

Pre-Bid Meeting Agenda – Science Building Café Upfit



CLARK NEXSEN

1111 Metropolitan Ave, Suite 333
Charlotte, NC 28204
704.377.8800

Project: UNC Charlotte Science Café
Upfit

Date: March 16, 2021

Comm #: SCO ID#: 19-21440-01A
Code: 41926 Item: 306
Clark Nexsen #: 8579

Purpose: Pre-Bid Meeting

Prepared by: Mike Romot, AIA, LEED AP BD+C

Minutes will be issued in the form of an addendum along with other information discussed in the meeting.

1. Introductions:

- a. Key project personnel
- b. Sign-in form:

https://forms.office.com/Pages/ResponsePage.aspx?id=uRZr5NYAMUWzr_nFNjfS301J9J_7En9DqYUmoZB8Y8FURtc2RDIDT0IOS0dUWkIYSzhQWTIRWDNnNy4u



2. Summary of Work:

- a. The project is to upfit an existing 1,348 SF space with a café concept within the UNC Charlotte Science Building. The project will require modification of existing conditions to serve the café space.

3. Project Scope:

- a. Science Café is a warm shell within the existing Science Building. All utilities stubbed into the existing space.
- b. Demolition is limited to cut and patch work.
- c. Upfit is a few new walls, doors, finishes, casework and kitchen equipment.
- d. Exterior work is limited to mechanical thru-wall penetrations, and equipment pad for condenser units.
- e. Kitchen equipment is by contractor and will need to be expedited to ensure lead times and in place for opening.

Pre-Bid Meeting Agenda – Science Building Café Upfit



- f. Sprinkler is modifications to head layout to work with new space. This is on an existing system.
 - g. Plumbing will be extending utilities to equipment. Existing floor drains in place as part of the shell. New local hot water heater and water filter.
 - h. Mechanical is adjustment/addition to existing systems, addition of two new VAVs, and working with new walk-in cooler.
 - i. Electrical work is new lighting and power to space from existing panels within the café. Fire Alarm is addition of devices to an existing system.
 - j. Division 27 scope is by owner but Add Alternate will be by general contractor.
4. Project Schedule:
- a. Construction Period is 120 consecutive calendar days.
 - b. Owner would like construction to be complete by August 20, 2021.
 - c. Typical Work Schedule:
 - i. Building will be occupied throughout the construction period by UNC Charlotte, Balfour Beatty and their associated subcontractors.
 - ii. Work hours will be 8:00 AM to 5:00 PM Monday - Friday. Extended hours will need to be coordinated with UNC Charlotte and the current construction manager.
 - 1. The building will be occupied during by other construction staff and University staff performing move-in during the construction process.
 - 2. Areas leading to and from the job site (café) will need to be cleaned after every workday.
 - 3. Extra precautionary measures will need to be implemented to protect the building and spaces leading to the café.
5. Liquidated Damages:
- a. Liquidated Damages: \$500 for each day past the contract completion date.
6. General Information and Logistics:
- a. On-site staging and storage will be limited to the café inside the building. Any additional space inside the Science building will need to be coordinated with the University. Exterior locations have been designated on the site plan in the presentation slides.
 - b. Perimeter site fencing is currently being maintained by the Science Construction Manager. Site fencing is not a requirement of the café GC.
 - c. The GC shall use only the following roads on campus to access the project site: Mallard Creek Church Road, to Mary Alexander Road, to Cameron Blvd, to Poplar Terrace Drive.
 - d. Parking on campus is limited. Parking permits are required through the University Parking and Transportation Services and will be issued through the University Construction Manager. Parking will be permitted in Lot 16 in designated area.

