

ADDENDUM NUMBER ONE

Date: March 8, 2018

From: McAdams

Re: **UNC Charlotte Parking Lot 8 Expansion**
Charlotte, North Carolina
SCO #: 17-17177-01
McAdams Project #: CLT-17010

NOTICE TO BIDDERS:

Bidder is hereby notified that this Addendum shall become a part of the Contract Documents, and shall be attached to the Project Manual for the Project.

The bidder shall ensure that his Sub-Bidders are in full receipt of the information contained herein.

ADDENDA ITEMS:

MISCELLANEOUS

(4) ITEMS

MISCELLANEOUS

1. The sign in sheet from the 3/6/18 pre-bid meeting is included in this addendum.
2. The meeting agenda from the 3/6/18 pre-bid meeting is included in this addendum.
3. The University's "Good Faith Effort" Requirements have been included in this addendum.
4. The University has elected to remove all parking lot striping and wheel stop installation from this project. Please remove costs for furnish and install of these items from your bid accordingly. The University will complete this work near the end of construction, coordination will be required to accommodate this work during the project construction schedule as noted in the Project Manual.

**The John R. McAdams
Company, Inc.**

Raleigh / Durham, NC
2905 Meridian Parkway
Durham, North Carolina 27713
(919) 361-5000

Charlotte, NC
3436 Toringdon Way
Suite 110
Charlotte, North Carolina 28277
(704) 527-0800



MCADAMS

UNC Charlotte Parking Lot 8 Expansion - Sign In Sheet

	Company	Name	Phone	Email
1	Global Team Electric	Darnel Lee	704 277-3948	globalteamelectric@gmail.com
2	Troy Russell			
3	UNCC ITS	Troy Russell	704-687-8602	TRussell@uncc.edu
4	UNCC PETS	Nancy Smith	704-687-8276	nsmith@uncc.edu
5	UNCC Business Services	Dorey Averati	704-687-8653	Daverati@uncc.edu
6	Pedulla Excavation	John Cecere	704-746-6523	john@pedullaexcavation.com
7	ZOLADZ CONSTRUCTION	KURT GILESUE	770.231.6019	KURT@ZOLADZ.COY
8	UNC CHARLOTTE	Dora Klackers	704-687-0523	dwaite22@uncc.edu
9	UNC CHARLOTTE	DOROTHY VICK	704-687-0527	d1vick@uncc.edu
10	UNC CHARLOTTE	DOUG WALTER	704-687-	dwalter5@uncc.edu
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				
26				
27				
28				



MCADAMS

UNC Charlotte Parking Lot 8 Expansion - Sign In Sheet

	Company	Name	Phone	Email
1	McAdams	Cory George	704-527-0800	George@mcadams.co.com
2	Heartland Contracting	Ron Warren	704-882-3004	Warren@heartlandnc.com
3	Dave DeLoach RMF Eng.	Dave DeLoach	704-532-0383	david.deLoach@rmf.com
4	GRIFFINS GRADING Co. HOLLY CONSTRUCTION	TIM DISKRELOS	704.400.4032	GRIFFINW9@AOL.COM
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				
26				
27				
28				

PRE-BID MEETING AGENDA

Project Name: UNC Charlotte Parking Lot 8 Expansion

SCO #: 17-17177-01

Location of Meeting: UNC Charlotte
Cone Center, Room 11A
Building #5 on Campus Map

I. 3:00–3:30 pm: Project Scope, Procedures Information, and Schedule

- 1. Introductions:** Introduce Designers, Owner and attendees; circulate sign-in sheet, purpose of conference is to go over bidding procedures and requirements.
 - a. Design Firm: The John R. McAdams Company, Inc.**
Representative: Cory George, PE, PLS
Phone number: 704-527-0800
e-mail: george@mcadamsco.com

Designer's Consultants:
Electrical Designer: RMF
Representative: David Deloach, PE

