

# Bid Addendum 02



## CLARK NEXSEN

1523 Elizabeth Ave, Suite 300  
Charlotte, NC 28204

Project: UNC at Charlotte:  
Student Activity Center IT Upgrade

Date: October 24, 2018

Comm #: SCO ID #: 17-17027-01A  
Code: 41626 Item: 307  
Clark Nexsen #: 6958

Prepared by: Gary T. Runions, AIA, LEED AP

*This ADDENDUM is to be a part of the contract documents and modifies and takes precedence over the original bid documents, as noted below and in any attached documents. Original items of the plans and specifications that have been modified, amended, voided or suspended through previous addendums, shall remain in effect. It is the responsibility of the Bidder to notify and/or distribute this ADDENDUM to those sub-bidders who have received prints or digital files. The Bidder is to acknowledge receipt of this ADDENDUM in the space provided on the Bid Form.*

### **DRAWING MODIFICATIONS / CLARIFICATIONS**

- Sheet AE102A – SECOND FLOOR QUADRANT A
  - Detail 2 – TELECOM 212F – REFLECTED CEILING PLAN
    - Provide five (5) light fixtures in room as shown on electrical drawing ET102A.
- Sheet FP001 – LEGENDS, NOTES, PLANS, AND DETAILS
  - Detail 4 – TELECOM 212F – FLOOR PLAN
    - Provide five (5) light fixtures in room as shown on electrical drawing ET102A.
- Sheet ET100B – GROUND FLOOR QUADRANT B
  - Detail 1 – GROUND FLOOR QUADRANT B
    - Room: L/P - 027
      - ADD one (1) type “SM2” device on east wall.
    - Room: WORKROOM - 034
      - DELETE type “SM2” device on east wall.
- Sheet ET100C – GROUND FLOOR QUADRANT C
  - Detail 1 – GROUND FLOOR QUADRANT C
    - Room: L/P - 047
      - ADD one (1) type “SM2” device on south wall.
- Sheet ET100D – GROUND FLOOR QUADRANT D
  - Detail 1 – GROUND FLOOR QUADRANT D
    - Room: STORAGE - 077B
      - ADD one (1) type “SM4” device on east wall.

# Bid Addendum 02



- Sheet ET101D – FIRST FLOOR QUADRANT D
  - Detail 1 – FIRST FLOOR QUADRANT D
    - Room: CONFERENCE - A110
      - ADD two (2) type “BE2” devices on east wall.
    - Room: ASST. DIRECTOR - A144
      - ADD one (1) type “BE2” device on south wall.
    - Room: STUDY - A138
      - ADD one (1) type “BE2” device on south wall.
    - Room: ELEC. – A023
      - Provide transformer shelf to mount new transformer XPA015 above existing 45 kVA transformer in approximate same location. Shelf may be a commercially preassembled component or fabricated from channel strut. Assembly shall be suitable to support weight of new transformer XPA015.

## **PROJECT MANUAL MODIFICATIONS / CLARIFICATIONS**

- GENERAL CONDITIONS AND FORMS
  - ADD UNC Charlotte “Good Faith Effort” Requirements (Student Activity Center IT Upgrade). See attached.

## **QUESTIONS AND ANSWERS**

- See Pre-Bid Meeting Minutes

## **ATTACHMENTS**

- Pre-Bid Meeting Minutes
- Attendance Sheet
- UNC Charlotte “Good Faith Effort” Requirements (Student Activity Center IT Upgrade)

**END OF BID ADDENDA 02**

# Pre-Bid Meeting Minutes – Student Activity Center IT Upgrades

## CLARK NEXSEN

1523 Elizabeth Ave, Suite 300  
Charlotte, NC 28204

Project: UNC at Charlotte  
Student Activity Center (SAC) IT Upgrade

Date: October 23, 2018

Comm #: SCO ID #: 17-17027-01A  
Code: 41626 Item: 307  
Clark Nexsen Comm #: 6243