Pre-Bid Meeting Agenda – Science Building Café Upfit



- e. There is no access for tractor trailers directly to the project site. The primary entry for materials and staff is through the lowest level of the facility accessed from drives located behind the Price Counseling Center. Any deliveries from tractor trailers will have to be off-loaded in the adjacent parking area (Lot 16) and carried to the Science Building service drive area.
 - f. An alternative to unloading tractor trailers in the parking lot and transporting deliveries to the Science Building service drive area is to arrange deliveries to the Facility Operations & Parking Services (FOPS) building loading dock. Any deliveries dropped off to FOPS must be coordinated and approved prior to arrival. Arrangements must be made to pick up any such deliveries in another vehicle for transport to the Science Building. The FOPS facility cannot be used for storage of deliveries.
 - g. Campus protocols for COVID-19 prevention and protection will require masks at all times while on campus. Also compliance with CDC recommendations and guidelines are required. Contractor is responsible for health checks/temperature monitoring of crews and personnel on site associated with the project.
7. Bidding Phase:
- a. Key Dates:
 - i. Bid Opening: Tuesday, April 6, 2021 at 2:00.
 - 1. Firms that do not plan to attend the Bid Opening must deliver bids no later than 2:00 to Ms. Kathy Fisher.
 - ii. Date bidders have to contact HUB Coordinator for assistance in identifying potential MBE subcontractors: Tuesday, March 23, 2021.
 - iii. Last date bidders have to contact potential MBE subcontractors: Friday, March 26, 2021 (End of Business Day)
 - iv. Deadline for submitting questions to design team: Friday, March 26, 2021 (End of Business Day)
 - v. Final Addendum Issued: Tuesday, March 30, 2021.
8. Questions:
- a. All Questions shall be submitted in writing. Clark Nexsen will provide responses in the addendum to ensure bidders have equal access to the information.
 - b. Send questions to Clark Nexsen via email or fax.
 - i. Email: caclt@clarknexsen.com
 - ii. Fax: 704-358-1037
 - iii. Attn: Mike Romot
 - iv. UNC Charlotte Science Café Upfit
 - v. Bid Inquiry
9. Product Substitutions:
- a. Request for manufacturer substitutions are required to be submitted 10 days prior to bid (March 26, 2021). Information must be submitted with the request proving that they can meet the design intent and the requirement of the specification. Content showing compliance should be highlighting in the request. If accepted,

Pre-Bid Meeting Agenda – Science Building Café Upfit



they will be noted as such in the final addendum. Acceptance by the designer does not alleviate the manufacturer from meeting the criteria of the Bid Documents.

- b. Substitutions cannot be accepted after this date. Products/manufacturers, or accepted via addendum, listed in the Bid must be submitted after the project has been awarded.

10. Bid Proposals: Reference the documents in the Project Manual

- a. Contractors are to make sure that the bid forms are filled out with both numerical numbers and the number written out.
 - i. Fill in the costs for all alternates and unit prices.
- b. Bid Bond (Bid Security) is required. The form is in the specification. The bond should be for the full amount of the bid.
- c. Identification of HUB Certified/ Minority Business Participation is required. Note the Guidelines for Recruitment and Selection of Minority Business.
 - i. Include with the Bid Proposal the Identification of HIB Certified/Minority Business Participation forms. Fill out Affidavit A or B.
 - ii. There is a 10% minority participation goal as mandated by the State. Contact Dorothy Vick (HUB Coordinator with UNC Charlotte) if you wish to obtain a list of Qualified/ HUB Certified contractors.
- d. Addenda: It is the responsibility of each bidder to verify that all addenda have been received prior to submitting their bid.

11. Alternates.

- a. Alternate No. 1: Bid Alternate, Owner Preferred Materials List (Category 6A UTP cabling).
- b. Alternate No. 2: Bid Alternate, Owner Preferred Finish Materials to Match Existing Building
- c. Alternate No. 3: Bid Alternate, Owner Preferred Security Grille
- d. Alternate No. 4: Bid Alternate, Vendor Specific Lighting
- e. Alternate No. 5: Bid Alternate, Owner Preferred Food Service Equipment
- f. Alternate No. 6: Bid Alternate Owner Preferred Door Hardware to Match Existing Building
- g. Alternate No. 7: Bid Alternate, Owner Preferred Add Walk-In Cooler/Freezer Flooring
- h. Alternate No. 8: Bid Alternate, Division 27 Scope of Work by GC.

