



UNC Charlotte Science Building Project

Pre-Bid Meeting: December 15, 2020



Balfour Beatty – Project Team



David Stanton
Project Executive



John Schlobohm
Senior Project Manager



Heath Brafford
General Superintendent



Annie Hughes
Precon Director

ZERO Harm

- ✓ Zero Harm is the first topic of all project meetings
- ✓ All workers will go through BBC orientation process
- ✓ Each site will establish a Zero Harm committee
- ✓ JHA's are conducted by contractors for each major portion of their work
- ✓ All forklifts will have proximity alarms
- ✓ Dig Permits required prior to any excavations or underground work
- ✓ JHA's are kept in the area of the work
- ✓ "Take 5" meetings held daily
- ✓ Man hours / Incidents reported monthly to Loss Prevention



Project Description

- Current status of construction for the new Science Building is that the project is in the finishing stages. Drywall is 98% hung out and painting is roughly 70 percent complete. The schedule is for all ceiling tile and drywall ceilings to be complete by January 2021. Casework is also scheduled to be completed by January of 2021.
- Air Handling Units have been started up and permanent light fixtures are being turned energized during the month of December and January.
- The exterior skin of the building is substantially complete and sitework activities are ongoing with installation of the hardscape. Landscaping is schedule for installation early Spring.

Bid Packages for 1/12/21 Opening

- BP-10C – Interior and Exterior Signage

Bid Bond Required for All Packages over \$500,000

- Read and Understand Bidding and Contract Requirements
- Make Sure you understand HUB requirements and understand this could be means of disqualification if HUB requirements are not met, per the UNC Charlotte and SCO guidelines.
- Make sure HUB information is filled out properly
- Bid forms must be filled out entirely. DO NOT leave any space blank, if it does not pertain to your scope of work provide N/A (not applicable), if you have no cost for an item please label N/C (no cost).
- Make sure Addenda are acknowledged with corresponding dates.

Project Bidding and Information Sheet (Signage)

- Pre-Bid Meeting: Microsoft Teams December 15,2020 @ 2:00 PM
- Final date for Prequalified Bidders to submit RFI's December 29, 2020 @ 5:00 PM
- Architect to issue Final Addenda January 5, 2021 @ 5:00 PM
- Last date to contact MBE firms January 2, 2021
- Bids Due January 12, 2021 @ 2:00 PM
- Bid Opened: Microsoft Teams Meeting January 12. 2021 @ 2:30 PM

HUB Guidelines

- Balfour Beatty Construction urges all bidding subs to pay particular attention to HUB requirements and their efforts to accomplish these required goals (10% Minority Participation)
- Records of “good faith efforts” must be maintained and will be verified by Balfour Beatty and UNC Charlotte
- Refer to UNC Charlotte Guidelines under the supplemental information tab in the Bid Manual for further detail of recording “Good Faith Efforts”
- Make sure that all required HUB documents are turned in with Bid (Affidavit A or B)

HUB Guidelines – Good Faith Efforts

1. Contacting Minority Business at least 10 days before the bid date
 - Copies of written (email / faxed) notifications
 - Maintain a call log to confirm receipt of IFB and to track “Bid/No Bid” to IFB
 - Call log to include Date, Telephone Number, & Individual Representing the Minority Firm contacted
2. Making Construction Plans, Specifications, & Requirements available for review at least 10 days before the bid date
 - Copies of written (email / faxed) notifications should include project locations, where plans / specs are available for review, scopes of work, & contact person with prime contractor
3. Break down or combine elements into economically feasible units to facilitate minority participation
 - Document steps taken to segment elements of work
 - Identify subs/suppliers/consultants and scope of work involved in segment

HUB Guidelines – Good Faith Efforts cont.

4. Work with minority trade, community, or contractor organizations
 - Provide a copy of meeting minutes between prime contractor and minority trade, community, or contractor organization.
 - Discuss how work will be segmented or strategies to increase participation through Joint Ventures and/or Partnerships
 - Provide notification that the meeting will be counted toward the contractor's good faith effort
 - Maintain a copy of the request (name, date, phone number, etc.)
5. Attend any pre-bid meeting scheduled by the Public Owner
6. Providing assistance in getting required bonding or insurance
 - Documentation describing type of assistance offered / provided
 - Provide names / contacts of minority business assistance was offered
 - Provide names / contacts of bonding companies or financial institutions offering assistance

HUB Guidelines – Good Faith Efforts cont.

