned to include service laterals along the route of the water main extension for future connections.

Each bidder should visit the project site to become familiar with the project conditions.

#### **4. RECEIPT OF BIDS:**

Sealed proposals will be received by The University of North Carolina at Charlotte, NC, in **Room 385 of the Friday Building** (#35 on the campus map – <http://facilities.uncc.edu/maps>) until **3:00 pm on Tuesday, April 12, 2016** and immediately thereafter publicly opened and read aloud.

Bids shall be honored for a period of **sixty (60)** days from the date of the bid opening.

Bidders are directed to the Notice to Bidders and the Bid Form for specifics on the bidding requirements.

Required documents to be attached to the bid include:

- A. Bid security in amount of five percent (5%) of the Bidder's maximum Bid price in the form of a certified check, bank money order, or a Bid Bond
- B. List of proposed subcontractors
- C. List of proposed suppliers
- D. List of Project References
- E. Identification of Minority Business Participation
- F. State of North Carolina Affidavit A – Listing of Good Faith Efforts (if a subcontract is expected to be issued) **or**
- G. State of North Carolina Affidavit B – Intent to Perform Contract with Own Workforce (if no subcontract is expected to be issued)

#### **5. CONTRACT TIME:**

The construction time frame for this project is **120** calendar days to final project completion. For each day the Contractor has not completed all contract work, the Owner may pursue Contract Liquidated Damages in the sum of **\$500.00** per day. See **Section 001000 - 1.16 ARTICLE 23 - TIME OF COMPLETION, DELAYS, EXTENSIONS OF TIME C. 1.** - for the above.

It is anticipated that the Contract will be awarded in May of this year. The Notice to Proceed will be executed after the Approval of Contracts by the State Construction Office.

#### **6. MINORITY OWNED BUSINESSES:**

The University of North Carolina at Charlotte has a Minority Business Participation program. Information is provided in the bid package and Dorothy Vick the University's HUB Coordinator spoke to the goals and requirements below. A sheet titled "UNC Charlotte "Good Faith Effort" Requirements East Village Utilities was handed out to all attendees and is attached.

- A. In summary, the University’s current goal for minority participation is 10 percent (10%) of the contract amount. Good Faith efforts must be performed at least ten (10) days before the bid opening and must be documented in accordance with the contract. Contractors must perform the required good faith efforts in soliciting minority sub-contractors and any sub-contractors, which are represented as MBE/DBE, must be certified as noted in the contract documents.
- B. HUBSCO website can be utilized to identify “certified” sub-contractors. The website is [www.doa.state.nc.us](http://www.doa.state.nc.us)
- C. An additional website that may be used to search for DBE/MBE contractors is the Vendor link website: <https://www.ips.state.nc.us/ips/vendor/vndpubmain.asp>
- D. The DBE requirements apply to all work disciplines where a potential sub-contract may occur. A contractor does not need to solicit for any work disciplines for which he intends to self-perform.
- E. Please note that the participation goals are “goals only” and not a requirement. Regardless of whether the goals are met, proof of each bidder’s good faith efforts is required.
- F. Documentation of good faith efforts is very important. Please note that per the Contract Documents that failure to comply or properly document good faith efforts is grounds for rejection of the contractor’s bid.

**7. DEMOLITION:**

Special care will be required so that existing structures, sidewalks, pavement, and landscaped areas are not damaged during demolition operations. If they are, they will be restored to pre-construction conditions by the contractor.

**8. SITE ACCESS**

Since construction activities will be underway in areas of heavy public use, special care will be required to maintain functional pedestrian and vehicular traffic in the project area.

**9. OWNER COMMENTS:**

**Jennifer Price, PE**

- A. Site Logics
  - i. Road closures will occur only in the summer months (meaning - not in the Spring or Fall Semesters). All road closures are to be coordinated through Ms. Price.
  - ii. Contractors can work 24 hours per day during the summer months.
  - iii. No construction activities allowed on the following days:
    - a. Graduation – May 13 -14
    - b. Move-In – August 19-21
    - c. No Lane Closures – August 22-26
    - d. Football Games – September 10, 17, October 1, 15, Nov 12, 19
  - iv. David Saunders, SCO electrical inspector’s, normal day on site is Tuesday of each week. Try to plan construction activities that are to be inspected based upon this schedule.
- B. Parking
  - i. Parking will be available in Lot 6 – Contractors to get parking permits.
- C. Storage of equipment

- i. A laydown yard is provided across from Lot 6 on Martin Village Road. Contractor to provide temporary fencing to keep equipment and materials safe in this area.

**Brian Kugler, PE** – No Comments

**10. QUESTIONS:**

- A. **Comment:** Waterline alignment near brick gateway between Cato and Fretwell hall was pointed out to be in a tight location.

**Response:** *McGill will investigate and issue any revised plans based upon investigation into this question.*

- B. **Question:** Were there any site investigations (soil borings) taken near the bore site crossing Mary Alexander?

**Response:** *No borings were taken and excavation is unclassified.*

Mr. Huffman adjourned the meeting.

Respectfully submitted,  
McGILL ASSOCIATES, P.A.



NICK HUFFMAN, PE  
Project Manager

Enclosures: Attendance Sheet  
UNC Charlotte “Good Faith Effort” Requirements East Village Utilities



## ATTENDANCE SHEET

Pre-Bid Meeting  
CAMPUS INFRASTRUCTURE DEVELOPMENT PHASE 2 –  
EAST VILLAGE UTILITIES  
SCO # 13-11494-01, Code: 41326, Item: 307B  
University of North Carolina at Charlotte  
Charlotte, North Carolina

March 29<sup>th</sup>, 2016; 3:00 p.m. local time

Name	Company	Telephone	Email
Nick Huffman	McGill Associates, PA	828-328-2024	nick.huffman@mcgillengineers.com
RJ Mozley	McGill	828. 328. 2024	rj.mozley@mcgillengineers.com
Jennifer Price	UNC Charlotte	704.425.0041	jennifer.price@uncc.edu
TED HARMON	Zoladz Construction	704-363-4854	T2DH@zoladz.com
Kyle Bowker	CAROLINA CONDUIT SYSTEMS	(704)575-8596	KBOWKER@CAROLINACONDUIT.COM
Tray Russell	UNCC ITS	704-687-8602	TRussell@uncc.edu
DOROTHY VICK	UNC CHARLOTTE	704-687-0527	dlvick@uncc.edu
Jody Pinkston	Golden Sands G.C.	804-658-6094	jody.pinkston@goldensandsgc.com
Kevin Threault	Golden Sands G.C.	704-577-1034	Kevin.Threault@goldensandsgc.com



**UNC Charlotte**  
**“Good Faith Effort” Requirements**  
**East Village Utilities**

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 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 recruitment of minority businesses. **Note:** Minority plan rooms are not applicable.  
**Example:** 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.  
**Example:** 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.  
**Example:** 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.  
**Example:** 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.
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.  
**Example:** 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 bidders supplier.  
**Example:** 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.
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.  
**Example:** Provide a copy of joint venture or partnership arrangements between bidder and minority business.

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:**

**Email** the UNC Charlotte HUB Coordinator, Dorothy Vick (704-687-0527), **no later than 12:00 PM Friday, April 1, 2016** at [dlvick@uncc.edu](mailto:dlvick@uncc.edu) (**Email Subject: East Village Utilities**) 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.