



Meeting title: UNC Charlotte Belk Plaza Revitalization – Pre-Bid Meeting

Date: August 17, 2017

Location: Cone University Center, Room 112

Attendance: See sign in sheet attached

Summary:

Agenda Overview

- I. Introductions
- II. Project Scope
- III. Project Manual
- IV. Project Plans
- V. Questions
- VI. Optional Site Walk

I. Introductions

- UNC-Charlotte
- McAdams
- RMF Engineering

II. Project Scope

- Reviewed site location
- Looked at master plan (both Phase 1 and 2)
- Overview of Phase 1 scope (both Base Bid and Add Alternates)
 - demolition of Phase 1 improvement areas - account for necessary measures to tie improvement areas into existing site elements
 - sloped lawn, water fountain feature, paver walkways around the sloped lawn, pavers and site walls at the Event plaza, an enhanced performance space, site lighting, and associated above and below ground utilities.
- Informed potential bidders that landscape and irrigation are not part of bidding scope – to be self-performed by UNCC
- Reviewed Budget
 - Construction Budget: \$1,200,000
 - Overall Project Budget, including soft costs: \$1,500,000
- Reviewed Construction Schedule
 - 130-day construction schedule from Notice to Proceed
 - Estimated start date: mid to late September
 - Estimated completion date: end of January 2018
 - Liquidated damages at \$500/day

III. Project Manual

- Reviewed Bidding Timeline (as noted in Notice to Bidders)
 - Bidders' questions - by 5:00 pm on Thursday, August 24, 2017
 - Final addenda - issued Thursday, August 31, 2017
 - Bid opening – 2:00 pm on Thursday, September 7, 2017.
 - Bidders who do not attend the Bid Opening - bids must be delivered by 12:00 pm on Thursday, September 7, 2017 to Joyce Clay at Capital Projects



- Single Prime Contract
- All General Contractors must have license classification for Building Contractor with unlimited license
- Reviewed forms required for Bid
 - Bid Proposal Form
 - Identification of HUB Certified / Minority Business Participation and Affidavit A or B
 - Bid Bond - Cash or certified check or Surety Bond for 5% of the proposal
- Dorothy Vick (UNC Charlotte HUB Coordinator) reviewed MBE guidelines
 - There is a 10% minimum MBE participation goal
 - “Good Faith Effort” Requirements as provided at the meeting are attached to these minutes and will be provided as part of Addenda #1
 - Ask Dorothy for assistance in finding certified minority firms if needed (requests for assistance must be made via email by 12:00 noon, Thursday August 24th – email dlvick@uncc.edu)
 - See “Good Faith Effort” Requirements attached for more information
 - Last day for GC’s to solicit quotes from minority firms is August 28, 2017
 - Use only the MBE forms as provided in the project manual
 - If quick pay is checked in Affidavit A, GC must comply with quick pay agreements and policies
 - Dorothy will check to verify steps as listed on Affidavit A were taken – make sure documentation is available to verify

IV. Project Plans

- Jennifer Price (UNC Charlotte Construction Manager) reviewed site access
 - There will be strict access control
 - Truck Traffic route is as follows
 - Mallard Creek Church Rd. to Mary Alexander Rd. to Craver Rd. to Library Ln. to S. Library Ln into the site
 - Map of route provided in plans on sheet C-6
 - Deliveries must be before 8:00 am and after 5:00 – all deliveries require flagman
 - No deliveries allowed through traffic circles (Main Entrance or Mary Alexander Rd/Van Landingham Rd.)
 - Only parking allowed on site is superintendent
 - Parking provided off campus at Starlight Theatre – GC responsible for busing labor to the site
 - Jennifer Price to provide parking permits
 - Will be sharing same access route as Academy Complex GC
 - There will be no access to Macy from Belk Plaza during construction
 - Laydown area shall be located off Lot 5 on Martin Village Lane
- Upon contract award, Contractor is required to submit a construction phasing plan that addresses maintenance and protection of pedestrian walkways and access through duration of construction
 - ADA access must be maintained throughout construction
 - Contractor is responsible for bidding any fencing, flagmen, and other applicable construction management elements as necessary to accommodate site access conditions