7. Negotiating in good faith with minority business and not rejecting as unqualified without sound reasons
 - Any rejection based on lack of qualification should have reasons documented in writing
 - Document bids received from minority businesses, number of minority businesses that submitted low bids, number of minority business the bidder has offered to negotiate prices or services, and the number of minority business the bidder has agreed to utilize on the project
 - Outline steps taken for the above process
8. Provide assistance to qualified minority business in need of equipment, load capital, lines of credit, or joint pay agreements
 - Help minority business to obtain same unit pricing with bidder's supplier
 - Document names & contacts of firms assistance was offered (outline steps)
 - Give dates assistance was offered and document outcome

HUB Guidelines – Good Faith Efforts cont.

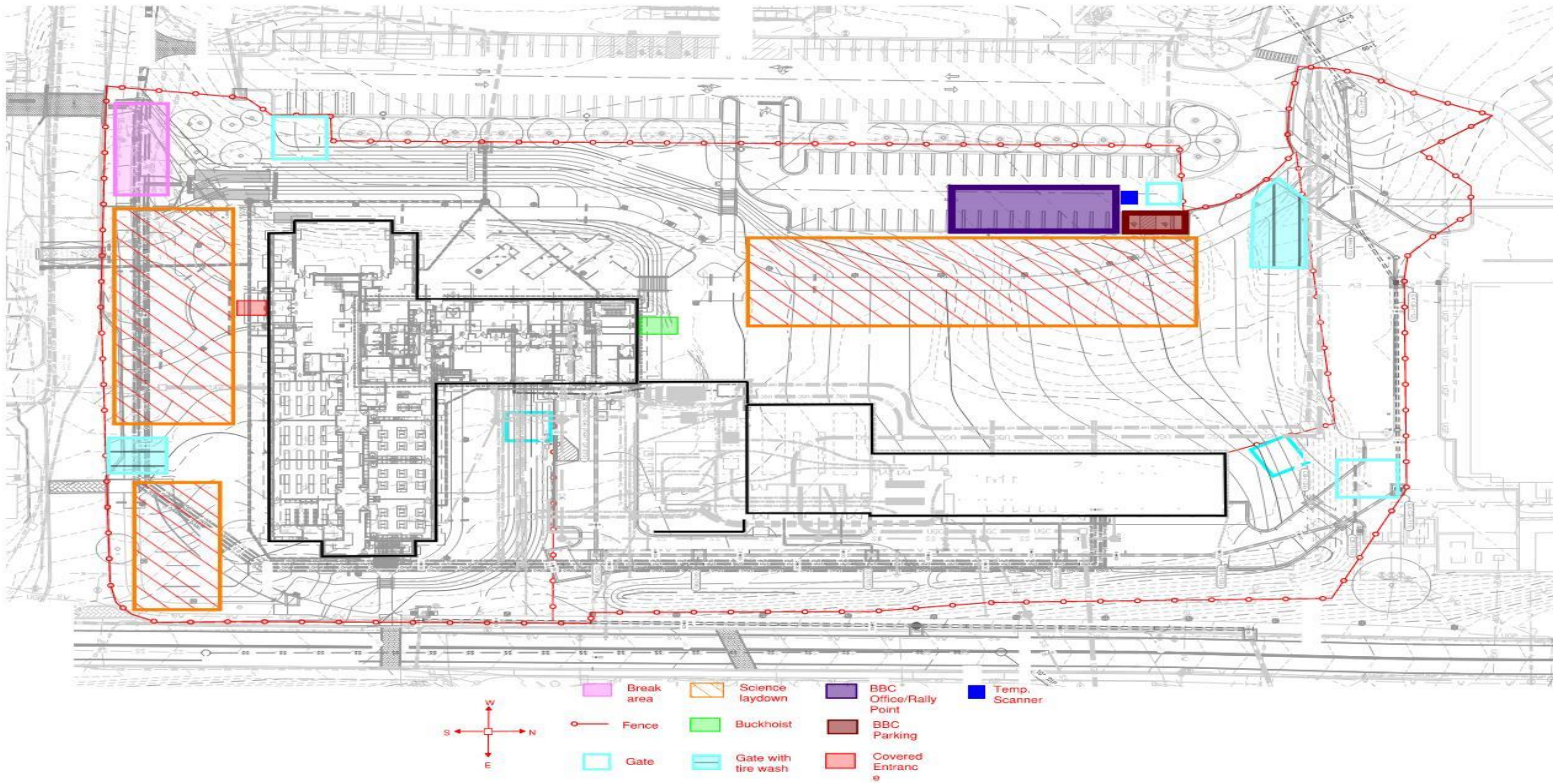
9. Negotiating joint venture and partnership arrangements with minority businesses
 - Provide a copy of Joint Venture or Partnership agreements between bidder and minority business
10. Providing quick pay agreements and policies for minority businesses to meet cash-flow demands
 - Provide a copy of quick pay agreements and/or policies
 - 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 business