Geotechnical Engineer: S&ME
Representative: Kristen Hill, PE
 - b. UNC Charlotte Project Manager: Brian Kugler, PE**
 - c. UNC Charlotte Construction Manager: Doug Walters**
 - d. UNC Charlotte HUB Coordinator: Dorothy Vick**
- 2. Project Location:** University of North Carolina at Charlotte
Approximately 8890 Alumni Way, adjacent to existing Lot 8 and Admissions Building (under construction)
Charlotte, NC 28223
- 3. Form of Bids:** Formal, Single Prime
- 4. Brief Overview of Documents:**
 - a. Project Description:** The project consists of the expansion of an existing parking lot, referred to as Lot 8 Expansion, and the creation of a new parking lot adjacent to the under-construction Admissions Building. Both project sites entail selective demolition, construction of parking lot features such as concrete sidewalks, curb and gutter, and utilities such as stormwater and electrical. Permanent Landscaping will be handled by the University, but temporary/permanent stabilization will still be required in accordance with the Erosion Control Permit.
 - b. Drawings:** There is 1 set of drawings titled "UNC Charlotte – Parking Lot 8 Expansion" dated February 22, 2018 and labeled "BID SET – NOT RELEASED FOR CONSTRUCTION" in the lower right-hand corner of the cover sheet.
 - c. Project Manual / Specifications:** One volume titled "UNC Charlotte Parking Lot 8 Expansion – Project Manual" dated February 22, 2018.
 - d. There are four alternates:**
 - 1. Owner Preferred Brand Alternate #1:** Provide Pine Hall Brick Company, English Edge

- Pavers as indicated in the UNCC Design and Construction Manual, Section 02-32 Exterior Improvements and in Annex F.
2. Alternate #2: In lieu of Flexible Pavement (Asphalt), provide Rigid Pavement (Concrete) for the entire proposed 61 space parking lot adjacent to the Admissions Building.
 3. Alternate #3: In lieu of striping, provide Curb and Gutter islands, irrigation boxes and PVC pipe as shown on sheets C-2A and C-3A.
 4. Alternate #4: Bid site as an unclassified excavation with all rock or other unexpected materials encountered in the site work the responsibility of the Contractor, and to be disposed of off-site at no change in the contract cost.
- e. At the close of the Pre-Bid an Owner Preferred Brand Alternate meeting will be held to discuss Alternate
- **Note to Bidders – when completing the alternates,**
 - A. **If an alternate is left blank, it will be considered non-responsive.**
 - B. **"0", "N/A", or "N/C" (and similar) are considered a "\$0.00" add to base bid**
5. **Forms Required for Bids:**
- a. Form of Proposal
 - b. Bid Security – 5% of the proposal (i.e. bid) amount
 - Cash, or a cashier's check, or a certified check on some bank of trust company insured by the FDIC **OR**
 - Bid Bond – form provided in Project Manual and shall be included in bid documents, executed by a surety company licensed under the laws of North Carolina
 - c. MBE Forms
 - Forms to be submitted with bid, **"Identification of Minority Business Participation" AND either Affidavit A or Affidavit B** (if contractor performs all of the work with its own work force).
 - Goal: 10%
 - d. Owner reserves the right to reject any or all bids for any reason.
 - e. Proposals shall be valid for 150 calendar days from Bid Opening.
6. **Performance and Payment Bond:** Required of successful bidder at 100% of contract amount, forms are bound in the Project Manual.
7. **Contract Documents:**
- a. Insurance Certificates as required in General Conditions
 - b. Instructions to Bidders and General Conditions of the Contract, and Supplementary General Conditions – all contained within the Project Manual.
 - c. Construction Documents (Drawings and Project Manual), Addenda.
8. **Bid Opening: Bid Opening Location and Date:** The Bid Opening meeting will be held at 3:00pm on Tuesday, March 20, 2018 at the Cone Center, Room 112. Bids will then be immediately opened and publicly read aloud. Bidders who do not wish to attend the Bid Opening Meeting shall have their proposals delivered to UNC Charlotte Facilities Management (see Notice to Bidders) by 2:00pm on Tuesday March 20, 2018. Bids not received by the time noted herein will not be considered unless by Designer or Owner discretion.
9. **LEED Requirements:** This project does not require LEED documentation.