Purpose: Pre-Bid Meeting

Prepared by: Gary T. Runions, AIA, LEED AP

1. Introductions:
  - a. Attendance Sign-in Sheet
  
2. Summary of Work:
  - a. Student Activity Center (SAC) IT Upgrade - Upgrades are for the *Barnhardt Student Activity Center, Halton Arena, and Miltimore-Wallis Center*. Upgrades include telecommunication room spaces and fittings, pathways and conveyances for low voltage cabling, horizontal/vertical cabling systems, and backbone cabling systems.
  - b. Add Alternates: Alternate No. 1 – Bid Alternate Materials List (Category 6A UTP cabling)
  
3. Project Scope:
  - a. Full recabling of each building.
  - b. General construction related to adding three new telecommunications rooms.
  - c. Electrical work related to the renovations and recabling and support of new equipment.
  - d. Mechanical work related to the addition of new cooling in the three new telecommunications rooms.
  - e. The demolition of existing cabling is not a part of the project. That work will be performed by the University after the existing network has been switched over to the new network.
  
4. Project Schedule:
  - a. Construction Period is set at ninety (90) consecutive calendar days.
  - b. Typical Work Schedule:
    - i. Buildings will be occupied throughout the construction period.
    - ii. Standard work hours will be 8:00 AM to 5:00 PM, Monday - Friday.
      1. The buildings will be occupied during the construction process.
      2. Job site will need to be cleaned after every work day.
      3. Extra precautionary measures will need to be implemented to protect personal items inside rooms, making sure furniture is

# Pre-Bid Meeting Minutes – Student Activity Center IT Upgrades

moved back to the exact locations prior to performing work and that spaces are cleaned at the end of each work day.

5. Liquidated Damages:
  - a. \$500 for each day past the contract completion date.
  
6. General Information:
  - a. On-site staging and storage will need to be coordinated with the University. Interior staging and storage areas will generally be confined to the areas (ITS rooms) where work is occurring.
  - b. If exterior staging is needed perimeter construction fencing will be required to isolate the public from construction activities and staging areas.
  - c. 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 6 during University observed holiday breaks only.
  
7. Bidding Phase:
  - a. Key Dates:
    - i. Bid Opening: Tuesday, November 13, 2018 at 2:00pm.
      1. Location: Facilities Management Building located at 9151 Cameron Blvd, Charlotte, NC 28223, Conference Room 119.
    - ii. Firms that do not plan to attend the Bid Opening must deliver bids no later than 1:00pm the same day to Ms. Joyce Clay on the second floor of the Facilities Management Building.
    - iii. Deadline for submitting questions: Wednesday, October 31 (End of Business Day).
    - iv. Final Addendum Issued: Tuesday, November 6, 2018.
    - v. One addendum has been issued to date.
  
8. Bid 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](mailto:caclt@clarknexsen.com)
    - ii. Fax: 704-358-1037
  - c. All questions are to include the following information:
    - i. Attn: Gary Runions
    - ii. Project: UNCC SAC IT Upgrades
    - iii. RE: Bid Inquiry
  
9. Product Substitutions:
  - a. Request for manufacture substitutions are required to be submitted ten (10) days prior to bid. Information must be submitted with the request proving that they can meet the design intent and the requirement of the specification. Content showing

# Pre-Bid Meeting Minutes – Student Activity Center IT Upgrades

compliance should be highlighted in the request. If accepted, they will be noted as such in the final addendum. Acceptance by the designer does not alleviate the manufacturer or contractor from meeting the criteria of the Bid Documents.

- b. Substitutions will not be accepted after the date ten (10) days prior to bid. Any products or manufacturers accepted via addendum as part of the Bid must be submitted after the project has been awarded.

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

- a. Contractors are to ensure that the bid forms are filled out both numerically and with the associated numbers written out long-hand.
  - i. Fill in the amounts for all alternates and unit prices.
- b. Bid Bond (Bid Security) is required. The form for this requirement 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 Materials List (Category 6A UTP cabling)

## 12. Open floor to Owner Comments:

- a. The University would like to have work begin by December 7, 2018 if possible.
- b. Some after-hours or weekend work may be required to complete the project in a timely manner.
- c. The existing cabling systems must remain operational during and after the installation of new work. The new cabling is to be a parallel system to what is currently in place.