Open floor to Owner Comments:

Open floor to Questions:

Tour of Building:

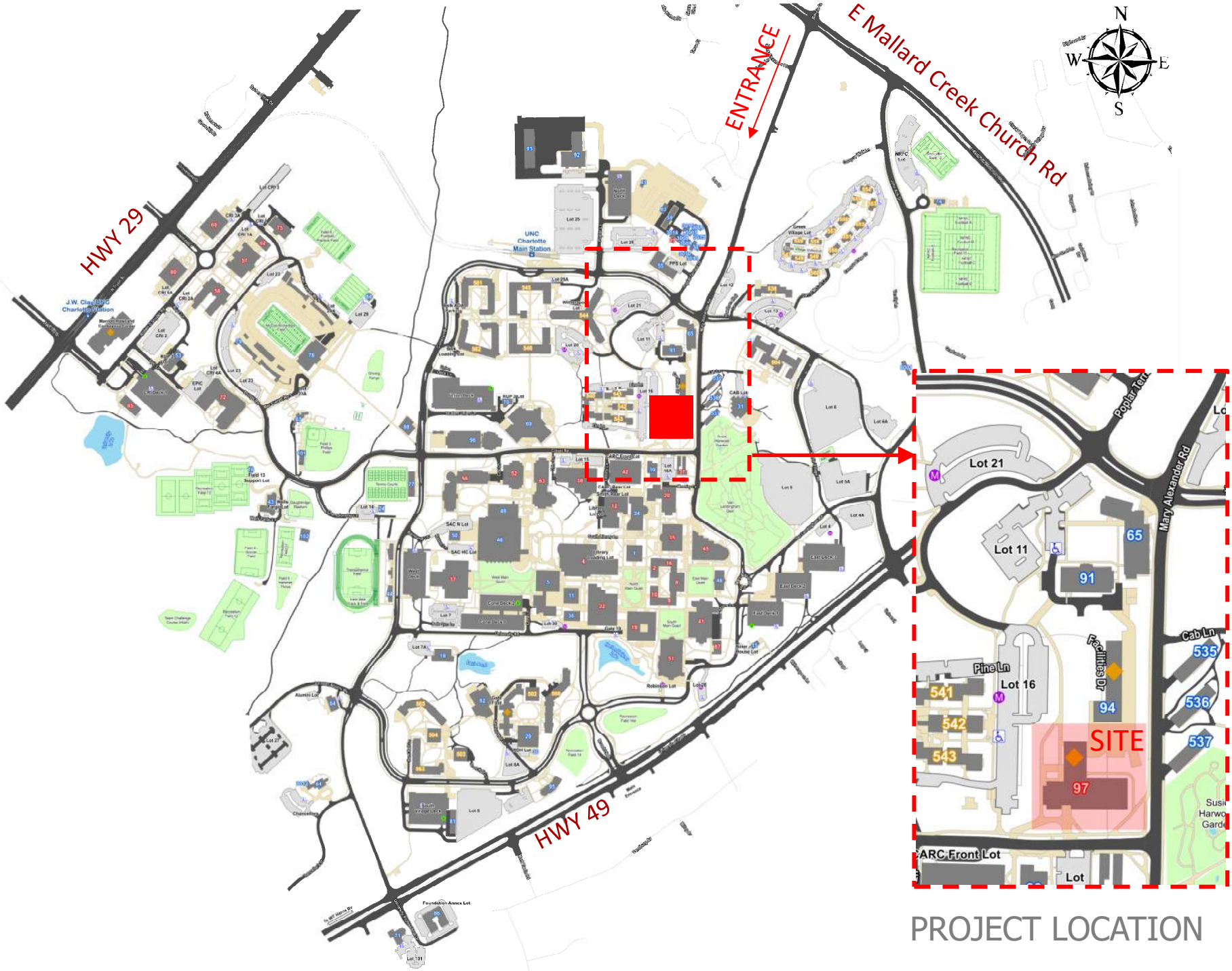
SCIENCE BUILDING
CAFÉ UPFIT

16 March 2021

