

UNC CHARLOTTE

Softball Locker Rooms & Offices

PRE-BID MEETING

January 17, 2024

FM Room 119

2:00 P.M.

SCO ID# 21-24047-02A



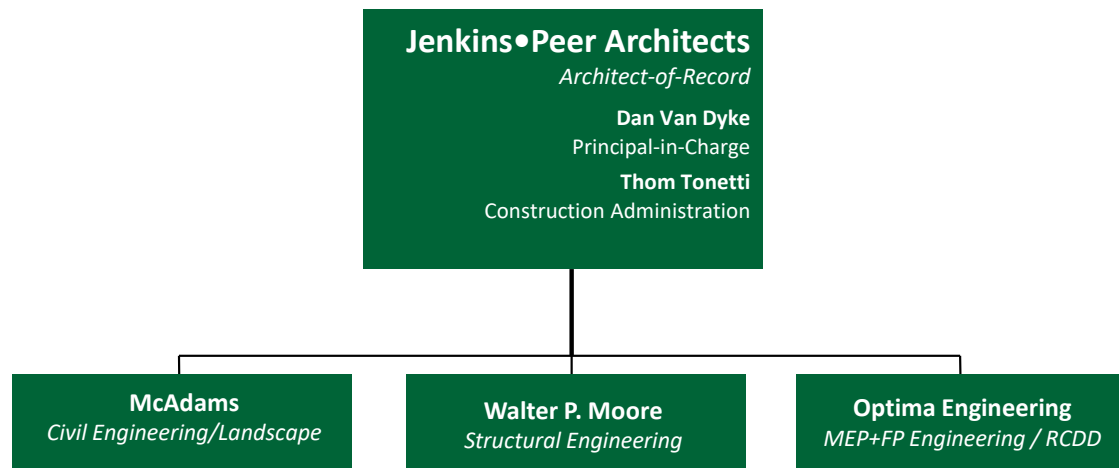
Agenda

- 1 INTRODUCTION OF TEAM
- 2 DESCRIPTION OF THE PROJECT
- 3 PARKING & CONTRACTOR OFFICES
- 4 REVIEW OF BIDDING REQUIREMENTS
- 5 ALLOWANCES
- 6 TIME OF COMPLETION & LIQUIDATED DAMAGES

- 7 PROPER SUBMISSION OF BIDDER QUESTIONS
- 8 EXISTING CONDITIONS & PEDESTRIAN ROUTE
- 9 OWNER PREFERRED ALTERNATES
- 10 HUB PARTICIPATION
- 11 OWNER COMMENTS
- 12 BIDDER QUESTIONS
- 13 TOUR OF THE SITE



Introduction of Team





Description of the Project

- The project consists of a new 1 story building housing offices, a locker room and team room for the Softball team. The site is adjacent to the existing Wells Fargo Athletic Building. The project will provide needed space for locker rooms, coaching staff offices and meeting space, training room, and equipment storage for the softball team. The facility is anticipated to be approximately 5,000 gross square feet.