Potential Minority Signage Subcontractors

Ground Effects	Lynn Pressley	704-821-9552	<u>gndeff1@aol.com</u>
AOA Signs	Joy Kay	336-679-3344	<u>joyk@aoasigns.com</u>
Fastsigns of Mooresville	Div Bhingradia	704-360-3805	<u>div.bhingradia@fastsigns.com</u>
Precision Signs	Laurie Peach	919-615-0979	<u>lauriepeach@precisionsnc.com</u>
Fastsigns	Angela Riddle	336-887-2923	<u>angela.riddle@fastsigns.com</u>

Logistic Items

- No On-site employee parking, parking will be limited and only a limited amount of project foreman's will be allowed to park on-site as well. Be sure to make provisions and plans for this
- NO CONSTRUCTION VEHICLES ARE ALLOWED THROUGH MAIN CAMPUS ENTRANCE
- Several construction projects on campus will be going on, please be sure and make all delivery drivers and others associated with this project aware of its location and how to enter the site
- Employers will need to make appropriate provisions for their employees to gain access to the project site. Parking is limited on campus and you may need to look for other options
- There will be limited on site laydown. All deliveries should be coordinated with BBC



Site Logistics

Bidder Information (Signage)

- Bid Date is set for January 12, 2021 @ 2:00 PM Bids are due in sealed Envelope with the following information on front of Envelope:

UNCC Science Building Project

Sealed Bid (Bidders shall sign across the sealed flap on the envelope to ensure no tampering of bids prior to bid opening)

Bid Package BP-10-C / Signage Package

Submitting Subcontractor Name

Date of Bid: 1/12/21

All hand delivered bids shall be dropped in the white Drop Box located next to the Motor Fleet parking spaces (<https://goo.gl/maps/KGphwNRyaFCBFXtj8>) in Lot 25 (second left entrance on Poplar Lane) in front of the Facilities Operations & Parking Services building (#92 on the campus map – <http://facilities.uncc.edu/maps>).

Bidders may also submit bids via USPS/UPS/FEDEX to the attention of Kathy Fisher, Facilities Operations & Parking Services building, 9643 Poplar Lane, Charlotte, NC 28223. It is the bidder's responsibility to ensure that the bid arrives before the bid closing time of 2:00 PM.

Bid Form Check List

- Fill in Bid Package #
- Fill in Bid Package Description
- Base Bid Amount to be filled in – Note: Write out the dollar amount of bid as well as fill in the number of dollar amount
- Fill in Associated Unit Cost / Allowances / Alternates
- Acknowledge Addenda and Clarifications – Note must be filled in with correct issue date to be considered a responsible bid
- Acknowledge Contract Review Items – Must initial each item to be considered a responsible bid; bidder acknowledges that they have reviewed and understand the items outlined and will willingly and freely enter into contract with Balfour Beatty Construction with no changes or markups made to the contract items outlined
- Fill out Affidavit A or B (whichever applies) as well as the form which identifies HUB / Minority firms you propose to use
- Sign and Seal signature page by Company officer; witness signature
- Place in Envelope and seal

Bid Documents

- Bid Documents can be reviewed and downloaded from Building Connected website; your firm should receive an email for the link to this site if you are prequalified.
- If your firm has not received access, please contact **dstanton@balfourbeattyus.com**
- All bid forms, contract information, Drawings, Specifications, Scopes and Project Information can be found on the Building Connected website.
- Please address all bidding questions to: **dstanton@balfourbeattyus.com**
- It is very important that you follow the outlined HUB Good Faith efforts; if HUB goals are not met could result in disqualification from project. Feel free to contact Balfour Beatty Construction for any help or clarifications on what is required



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