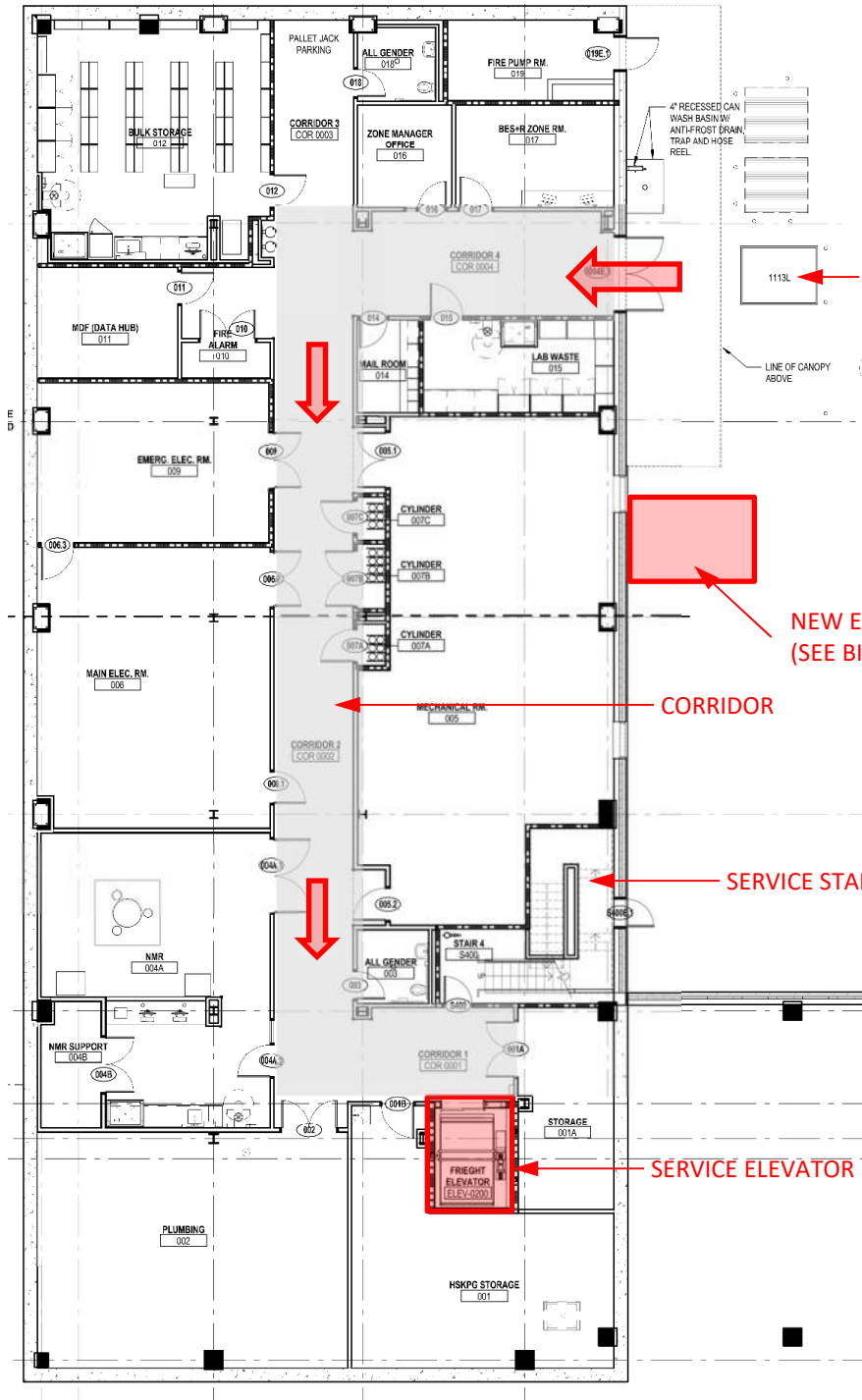




OVERVIEW



PROJECT LOCATION



LOADING AREA

DOCK LIFT

- GC will be required to protect walls and floor in service corridor and elevator.

