

University of North Carolina at Charlotte AGENDA

PRE-BID CONFERENCE

Atkins Air Handler
SCO ID#: 18-18334

October 24, 2018 @ 2:00 PM
UNC Charlotte
FMPPS, Room 119

1. Introduction

- A. Project Name: Atkins Air Handler
- B. Introduction of Personnel (Project Team Members)
- C. Introduction of Attendees
- D. Attendance List (Please sign in)

2. Bid Procedures

- A. General Information
 - 1. Single Prime
 - 2. Bid Date – Thursday, November 8, 2018 – 2:00 p.m.
 - 3. Delivery in person – FMPPS, Room 119 (building #55a on campus map)
 - 4. Delivery by mail – Facilities Management/Police Building, 2nd Floor – Capital Projects, 9151 Cameron Boulevard, Charlotte, NC 28223 (by 1:00pm, October 8, 2018)
 - 5. Opening of Bids
- B. Bid Submission – See Instructions to Bidders
 - 1. Bid Documents (Plans and Specs)
 - In Plan Rooms (Construct Connect, Dodge Data and Analytics and Metrolina Minority Contractors Association)
 - Architect – Electronic set – see notice to bidders for request procedure
 - Architect – Full sets for Prime Contractors for refundable \$30.00
 - 2. Bid Forms
 - Form of Proposal
 - Identification of HUB/ Minority Participation
 - MBE Form – Either A or B
 - Bid Security (5% bid bond, cash or certified check)

3. MBE Participation

- A. Project Goal – ~~15%~~ 10% or greater (Dorothy clarified during the pre-bid that the goal for the project was only 10%, in lieu of the previously stated 15%).
- B. Forms submitted with Bid (as per above)
- C. Forms submitted prior to Award (forms C or D)

4. Schedule

- A. Award of Bids – 2-3 weeks following bid opening
- B. Notice of Intent to Award – 1 week following bid opening
- C. Notice to Proceed - TBD
- D. Construction Time – 224 Calendar Days (LDs of \$500 per calendar day after day 224).

5. Substitutions / Bid Clarifications

- A. Substitutions – Follow procedures in Instructions to Bidders.
- B. RFIs – Submit electronically in writing to Designer (lmcwilliams@mcveighmangum.com)
- C. Addenda – Respond by Addenda (Last one being 7 days prior to bid opening)

6. Project Scope

- A. Project Scope



- B. Alternates
- C. Allowances

7. Questions

The following is a summary of questions asked during the pre-bid:

- A. Site Access – Access to the site shall be from Mallard Creek Church Rd to Mary Alexander to Craver Rd and then up Library Lane. There will be limited on-site parking available to contractors. This will be clarified in the first addendum.
- B. Unit Prices – Currently unit prices for piping insulation do not specify the type and thickness that the contractor is to include. This will reviewed and clarified in the first addendum, if necessary.
- C. Hot Work Permit – If welding equipment or plasma torches will be used during the project, then a hot work permit must be obtained through the University prior to beginning work.

8. Project Site Tour