



ADDENDUM NO. 1, DATED JULY 27  
TO THE DOCUMENTS FOR  
UNCC RENOVATIONS TO FOUNDATION ANNEX SUITE 8730  
SCO # 16-12984-01A  
UNIVERSITY OF NORTH CAROLINA AT CHARLOTTE  
CHARLOTTE, NORTH CAROLINA  
COMM. NO. 17009.00

The following Addendum items shall be considered part of the Contract Documents:

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**GENERAL**

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**PRE-BID MEETING MINUTES AND SIGN IN SHEET**

1. The Meeting Minutes and Sign-In Sheet from the Pre-Bid Meeting held on July 18, 2017 are attached and considered part of the Contract Documents.

Note that these meeting minutes were previously distributed to the pre-qualified General Contractor bidders and plan rooms on July 21, 2017.

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**CHANGES TO PROJECT MANUAL/SPECIFICATIONS**

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**NOTICE TO BIDDERS**

2. On page 3 of 4, change third paragraph to read:

“General contractors are notified that Chapter 87, Article 1, General Statutes of North Carolina, will be observed in receiving and awarding general contracts. General contractors submitting bids on this project must have license classification for Building Contractor with an intermediate or unlimited license required by the NC General Contractors Licensing Board.

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## CHANGES TO DRAWINGS

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### MECHANICAL

#### SHEET M001: LEGEND, NOTES AND SCHEDULES

3. Under "Controls and Sequence of Operation", add the following paragraph:

The controls contractor that will be hired directly by the Owner is Platinum Building Automation. Contact Ryan Hobday for additional information:

[rhobday@platinumbuildingautomation.com](mailto:rhobday@platinumbuildingautomation.com)

(704) 785-4778

#### SHEET E0.04: ELECTRICAL DETAILS

4. Details 6 and 7 on this sheet have been revised. The sheet with Revision #1, dated 7/27/2017 is attached.

#### SHEET E0.05: EQUIPMENT SCHEDULES, PANELS AND RISER DIAGRAM

5. The Light Fixture Schedule and Detail 2 on this sheet have been revised. The sheet with Revision #1, dated 7/27/2017 is attached.

### END OF ADDENDUM

Attachments:                    Pre-Bid Meeting Minutes dated July 18, 2017  
   Sheet E0.04    Electrical Details – Revision #1; 7/27/2017  
   Sheet E0.05    Equipment Schedules, Panels and Riser Diagrams – Revision #1; 7/27/2017



## PRE-BID CONFERENCE MINUTES

DATE: JULY 21, 2017

UNC CHARLOTTE  
RENOVATIONS TO FOUNDATION ANNEX SUITE 8730  
SCO # 16-12984-01A

COMM. NO: 17009.00

ATTENDEES: See Attached List

FROM: Bill Hughes, AIA, LEED

A Pre-Bid Meeting was held on Tuesday, July 18<sup>th</sup> for the Renovations to Foundation Annex Suite 8730 project, located at UNC Charlotte. The following was discussed:

- The project team members were introduced:

Bill Hughes, YCH Architects – Project Designer and Manager

Amanda Caudle, UNC Charlotte – Facilities Management Design Services, Project Manager

Dorothy Vick, UNC Charlotte – Facilities Management Capital Projects, HUB Coordinator

- Bill Hughes indicated that 5 General Contractors had been previously prequalified by UNCC to bid on the project. These General Contractors are listed in the Notice to Bidders.
- Bill Hughes asked if anyone in attendance had encountered issues with downloading bid documents from the YCH Sharefile site. To date, the Project Manual and Drawings have been uploaded. None in attendance reported any issues with accessing the bid documents.
- Bill Hughes reviewed the Notice to Bidders, which is included within the Project Manual.

The bids are to be single prime, lump sum. Bids will be received until 1:00 pm on Thursday, August 3<sup>rd</sup> at the location as indicated within the Notice to Bidders.

Any questions or clarifications are to be sent by General Contractors to Bill Hughes via email. His contact information is included in the Notice to Bidders. Questions will be accepted until 5:00 pm on Tuesday, July 25<sup>th</sup>. The final addendum, if necessary, will be issued by end of day on Thursday, July 27<sup>th</sup>.

A bid security of 5% of the total bid is required to be submitted with the bid. This can be in the form of a check, or bid bond issued by the surety.

Retainage of 5% will be held until the final acceptance by UNCC and the closeout documents are completed.

- Dorothy Vick outlined the Minority Business Participation requirements for bidding. UNCC has established a MBE participation goal of 10% for this project. As indicated in the Form of Proposal under the “Minority Business Participation Requirements”, the following must be submitted with the bid, depending on the amount of MBE participation:

All bidders must submit the “Identification of HUB Minority Business Participation” form with their bid, regardless of the percentage of MBE participation. If there is no MBE participation, then enter zero on the form.

All bidders must also submit “Affidavit A – Listing of Good Faith Efforts”, regardless of the percentage of MBE participation.

If the General Contractor intends to perform all elements of the work on the project with its own current work forces, then “Affidavit B – Intent to Perform Contract with Own Workforce” shall be submitted with the General Contractor’s Bid.

Upon notification of the apparent low bidder, the bidder shall provide the following within 72 hours: Affidavit C if MBE participation is equal to or more than 10%, or Affidavit D if MBE participation is less than 10%.

- Dorothy Vick provided to each of the prequalified General Contractors the document “UNC Charlotte Good Faith Effort Requirements (Foundation Annex Renovations), which is attached, and shall be considered part of the bid documents. This document provides additional, detailed information for the recruitment of Minority Businesses within the bid process.
- Bill Hughes reviewed the Project Manual.