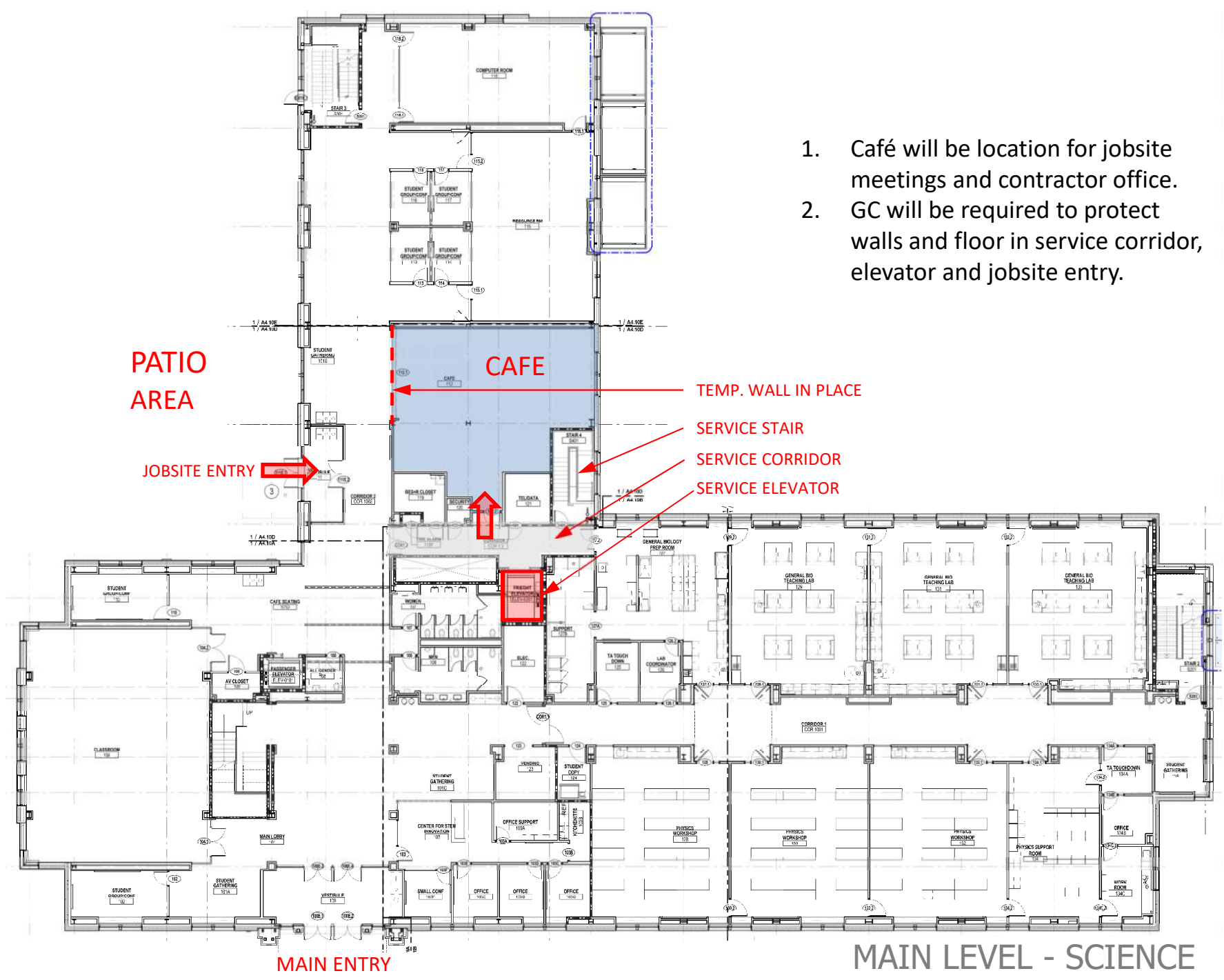
NEW EQUIPMENT PAD
(SEE BID DOCS)