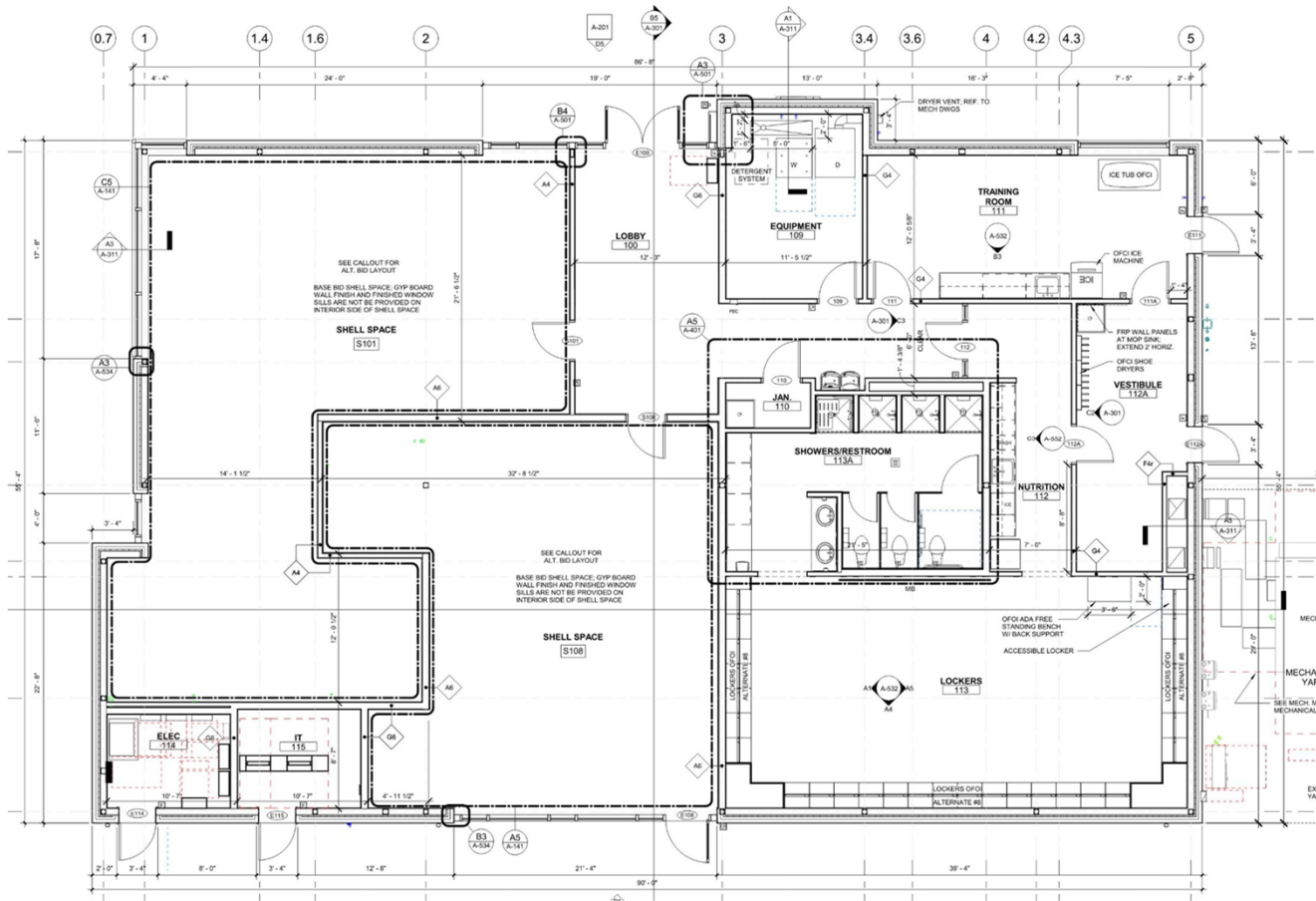
Description of the Project

Site Plan



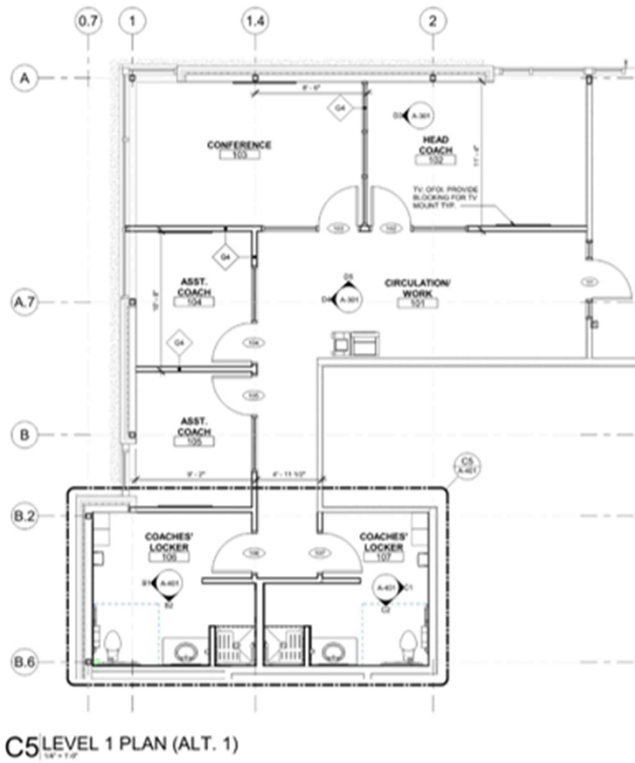


Base Bid Floor Plan

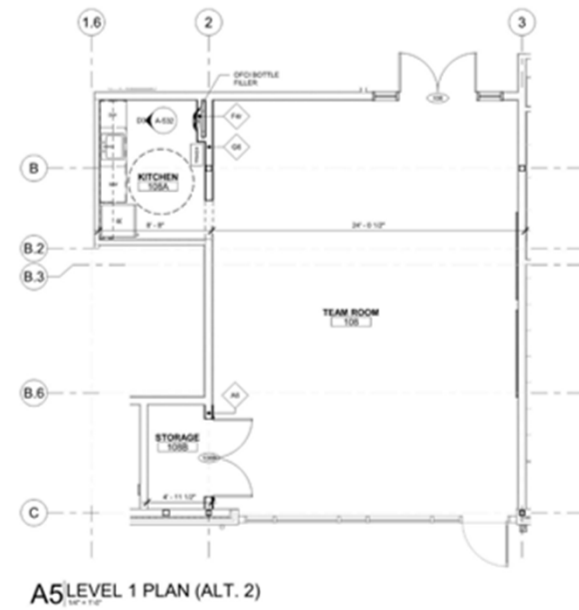




ALTERNATE 1

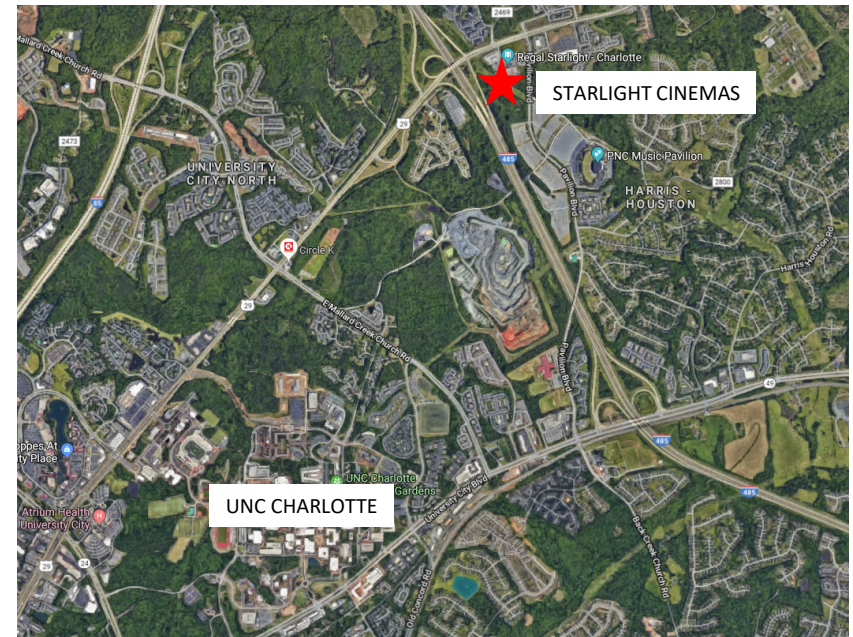
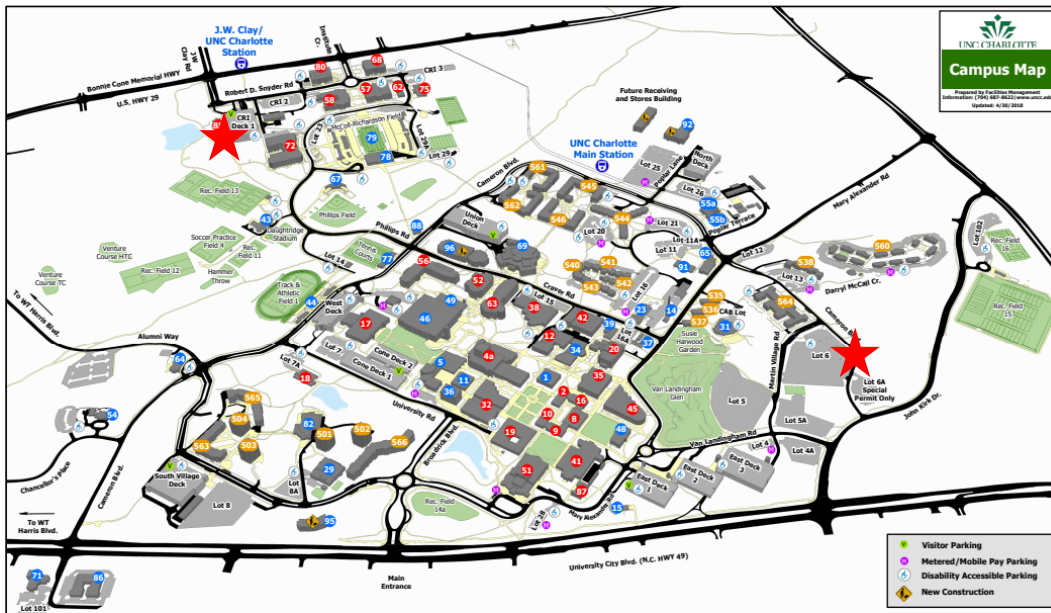


ALTERNATE 2



Parking

- Within the site or Lot 6 (after commencement), or at the Starlight Cinema; permit required at all locations. CRI Deck-pay daily rate



JANUARY 17, 2024 | FM 119

PRE-BID MEETING

UNC CHARLOTTE SOFTBALL LOCKER ROOMS & OFFICES



Review of Bidding Requirements

- Single Prime Bids only (GS 87-1).
- Opening Date: February 1st at 2:00 PM, FM-PPS Building Rm 119
- Label sealed bids with Contractor's name, Project Name and SCO ID#:
- 5% Bid Bond
- 90 day bid hold
- Bid security, Form of Proposal and MBE documents (Identification of HUB Certified/Minority Business Participation form and either Affidavit A or B) must be submitted with Bid. All Contractors are cautioned to keep full records on Minority Participation efforts.