- Only inspections will be the State Electrical Inspector. University projects do not get inspected by City of Charlotte/Mecklenburg County
- This project will not have a SCO monitor
- No work allowed on home football game days and December Commencement
 - September 16 and 23, October 7 and 21, November 11 and 25, and December 16
- Base bid includes:
 - demo associated with only the area to be improved
 - sloped lawn, water fountain feature, walkways around the sloped lawn, site lighting, and associated above and below ground utilities
 - must account for necessary measures to tie improvement areas into existing site elements.
- Bid Alternates include:
 - **Alternate No. 1: Seat Wall at Sloped Lawn**
 - Description – Work to include the upgrade to brick masonry planter/seat wall around the perimeter of the sloped lawn in lieu of the paver curb edge treatment
 - **Alternate No. 2: Event Plaza**
 - Description: Work to include the addition of hardscape, brick masonry seat walls, and electrical components at the Event Plaza
 - **Alternate No. 3: Performance Space**
 - Description: Work to include the addition of hardscape and electrical components at the Performance Space
 - **Alternate No. 4: Winningham Entry Renovations**
 - Description: Work to include renovation to the entry of Winningham to provide ADA access
 - **Alternate No. 5: Rowe Paver Replacement**
 - Description: Work to include replacement of the yellow pavers in front of Rowe with clay pavers as used elsewhere in the project
- Owner Preferred Brands / Material include:
 - Clay Paver – **Pine Hall Brick**
 - Paver Field: English Edge – Full Range
 - Paver Border: English Edge - Red
 - Brick Freestanding and Retaining Seat Walls – **Pine Hall Brick**
 - Face Brick: Wire Cut – Full Range
 - Cap: Pathway Modular – Full Range
 - Concrete Pavers – **Tectura Designs**
 - Paver Field: Sand Series 24" SQ. – SS-50
 - Paver Border/Band: Sand Series 18"x24" – SS-50
 - Fountain veneer – Natural Stone
 - Veneer: 1 ½" Shawnee Mountain Squared and XL Rustic Ledgestone
 - Cap: 2" Lincoln Creek slab – saw cut top, light chiseled face
 - Skate Stopper – **Skate Stoppers**
 - Potomac T Insert Series – Bronze
 - Pedestrian Light Standard – Match CRI campus pedestrian light standard



- Items with potential long lead times include:
 - Tectura pavers
 - Pedestrian light standards
 - Fountain Feature Pump
 - Fountain Lights
 - Fountain Controller
 - Fountain Equipment Pit
 - Transformer and Panel Boards
 - Code Blue Phone
- Unit Prices Include
 - Unit Price A – Site Rock Excavation
 - Unit Price B – Import Backfill

V. Questions

1. How do we get trucks by Kennedy (corridor between Kennedy and Atkins)? Would bollards/chain be removed?

Answer: Trucks can fit through this corridor and GC would need to work with UNC Charlotte Construction Manager (Jennifer Price) to coordinate construction traffic/access.

2. Are any utilities encased in concrete?

Answer: No.

3. Will you please confirm that items iv, v, vi under “Forms required in Contract” in the pre-bid handout are not required in the bid submission/sealed bids?

Answer: Items iv, v, and vi as listed in the pre-bid agenda handout are not required in the bid submission. See Stand-alone Form of Proposal attached.

4. Is the SS-50 color as specified for the Tectura concrete pavers available? This color is not listed as an option on the website.

Answer: While the SS-50 color is not shown on the Tectura website as a color option for the Sand Series pavers, McAdams confirmed with Bret Lync, (Tectura’s area rep) that SS-50 is a standard, available color. It should also be noted that the 18”x24” is not a size that is listed on the website either, but is an available size for production.

VI. Site walk

- Clarification made during site walk that existing 2-3/4” pavers that are salvageable and in good condition shall be reused.

Attachments:

- Sign in sheet
- Meeting agenda (with edits)
- Stand-alone Form of Proposal (includes forms necessary at bid)
- “Good Faith Effort” Requirements (provided by Dorothy Vick)

UNC Charlotte Belk Plaza Revitalization Pre-Bid Meeting

AGENDA

Thursday

August 17, 2017

2:00pm

**UNCC – Cone
University Center
Room 112**

- **Introductions**
- **Project Scope**
- **Project Manual**
- **Project Plans**
- **Questions**
- **Optional Site Walk**

SCO ID# 16-12864-02A

CODE 41526

ITEM 307

I. Introductions

A. UNC-Charlotte

- Ms. Elizabeth Frere – UNC Charlotte Project Manager
- Ms. Jennifer Price – UNC Charlotte Construction Manager
- Ms. Dorothy Vick – UNC Charlotte HUB Coordinator