## 13. Open floor to Questions:

- a. Question: Concern was expressed about meeting the 90 schedule and asked if the University would be open to extending the number of days.
  - i. Response: The construction period is negotiable based on when the work begins, lead-times for product acquisitions, the availability of the areas of work, etc. A final schedule will be determined after award of bid.

## 14. Tour of Buildings:

- a. Tour provided.

# Meeting Attendee List



**CLARK NEXSEN**  
 1523 Elizabeth Ave, Suite 300  
 Charlotte, NC 28204  
 744-377-8800

**Project Name** UNC at Charlotte  
**& Number:** Student Activity Center IT Upgrade  
 SCO ID #: 17-17027-01A  
 Code: 41626 Item: 307  
 Clark Nexsen Comm #: 6243  
**Date:** October 23, 2018

Init	Name:	Company:	Phone:	Email:
	<b>Erik Anderson</b> VM + SAC	UNC-Charlotte	704.687.1020	<a href="mailto:Erik.anderson@uncc.edu">Erik.anderson@uncc.edu</a>
	<b>Drew Averitt</b> Business Services	UNC-Charlotte	704.687.8653	<a href="mailto:Daveritt@uncc.edu">Daveritt@uncc.edu</a>
<i>GTR</i>	<b>Gary Runions</b> Senior Project Manager	Clark Nexsen	704.377.8800	<a href="mailto:grunions@clarknexsen.com">grunions@clarknexsen.com</a>
	<b>Grant Moon</b> Regional Facilities	UNC-Charlotte	704.687.1071	<a href="mailto:sgmoon@uncc.edu">sgmoon@uncc.edu</a>
<i>[Signature]</i>	<b>John Blas</b> ITS	UNC-Charlotte	704.687.0292	<a href="mailto:jblas@uncc.edu">jblas@uncc.edu</a>
<i>[Signature]</i>	<b>Kent Bauman</b> Senior Architect	Clark Nexsen	704.377.8800	<a href="mailto:kbauman@clarknexsen.com">kbauman@clarknexsen.com</a>
	<b>Leon Brown</b> SAC	UNC-Charlotte	704.687.1098	<a href="mailto:leonbrown@uncc.edu">leonbrown@uncc.edu</a>
<i>[Signature]</i>	<b>Lisa Lanier</b> Project Manager	UNC-Charlotte	704.687.0535	<a href="mailto:llanier@uncc.edu">llanier@uncc.edu</a>
<i>MDM</i>	<b>Matt Messina</b> SAC	UNC at Charlotte	704.687.0403	<a href="mailto:m.messina@uncc.edu">m.messina@uncc.edu</a>
<i>MPH</i>	<b>Mike Phillips</b> Electrical Engineer	Clark Nexsen	704.377.8800	<a href="mailto:mphillips@clarknexsen.com">mphillips@clarknexsen.com</a>
	<b>Troy Russel</b> ITS	UNC at Charlotte	704.687.3334	<a href="mailto:tbrussel@uncc.edu">tbrussel@uncc.edu</a>
	<i>DOROTHY VICK</i>	<i>UNC CLT</i>	<i>704-687-0527</i>	<i>d/vick@uncc.edu</i>
	<i>Mark Fassar</i>	<i>Heartland</i>	<i>704-882-3004</i>	<i>m.fassar@heartlandnc.com</i>
	<i>Darnel Lee</i>	<i>Global Team Electric</i>	<i>704-277-3948</i>	<i>globalteamelectric@gmail.com</i>
	<i>Pham Vu</i>	<i>Protech Systems</i>	<i>204-996-5411</i>	<i>pvueman@protechllc.com</i>

**UNC Charlotte**  
**“Good Faith Effort” Requirements**  
**(Student Activity Center IT Upgrade)**

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 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 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 <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 1:00 PM Wednesday, October 31, 2018** to [dlvick@uncc.edu](mailto:dlvick@uncc.edu) (**Email Subject: SAC IT Upgrade**) 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.