CORRIDOR

SERVICE STAIR

SERVICE ELEVATOR

LOWER LEVEL - SCIENCE

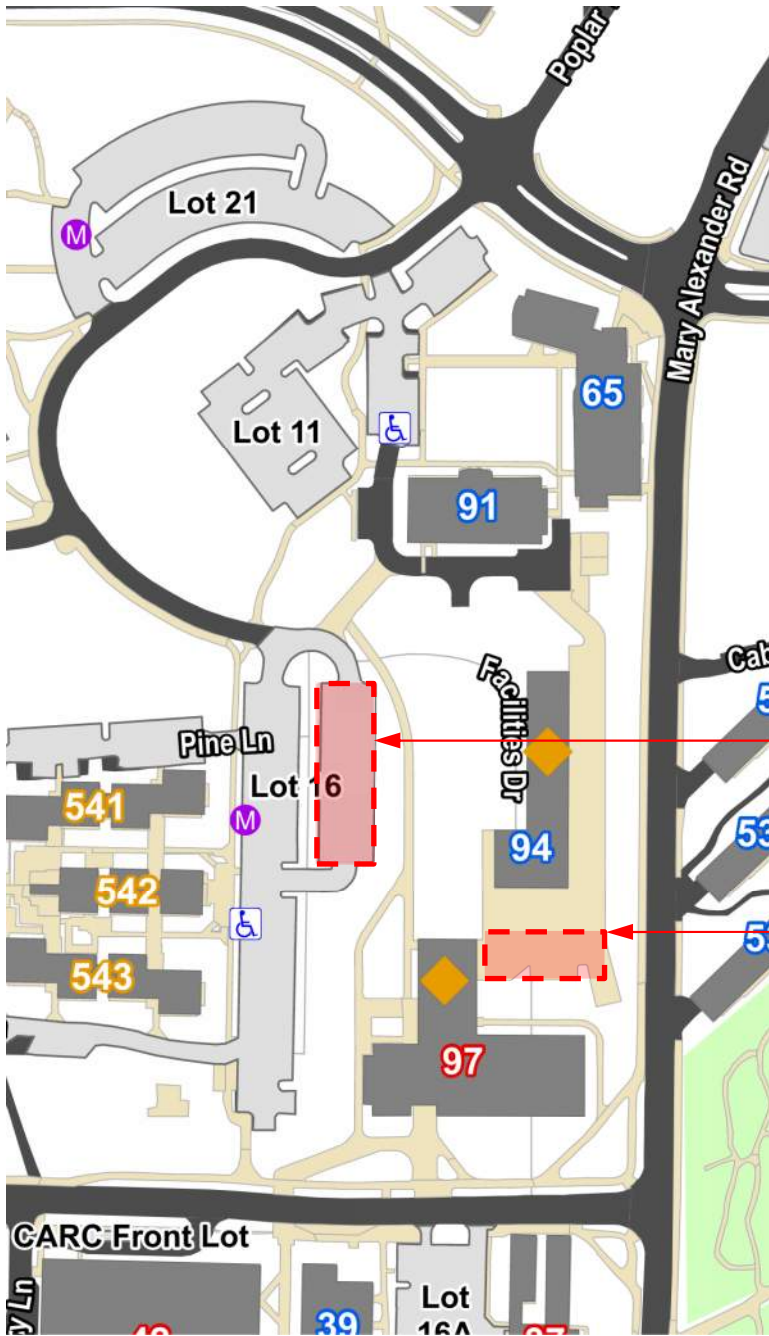


1. Café will be location for jobsite meetings and contractor office.
2. GC will be required to protect walls and floor in service corridor, elevator and jobsite entry.