- 10. Construction Schedule:**
 - a. Estimated Duration: 122 consecutive calendar days
 - b. Anticipated Start Date: August 15, 2018
 - c. Anticipated Completion Date: December 15, 2018
 - d. Please read schedule section in Supplementary General Conditions for full explanation.
 - e. Upon formal execution of the Contract, the successful Contractor will be issued a Notice to Proceed to commence field work.

- 11. See Instructions to Bidders for withdrawing bids:** Generally, bids cannot be withdrawn for a period of 30 days following receipt of bids, except under the provisions of General Statue 143-129.1.

- 12. Addendum:**
 - a. Last addendum will be issued no later than 7 days prior to bid date which will be 3:00 PM, March 13, 2018.
 - b. All questions for designer must be submitted in writing by 5:00pm on Friday March 9, 2018.
 - c. All addenda must be acknowledged on bid form.

- 13. Conflicts in and Between the Construction Documents:** Refer to General Instructions of the Supplementary General Conditions. That which is shown on the drawings or called for in the specifications shall be binding as if it were both called for and shown. In case of discrepancy or disagreement in the Contract Documents, the order of precedence shall be: Form of Contract, specifications, large-scale detail drawings, small-scale drawings.

- 14. Communications:**
 - a. All questions shall be directed in writing to the Designer unless the Designer states otherwise. Do not ask questions directly to Designer's consultants or Owner. Answers will be included in Addendum. Bidders are not to rely on verbal responses; no verbal response is official or binding until and unless it is reduced to writing in an addendum.
 - Primary Contact: Cory George, PE, PLS george@mcadamsco.com

- 15. Owner's Comments/Requirements:**
 - a. Be aware of requirements to keep Parking Lot 8 open for public use during project.
 - b. Be aware of working hours.
 - c. Be aware of dates when work is disallowed.
 - d. Temporary construction fencing must include visual screening
 - e. Contractors shall be sensitive to ongoing academic and business practices, including home football games.
 - f. Storage of materials is limited to project areas.
 - g. There is a zero-tolerance harassment policy in place. If contractor personnel are accused of harassment of any kind, they will be required to leave the job site and not return.
 - h. Documentation of existing conditions prior to commencing work:
 - Contractors will be held responsible for any damages they cause to the site or other adjacent items. It is suggested that the condition of the staging area and adjacent areas be documented prior to commencing work.
 - i. Dust and debris control is entirely the responsibility of the contractor. They are also responsible for prompt clean-up of any dust and debris along the path to the site and adjacent roadways.
 - j. Securing job site – the contractor shall secure the work area to keep curious staff and students from entering the work areas.

- k. Utility outages are subject to prior notice requirements as identified in the specifications and will need to be coordinated in advance with owner.
- l. The college shipping and receiving personnel will not sign or accept shipments for the contractor due to liability reasons. Contractor must have someone on site to accept their deliveries.

II. 3:30-3:45 pm: Questions/General Discussion

III. 3:45-4:30 pm: Project Site Tour:

- 1. **Site Visit – Today is the only guided site visit.**

Link for UNCC Design and Construction Manual: <https://facilities.uncc.edu/our-services/business-related-services/facilities-planning/design-and-construction-manual>

UNC Charlotte
“Good Faith Effort” Requirements
(Parking Lot 8 Expansion)

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 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 recruitment of minority businesses. **Note:** Minority plan rooms are not applicable.
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 bidders 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 <http://www.doa.nc.gov/hub/searchhub.aspx> for access to the SWUC Vendor database.

Assistance:

Email (Email Subject: **UNC Charlotte Parking Lot 8 Expansion**) the UNC Charlotte HUB Coordinator, Dorothy Vick (dlvick@uncc.edu) no later than **10:00 AM Friday, March 9, 2018** 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.