CONTRACTOR MEETING

Date: 10/10/2023

Organizer:	Sean Rask	Subject:	Pre-Bid Meeting
Location:	Duke Centennial Hall - Room 106A	Time:	10/10/2023 - 9:00 AM
Attendees:	byusuf@charlotte.edu, filipp.luzanov@msssolutions.com, joe.shelley@se.com, lpage@TEAM- mech.com, paularmstrong.amsi@outlook.com, Sean Rask (RMF Engineering, Inc., PC), steve.hefner@ecscontrols.net, thartma5@charlotte.edu, wfinley@uncc.edu		
CC:	Avery Monroe (RMF Engineering, Inc., PC)		
Project Notices:			

MEETING MINUTES	
Actual Start Date:	10/10/2023 9:00 AM

Minutes

- 1. The purpose of the meeting is to provide perspective bidders an opportunity to get more information about the project.
- 2. Introductions.
- 3. Project Scope:
 - Upgrade the existing pneumatic control devices to electric.
 - Upgrade existing LON network control devices to BACnet.
 - Provide full-building waterside and airside test and balance.
- 4. Bidding Requirements: Single prime bidding of an informal project. In accordance with the NC Department of Administration's State Construction Office. The contract is included in the project manual.
- 5. The single prime bidder may be a general contractor or mechanical contractor.
- 6. Minority participation is encouraged. Make sure the appropriate forms are submitted with the bid.
- 7. The time of completion is currently three hundred and seventy (370) days from the date in 'Notice to Proceed' letter. The contractors shall notify RMF if equipment lead times warrant a longer construction period.
- The bid opening will be on October 31, 2023 at 2:00 pm in the Facilities Management (Building #55) Room 206. Mailed bids must be received by 8:00am on bid day.
- 9. The last day for questions will be <u>October 19, 2023 at 5:00 pm</u>. All questions should be emailed to <u>sean.rask@rmf.com</u>.
- 10. The building will be occupied during construction.
- 11. Normal working hours will be from 8:00 am to 5:00 pm, but these times are flexible as long as it is coordinated with UNCC. Hours may be adjusted as requested in writing by the contractor.
- 12. Parking will be available for two vehicles.
- 13. Smoke (including E-cigarettes) will only be allowed in designated areas fifty (50) feet away from the buildings.
- 14. All utility shut downs will require 2-week notice.
- 15. Bid bond, performance bond and payment bond are all required.
- 16. Contractors will be allowed to use the restrooms in the building; however, if the rooms are not kept clean, the privilege will be taken away and portable toilets will have to be provided by the contractor.
- 17. All contractors must wear a company shirt when on site.
- 18. Additional Comments:
 - 1. Ceiling tiles shall be replaced if damaged during removal/re-installation.

- 2. TCV replacement will require a 2-week shut-down notice.
- 3. Back-up ACC serving the Metrology Lab will need to be running when chilled water system from RUP is taken off-line.
- 19. Questions:
 - 1. What is the construction budget?
 - Answer: The construction budget is \$600,000.
 - Can a controls contractor bid directly?
 Answer: Per the Notice To Bidders, single prime contracts are required which allows any contractor to be deemed a "GC" as long as they are licensed as such.
 - Are there any liquidated damages?
 Answer: Per the Supplemental General Conditions, Section 1.14, for each day in excess of the contract duration, the contractor shall pay to the owner, the sum of \$500.00 per calendar day until completion.
 - Specification Section 230923-46 Networks. The networks listing for application specific and programmable controllers doesn't list BACnet MSTP, but does list IP, Ethernet, etc. Just clarifying that MSTP or BACnet/IP is what you're looking for. Answer: MSTP or BACnet/IP is preferred.
 - Specification Section 230923-59 Maintenance Management Software. I'd guess the University already has this in place, but don't want to assume. Is this carryover from another spec?
 Answer: The University has this in place.
 - Specifications Section 230923-75 Electric Power Demand Limiting. Are there power monitors already in the building? Could this be carryover from another spec as well? Answer: Power monitors are already in the building.
 - 7. Drawing M001 Note 3 mentions moving Schneider MODBUS integrations. Is this from the boilers or another device. I don't see a listing of those devices yet. Answer: The Metrology Lab is controlled with an iNet system that communicates with the BMS via an iNet to MODBUS interface. The JACE unit would relay the MODBUS inputs to the BMS system. There are also power meters that communicate via MODBUS that will need to be migrated over.
 - 8. Drawing M001 Note 6 mentions new temp sensors will have no display, only setpoint adjust while 230923-38 Par. C says they are to have temperature display. Which does the University prefer?

Answer: Temperature sensors shall have no display.

- 9. Drawing M001 Note 8 Says exposed wire in Conduit. 230923-96 Says all Class 2 wiring is in Conduit. I did see short sections of control cabling leaving junction boxes and going to controllers, valve actuators, and possibly other devices. Will the FMCS Contractor be required to bring those instances up to the specification? Will we be allowed to run the new network in the same conduit as the old, provided it doesn't exceed maximum capacity? Answer: All exposed wire shall be installed in conduit, however, short sections of control cabling leaving junction boxes and going to controllers, valve actuators and possibly other devices does not need to be in a conduit. Running the network in the same conduit as the old,
- provided it doesn't exceed maximum capacity is acceptable.
 10. Please confirm which control valve bodies are to be changed out note on drawings indicate "all control valves indicated in Bold shall be replaced" on drawings they all appear to be the same.
- 11. Answer: Only the control valve bodies for the TCV's (Drawing Note 2) and 3-way control valves (Drawing Note 3) shall be replaced.
- 12. Confirm that all flow meters and AFMS will be reused. Answer: All flow meters and AFMS will be reused.



- 13. Specs say 370 day construction schedule but bid form states 270 days which is correct? Answer: The construction duration is anticipated to be 370 days.
- 14. Confirm that project scope includes only the HVAC equipment/controls shown on pages M601-M607.

Answer: The project scope only includes the HVAC equipment/controls shown on pages M601-M607.

- 15. The copy of Prebid notes you sent includes your notes at bottom re:
 - HW package pump replace
 - VFD's new HW Pump

Answer: An addendum will be included to incorporate the electrical scope for the new VDFs and HW pump package.

20. These minutes represent Addendum #1 and includes the Addendum #1 electrical drawings.

These minutes are a summary and the writer's interpretation of the proceeding and are not a transcript. Any changes or clarifications shall be forwarded to the writer within five (5) days of issue. Unless changes are forwarded, we must assume that all participants are in basic agreement with the above minutes and they will be recorded in the official record.