B. McAdams

- Ms. Kristen Mansfield, RLA
- Mr. Brandon Plunkett, PE

C. RMF Engineering

- Mr. David DeLoach, PE

D. Sign-in Sheet

II. Project Scope

A. The Belk Plaza is a prominent quadrangle in the oldest part of campus. It is the center of campus life and an important outdoor gathering space for students, faculty, and staff. Previously, the central feature in the plaza was the Belk Tower, an iconic landmark for UNC Charlotte for over 40 years. Removal of the tower sparked revitalization efforts for the entire plaza to create a dynamic outside environment for rest, study, reflection, and conversation. Revitalization efforts focus on improving campus pedestrian and bike circulation, creating defined spaces within the plaza, constructing a new iconic water feature and gathering lawn, and updating the area with plant materials that will be easier and less costly to maintain. Work includes the demolition associated with only the areas to be improved and should account for necessary measures to tie improvement areas into existing site elements. Improvement areas (both base bid and alternates) generally include the sloped lawn, water fountain feature, paver walkways around the sloped lawn, pavers and site walls at the Event plaza, an enhanced performance space, site lighting, and associated above and below ground utilities.

B. Budget

- Construction Budget: \$1,200,000
- Overall Project Budget, including soft costs: \$1,500,000

C. Construction Schedule:

- 130-day construction schedule from Notice to Proceed
- Estimated start date: mid to late September
- Estimated completion date: end of January 2018
- Liquidated damages at \$500/day

III. Project Manual

A. Notice to Bidders

- Bidding Timeline (noted in Notice to Bidders):
 - i. Bidders' questions - will be entertained in writing until **5:00 pm on Thursday, August 24, 2017**
 - ii. Final addenda - will be issued **Thursday, August 31, 2017** to all plan holders/bidders of record
 - iii. Sealed proposals received & bid opening – sealed bids opened **2:00 pm on Thursday, September 7, 2017**. Bidders who do not attend the Bid Opening need to ensure their sealed bids are delivered no later than **12:00 pm on Thursday, September 7, 2017**
- Single Prime Contract
- All General Contractors must have license classification for Building Contractor with unlimited license
- Forms required ~~in Contract~~ **for Bid**
 - i. Bid/Acceptance Form
 - ii. Identification of HUB Certified / Minority Business Participation and Affidavit A **or** B ~~C, D~~
 - iii. Bid Bond - Cash or certified check or Surety Bond for 5% of the proposal
 - ~~iv. Form of Construction Contract~~
 - ~~v. Form of Performance Bond – Performance Bond will be required for 100% of the contract price~~
 - ~~vi. Form of Payment Bond – Payment Bond will be required for 100% of the contract price~~

B. Minority Business Enterprise Guidelines – Dorothy Vick, UNC Charlotte HUB Coordinator

IV. Project Plans

A. Access to the Site - Jennifer Price University Construction Manager

- Truck Traffic
- Parking Permits – to be coordinated through University Construction Manager

B. Laydown Area

C. Base Bid

D. Bid Alternates

- **Alternate No. 1: Seat Wall at Sloped Lawn**
Description – Work to include the upgrade to brick masonry planter/seat wall around the perimeter of the sloped lawn in lieu of the paver curb edge treatment
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- **Alternate No. 5: Rowe Paver Replacement**
Description: Work to include replacement of the yellow pavers in front of Rowe with clay pavers as used elsewhere in the project

F. Owner Preferred Brands / Materials

- Clay Paver – **Pine Hall Brick**
 - i. Paver Field: English Edge – Full Range
 - ii. Paver Border: English Edge - Red
- Brick Freestanding and Retaining Seat Walls – **Pine Hall Brick**
 - i. Face Brick: Wire Cut – Full Range
 - ii. Cap: Pathway Modular – Full Range
- Concrete Pavers – **Tectura Designs**
 - i. Paver Field: Sand Series 24" SQ. – SS-50
 - ii. Paver Border/Band: Sand Series 18"x24" – SS-50
- Fountain veneer – Natural Stone
 - i. Veneer: 1 ½" Shawnee Mountain Squared and XL Rustic LedgeStone
 - ii. Cap: 2" Lincoln Creek slab – saw cut top, light chiseled face
- Skate Stopper – **Skate Stoppers**
 - i. Potomac T Insert Series – Bronze
- Pedestrian Light Standard – Match CRI campus pedestrian light standard