MAIN LEVEL - SCIENCE

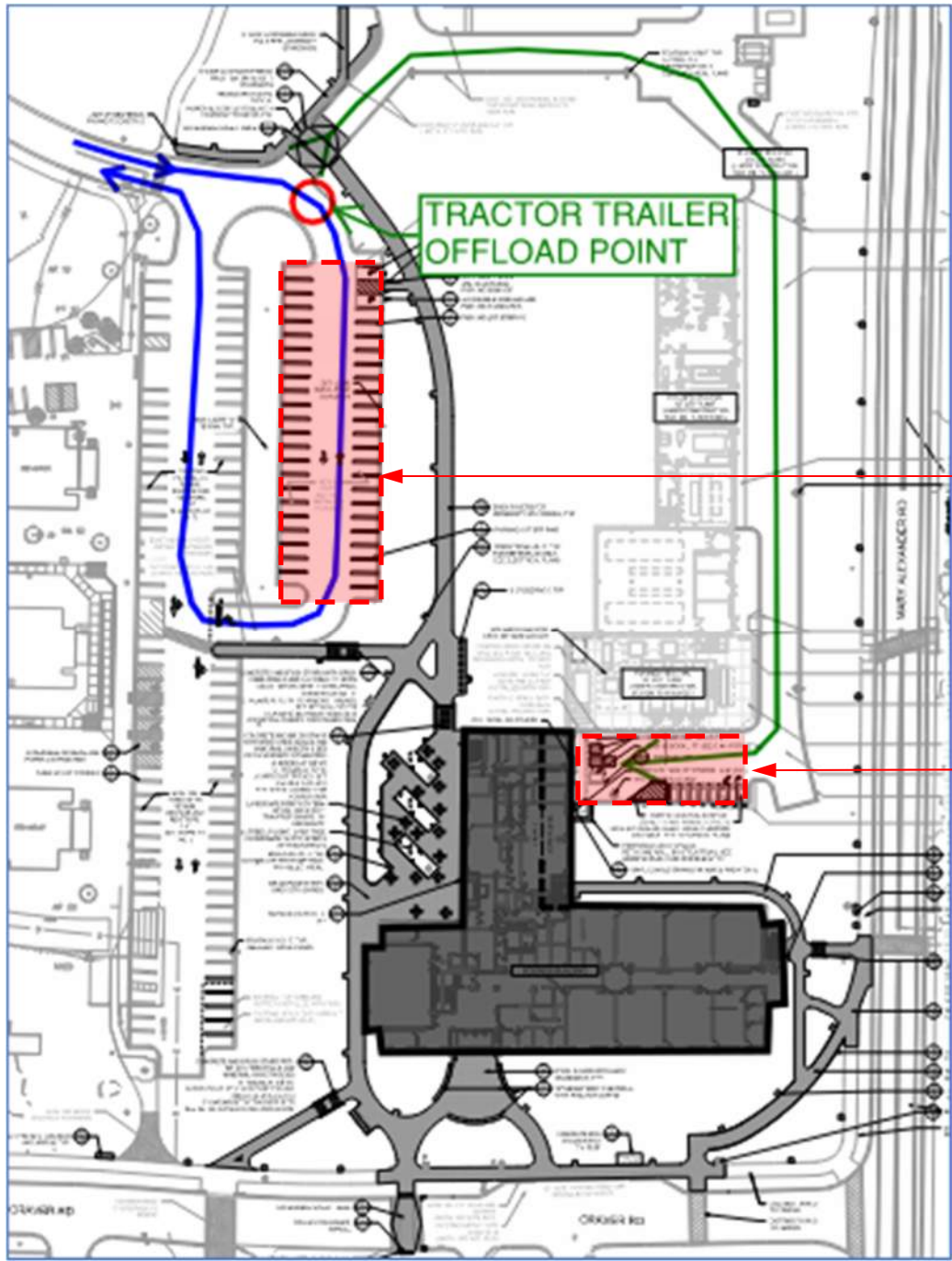


**PARKING &
LOADING
LOGISTICS**



1. Lot 16 is shared with Science Construction Manager
2. Parking is limited
3. Maintain fire department access at Science loading area.

SITE



1. Tractor trailer access is limited to along blue line into Lot 16
2. Off loading of tractor trailers to deliver to loading area will be required.
3. Main entrance of science is off limits for deliveries and jobsite entrance.