Allowances

- Allowances (Section 01 21 00) are part of total base bid number.
- Unit prices (Section 01 22 00) are used to establish the cost of additional work beyond the allowance quantity listed and must be filled out on the Form of Proposal.
- All unused portions of allowance values will be returned to the Owner via deductive change order at the end of the project.



Time of Completion & Liquidated Damages

- Schedule:
 - Notice of Intent: TBD
 - Final Completion: 304 days from Notice to Proceed
- Liquidated damages: \$100 per calendar day.



Proper submission of Bidder Questions

- Questions will be accepted via e-mail only and only from General Contractors
- All questions must be received 10 calendar days (January 19th) prior to Bid opening. No exceptions.
- Reference the Instructions to Bidders for RFI requirements.
- For e-mail, use ttonetti@jenkinspeer.com.
- RFI's MUST come through one of the General Contractors.
- Final addendum will be issued no later than 7 days (January 19th) prior to bid opening



HUB/MWBE Participation

- Goal for this project is 20%
- Affidavit A – Listing of Good Faith Efforts
 1. Contacting Historically Underutilized Business(HUB) **at least 10 days before the bid** and notifying them of the nature and scope of the work to be performed.
 - January 22nd last day to request assistance from University HUB Coordinator for names of potential HUB subcontractors
 - January 25th last day to notify HUB contractors
 - Maintain a telephone log of HUB firms contacted
 2. Making construction plans available for review by prospective Historically Underutilized Business
 3. Breaking down or combining elements of work to facilitate minority participation



HUB/MWBE Participation

- Affidavit A – Good Faith Efforts (continued)
 4. Working with HUB trade, community or contractor organizations in recruitment of HUB businesses
 - University HUB Coordinator is not a minority trade organization
 5. Attending Pre-bid meetings scheduled by the Owner
 6. Providing assistance in getting required bonding or insurance or providing alternatives to bonding or insurance for subcontractors
 - Suppliers typically aren't required bonding
 7. Negotiating in good faith with interested HUB businesses and not rejecting them as unqualified without sound reasons based on their capabilities



HUB/MWBE Participation

- Affidavit A – Good Faith Efforts (continued)
 8. Providing assistance to an otherwise qualified HUB business in need of equipment, loan capital, lines of credit or joint pay agreements that are ordinarily required or assisting minority businesses in obtaining the same unit pricing with the bidder's supplier
 9. Negotiating joint venture and partnership arrangements with HUB businesses in order to increase opportunities for minority business participation on a public construction project
 10. Providing Quick pay agreements and policies to enable minority businesses and suppliers to meet cash flow demands
 - Quick pay should be less than 30 days – every 2 weeks is preferred



HUB/MWBE Participation

UNC Charlotte
Softball Locker Rooms & Offices
“Good Faith Effort” Requirements

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 State Construction Contracts** as well as the applicable bid forms.

The aspirational minority participation goal for this project is twenty percent (20%) or higher.

Bidders should attempt to include and contact at least one (1) minority firm within each scope of work they will be soliciting quotes for.

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 must be submitted with your bid. As a minimum, the Company name must be listed at the top of the form and **\$ Zero** is listed in the field at the bottom of the page. Bidder's do not have to list the name of the minority firms they plan on using on this form.

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, list of the scopes of work for which subcontracts are being solicited, contact person within the prime contractor's organization.

Be sure to maintain a telephone log to confirm that minority firms received your Invitation for Bid (IFB)/Request For Quotes (RFQ). The log should contain the date contacted, telephone number, and name of the individual representing the minority firm who acknowledged receipt of your IFB/RFQ. **Also maintain a telephone log to confirm that minority firms acknowledged a “bid/no bid” to your IFB/RFQ.** 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/RFQ.
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, list of the scopes of work for which subcontracts are being solicited, contact person within the prime contractor's 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 scopes 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.
Be able to provide a copy of meeting minutes and/or emails between the 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; 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.



Owner Preferred Alternates

- Provide the following door hardware in lieu of approved equals:
 - LCN Door Closers
 - Schlage Cylindrical Locks
 - Von Duprin Exit Devices
- Provide fire alarm system by Simplex in lieu of other approved equals per specification section 28 31 11 and sheet E-001.
- Provide telecommunications system using only those materials listed in Specifications division 27 in lieu of all other specified manufacturers. See also sheet E-001.



Owner Comments



Bidder Questions & Site Tour