G. Unit Prices:

- Unit Price A – Site Rock Excavation
- Unit Price B – Import Backfill

V. Questions

VI. Optional site walk

FORM OF PROPOSAL

Belk Plaza Revitalization

University of North Carolina at Charlotte

SCO-ID # 16-12864-02A

Contract: _____

Bidder: _____

Date: _____

The undersigned, as bidder, hereby declares that the only person or persons interested in this proposal as principal or principals is or are named herein and that no other person than herein mentioned has any interest in this proposal or in the contract to be entered into; that this proposal is made without connection with any other person, company or parties making a bid or proposal; and that it is in all respects fair and in good faith without collusion or fraud. The bidder further declares that he has examined the site of the work and the contract documents relative thereto, and has read all special provisions furnished prior to the opening of bids; that he has satisfied himself relative to the work to be performed. The bidder further declares that he and his subcontractors have fully complied with NCGS 64, Article 2 in regards to E-Verification as required by Section 2.(c) of Session Law 2013-418, codified as N.C. Gen. Stat. § 143-129(j).

The Bidder proposes and agrees if this proposal is accepted to contract with the State of North Carolina through the University of North Carolina - Charlotte

in the form of contract specified below, to furnish all necessary materials, equipment, machinery, tools, apparatus, means of transportation and labor necessary to complete the construction of

the work associated with the renovation of Belk Plaza Phase I including the new hardscape, exterior fountain, lighting, and associated improvements.

in full in complete accordance with the plans, specifications and contract documents, to the full and entire satisfaction of the State of North Carolina, and the

UNC – Charlotte and McAdams Company, 3436 Toringdon Way, Suite 110, Charlotte, NC 28277

with a definite understanding that no money will be allowed for extra work except as set forth in the General Conditions and the contract documents, for the sum of:

SINGLE PRIME CONTRACT: _____

Base Bid: _____ Dollars(\$)

General Subcontractor:
_____ Lic _____

Plumbing Subcontractor:
_____ Lic _____

Mechanical Subcontractor:
_____ Lic _____

Electrical Subcontractor:
_____ Lic _____

GS143-128(d) requires all single prime bidders to identify their subcontractors for the above subdivisions of work. A contractor whose bid is accepted shall not substitute any person as subcontractor in the place of the subcontractor listed in the original bid, except (i) if the listed subcontractor's bid is later determined by the contractor to be non-responsible or non-responsive or the listed subcontractor refuses to enter into a contract for the complete performance of the bid work, or (ii) with the approval of the awarding authority for good cause shown by the contractor.

ALTERNATES:

Should any of the alternates as described in the contract documents be accepted, the amount written below shall be the amount to be "added to" the base bid.

Alternate No. 1 (Brick masonry planter/seat walls around sloped lawn: C-2AA, C-3AA, C-4AA, C-5AA, C-7AA, EC-1AA, EC-2AA, ED-1AA, E-1AA, E-1.1AA, E-2AA, E-5AA, E-6AA, E-7AA)

(Add) _____ Dollars(\$)

Alternate No. 2 (Hardscape, brick masonry seat walls, and electrical components at the Event Plaza: C-2AA, C-3AA, C-4AA, C-5AA, C-7AA, EC-1AA, EC-2AA, ED-1AA, E-1AA, E-1.1AA, E-2AA, E-5AA, E-6AA, E-7AA)

(Add) _____ Dollars(\$)

Alternate No. 3 (Hardscape and electrical components at the Performance Space: C-2AA, C-3AA, C-4AA, C-5AA, C-7AA, EC-1AA, EC-2AA, ED-1AA, E-1AA, E-1.1AA, E-2AA, E-5AA, E-6AA, E-7AA)

(Add) _____ Dollars(\$)

Alternate No. 4 (Renovation to the entry of Winningham: C-2AA, C-3AA, C-4AA, C-5AA, C-7AA, EC-1AA, EC-2AA, ED-1AA, E-1AA, E-1.1AA, E-2AA, E-5AA, E-6AA, E-7AA)

(Add) _____ Dollars(\$)

Alternate No. 5 (Replacement of the yellow pavers in front of Rowe with clay pavers: C-2AA, C-3AA, C-4AA, C-5AA, C-7AA, EC-1AA, EC-2AA, ED-1AA, E-1AA, E-1.1AA, E-2AA, E-5AA, E-6AA, E-7AA)

(Add) _____ Dollars(\$)

ALLOWANCES:

Included in the allowance are all costs associated with removal of the material off site and replacement of such material with acceptable borrow material.

Allowance No. 1 (Quantity allowance) Include 150 cubic yards of site rock excavation, as defined in Section 312000 – Earth Moving, in the base bid.