PARKING & LAY DOWN AREA

LOADING & LAY DOWN AREA

SITE – DELIVERIES



CAFÉ SHELL
SPACE EXISTING
CONDITIONS



CAFÉ ENTRY

ENTRANCE OFF
PATIO

SCIENCE BUILDING – MAIN LEVEL



CAFÉ SHELL SPACE – PLAN NORTH VIEW



CAFÉ SHELL SPACE - PLAN EAST VIEW



CAFÉ SHELL SPACE – PLAN SOUTHEAST VIEW



CAFÉ SHELL SPACE – PLAN SOUTH VIEW



CAFÉ SHELL SPACE – PLAN WEST VIEW



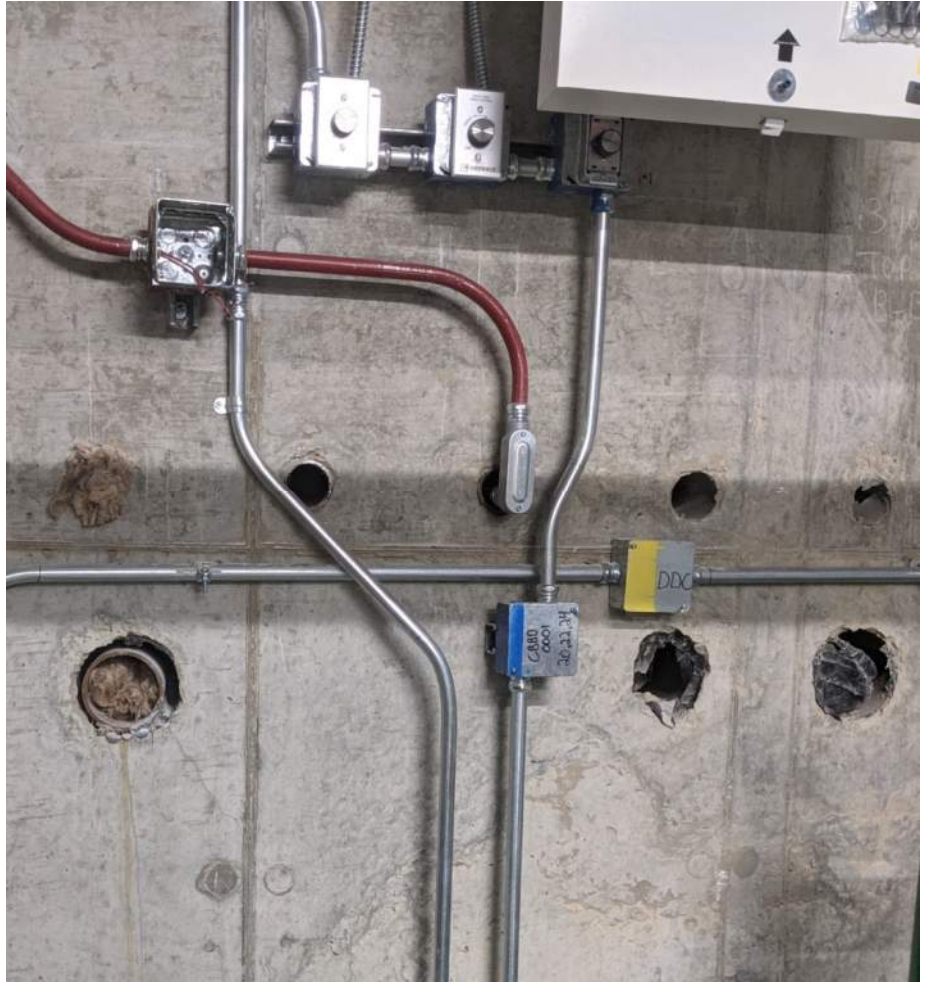
LOADING AREA

CAFÉ MECH. PAD AREA

EXTERIOR CONDITIONS – LOADING



EXTERIOR CONDITIONS – SCREEN WALL AREA



EXTERIOR CONDITIONS – THRU WALL PENETRATIONS

UNC Charlotte
“Good Faith Effort” Requirements
(Science Cafe)

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***

The minority participation goal for this project is ten percent (10%).

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 the recruitment of minority businesses. **Note 1:** Posting of your bid to Minority plan rooms does not satisfy this requirement. **Note 2:** Working with the UNC Charlotte HUB Coordinator does not satisfy this requirement.

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 bidder's 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.

Be sure to mention that 'quick pay agreements will be provided to assist contractors with cash-flow demands' in your IFB. Do not include stipulations that require the contractor to prove they need the quick pay.

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.

Net 30 or 45 is not quick pay.

Quick Pay will be paid whether or not the General Contractor has been paid or the Owner has approved the minority subcontractor's work.

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 <https://www.ips.state.nc.us/Vendor/searchvendor.aspx?t=h> for access to the SWUC Vendor database.

Assistance:

Email the UNC Charlotte HUB Coordinator, Dorothy Vick (704-687-0527), **no later than 5:00 PM, Tuesday, March 23, 2021** to dlvick@uncc.edu (**Email Subject: Science Café**) 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 the recruitment of minority businesses.