The Form of Proposal (bid form) is included within the Project Manual and must be filled out completely by bidders.

The project includes 3 Alternates, which are described within Section 01 23 00 ALTERNATES and on the Drawings. These Alternates are also included on the Form of Proposal.

The Supplementary General Conditions include targeted construction duration of 120 days from the notice to proceed, however there are no liquidated damages are to be assessed.

- Any product substitutions are to be submitted in accordance with Section 00 63 27 SUBMITTALS AND SUBSTITUTIONS. Substitution requests are only to be submitted by General Contractors in writing to Bill Hughes and will be accepted until 5:00 on Thursday, July 27<sup>th</sup>, seven days prior to the bid opening.
- Bill Hughes reviewed the scope of work, which includes the complete interior demolition and renovation of approximately 4,000 square feet of office space. Exterior work is limited, and includes rooftop HVAC equipment and replacing exterior doors.
- Contractor parking will be available on site within the office complex parking lot. Locations for dumpsters, material staging and portable toilets will be available on site and coordinated during the pre-construction meeting.

- Any work effecting the adjacent suite, such as running of fire sprinkler control wiring to the existing UNCC suite within the complex, will have to be performed after hours.
- A Bidder requested clarification of the extent of HVAC controls to be provided by the Owner's controls contractor. Clarification from the mechanical engineer is as follows: As indicated in "Controls and Sequence of Operation" notes on Sheet M001, the HVAC equipment being provided by the mechanical contractor will function with their stand-alone controls. The BAS provided by the Owner's controls contractor will control the on and off functions based upon occupancy schedules, as well as monitor and alarm as outlined in the sequences. The "General" paragraph also instructs the mechanical contractor to first coordinate the communications / integration requirements with the UNCC controls contractor prior to equipment submittals and sent to the Architect / Engineer for review.
- The Bidders in attendance had no other questions regarding the Bid Documents.
- A walk-thru of the project site was conducted after the meeting.

End of Pre-Bid Meeting Minutes

Attachments: UNC Charlotte "Good Faith Effort" Requirements (Foundation Annex Renovations)  
Pre-Bid Sign in Sheet

**UNC Charlotte**  
**“Good Faith Effort” Requirements**  
**(Foundation Annex Renovations)**

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 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.

**Example:** 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.

**Example:** 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:** Minority plan rooms are not applicable.  
**Example:** 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.  
**Example:** 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.  
**Example:** 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.  
**Example:** 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.
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.  
**Example:** 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.  
**Example:** 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.
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.  
**Example:** Provide a copy of joint venture or partnership arrangements between bidder and minority business.

10. Providing quick pay agreements and policies to enable minority contractors and suppliers to meet cash-flow demands.

**Example:** 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 business.

**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.

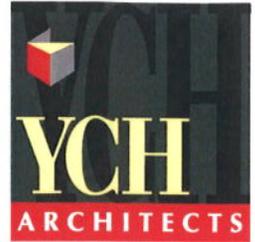
**Certification Requirements** – Ensure the minority firms you contact for subcontracting opportunities are listed in the Statewide Uniform Certification (SWUC) Vendor database as **only firms** listed in the SWUC Vendor database, at the time of contract award, **will be counted** towards the minority participation goal for this project. Go to <http://www.doa.nc.gov/hub/searchhub.aspx> for access to the SWUC Vendor database.

### **Assistance:**

Email the UNC Charlotte HUB Coordinator, Dorothy Vick (704-687-0527), **no later than 12:00 Noon, Thursday, July 20, 2017** to [dlvick@uncc.edu](mailto:dlvick@uncc.edu) (**Email Subject: Foundation Annex Renovations**) 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.

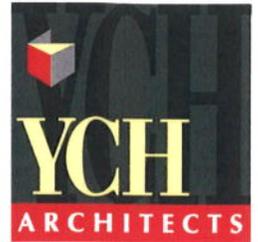




**Prebid Meeting**  
**UNC Charlotte**  
**Renovations to Foundation Annex Suite 8730**  
**SCO # 16-12984-01A**

July 18, 2017

Name	Company	Email
PAUL NEWTON	NEWTON CONSTRUCTION	pnewton@newtonconstruction services.com
STEVE KESSLER	REPUBLIC ELECT.	STEVE@REPUBLICLECT.COM
Andy Silagyi	Shiel Sexton	asilagyi@shielsexton.com
Paul Armstrong	Armstrong Mechanical	AMS49@LIVE.COM
Chris Little	Armstrong Mechanical	Clittle.amsi@outlook.com
Wade Howard	PECI	whoward@peci-elect.com
Barry Mosley	Bucket Mop AND Broom Service	bmosley@bucketmopandbroom.com



**Prebid Meeting**  
**UNC Charlotte**  
**Renovations to Foundation Annex Suite 8730**  
**SCO # 16-12984-01A**

July 18, 2017

Name	Company	Email
Mike Kemp	Preferred Elec	MKemp@PEEL-ELECT.com
Cameron Leahy	Providence Paint	CAMERON@PROVIDENCEPAINT.COM
EMC FERGUSON	PROGRESSIVE CONTRACTING	EFERGUSON@PROGRESSIVECCI.COM
PHIL GEIGER	NEWTON CONSTRUCTION	pgeiger@newtonconstructionservices.com
Randy Stroud	BMC (Millock)	Randy.Stroud@BarkwithBMC.com
Amanda Caudle	UNCC - Design Services	afelock@UNCC.edu
DOROTHY VICK	UNC-CHARLOTTE	dvick@UNCC.edu
Brad Cameron	Aircand Corporation	bcameron@aircand.com