(Add) _____ Dollars(\$)

UNIT PRICES

Unit prices quoted and accepted shall apply throughout the life of the contract, except as otherwise specifically noted. Unit prices shall be applied, as appropriate, to compute the total value of changes in the base bid quantity of the work all in accordance with the contract documents.

GENERAL CONTRACT:

No. 1 <u>Site Rock Excavation</u>	<u>CY</u>	Unit Price (\$)	_____
No. 2 <u>Import Backfill</u>	<u>CY</u>	Unit Price (\$)	_____

The bidder further proposes and agrees hereby to commence work under this contract on a date to be specified in a written order of the designer and shall fully complete all work thereunder within the time specified in the Supplementary General Conditions Article 23. Applicable liquidated damages amount is also stated in the Supplementary General Conditions Article 23.

MINORITY BUSINESS PARTICIPATION REQUIREMENTS

Provide with the bid - Under GS 143-128.2(c) the undersigned bidder shall identify **on its bid** (Identification of Minority Business Participation Form) the minority businesses that it will use on the project with the total dollar value of the bids that will be performed by the minority businesses. **Also** list the good faith efforts (Affidavit **A**) made to solicit minority participation in the bid effort.

NOTE: A contractor that performs all of the work with its own workforce may submit an Affidavit (**B**) to that effect in lieu of Affidavit (**A**) required above. The MB Participation Form must still be submitted even if there is zero participation.

After the bid opening - The Owner will consider all bids and alternates and determine the lowest responsible, responsive bidder. Upon notification of being the apparent low bidder, the bidder shall then file within 72 hours of the notification of being the apparent lowest bidder, the following:

An Affidavit (**C**) that includes a description of the portion of work to be executed by minority businesses, expressed as a percentage of the total contract price, which is equal to or more than the 10% goal established. This affidavit shall give rise to the presumption that the bidder has made the required good faith effort and Affidavit **D** is not necessary;

* **OR** *

If less than the 10% goal, Affidavit (**D**) of its good faith effort to meet the goal shall be provided. The document must include evidence of all good faith efforts that were implemented, including any advertisements, solicitations and other specific actions demonstrating recruitment and selection of minority businesses for participation in the contract.

Note: Bidders must always submit **with their bid** the Identification of Minority Business Participation Form listing all MB contractors, vendors and suppliers that will be used. If there is no MB participation, then enter none or zero on the form. Affidavit A **or** Affidavit B, as applicable, also must be submitted with the bid. Failure to file a required affidavit or documentation with the bid or after being notified apparent low bidder is grounds for rejection of the bid.

Proposal Signature Page

The undersigned further agrees that in the case of failure on his part to execute the said contract and the bonds within ten (10) consecutive calendar days after being given written notice of the award of contract, the certified check, cash or bid bond accompanying this bid shall be paid into the funds of the owner's account set aside for the project, as liquidated damages for such failure; otherwise the certified check, cash or bid bond accompanying this proposal shall be returned to the undersigned.

Respectfully submitted this day of _____

(Name of firm or corporation making bid)

WITNESS:

By: _____

Signature

(Proprietorship or Partnership)

Name: _____

Print or type

Title _____

(Owner/Partner/Pres./V.Pres)

Address _____

ATTEST:

By: _____

License No. _____

Title: _____
(Corp. Sec. or Asst. Sec. only)

Federal I.D. No. _____

Email Address: _____

(CORPORATE SEAL)

Addendum received and used in computing bid:

Addendum No. 1 _____ Addendum No. 3 _____ Addendum No. 5 _____ Addendum No. 6 _____

Addendum No. 2 _____ Addendum No. 4 _____ Addendum No. 6 _____ Addendum No. 7 _____

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:

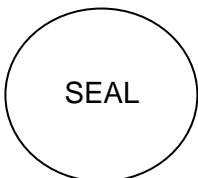
Bidders must earn at least 50 points from the good faith efforts listed for their bid to be considered responsive. (1 NC Administrative Code 30 I.0101)

- 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

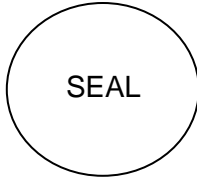
The Bidder agrees to provide any additional information or documentation requested by the owner in support of the above statement. The Bidder agrees to make a Good Faith Effort to utilize minority suppliers where possible.

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 _____

UNC Charlotte
“Good Faith Effort” Requirements
Belk Plaza Revitalization

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 University of North Carolina Construction Contracts***

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 Noon, Thursday, August 24, 2017 to dlvick@uncc.edu (Email Subject: Belk Plaza Revitalization) 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.