CONTRACTOR MEETING

Date: 11/15/2023

Organizer:	Avery Monroe	Subject:	Pre-Bid Meeting
Location:		Time:	11/15/2023 - 2:00 PM
Attendees:	Christina Caldwell (RMF Engineering, Inc., PC), Mark Fasser (Heartland Contracting), Avery Monroe (RMF Engineering, Inc., PC), wfinley@uncc.edu		
CC:	Benjamin Coy (RMF Engineering, Inc., PC), Harry Kollm (Biloba Architecture), Ian Patrick (Biloba Architecture), Harrison Law (RMF Engineering, Inc., PC)		

Project Notices:

Actual Start Date:	11/15/2023 2:00 PM

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 fire alarm systems in Fretwell.
 - Upgrade fire alarm system in Memorial Hall.
 - Upgrade fire alarm system, replace fire pump and install fire sprinkler system in Reese. The fire protection contractor is responsible for designing the system.
- 4. Bidding Requirements: Single prime bidding of a formal project. In accordance with the UNC System Office and NC Department of Administration's State Construction Office. The contract is included in the project manual.
- 5. A bid bond is required.
- 6. The single prime bidder may be a general contractor or fire protection contractor.
- 7. Minority participation is encouraged. Make sure the appropriate forms are submitted with the bid.
- The time of completion is currently three hundred (300) days from the date in 'Notice to Proceed' letter. The contractors shall notify RMF if equipment lead times warrant a longer construction period.
- 9. The bid opening will be on <u>December 7, 2023 at 3:00 pm</u> at UNCC Facilities Management (Building #55 Room 206), 9151 Cameron Boulevard, Charlotte, NC 28223.
- 10. Mailed bids must be received by UNC Facilities Management by 8:00 am on bid day. After that time all bids must be delivered to the bid opening location in the office of Facilities Management Building #55..
- 11. The last day for questions will be **November 30, 2023 at 5:00 pm**. All questions shall be emailed to <u>avery.monroe@rmf.com</u>.
- 12. We are awaiting approval from the State Construction Office and will release the bid documents once we have received approval. If approval is delayed, we will issue an addendum extending the bid opening.
- 13. Fretwell and Memorial will be occupied during construction.
- 14. Reese may be phased to allow for un-occupying a floor at a time for construction.
- 15. 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 the owner. Hours may be adjusted as requested in writing by the contractor.
- 16. Parking will be available for limited vehicles.



- 17. Smoking (including E-cigarettes) is prohibited in all University buildings. Smoking will only be allowed in designated areas one hundred (100) feet away from any University buildings.
- 18. All utility shutdowns will require one week (5 business days) notice. Three (3) buildings will be impacted when the water service valve is replaced.
- 19. Bid, performance and payment bonds are required.
- 20. 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.
- 21. All contractors must have proof of identification/employment displayed at all times while on campus.
- 22. Interested bidders may tour the buildings by scheduling an appointment with UNCC's Project Manager, William (Bill) Finley. He can be reached at 980-392-7256 (m). Site visits can be accommodated (except for 11/23 and 11/24) from November 16, 2023 to November 29, 2023, 8:00am to 5:00pm. It is important that interested bidders visit the building to become familiar with the existing conditions.
- 23. Questions?
 - Can preliminary drawings be shared? Yes, we will share those now and will provide access to signed drawings early next week.
 - Are there liquidated damages? Yes. 300 days has be allocated for construction. Liquidated damages are \$500/day.
 - Are there any preferred brand alternates? No. however, the existing fire alarm systems are Simplex/JCI.

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.