



CONFERENCE MEMORANDUM

Date: April 29, 2026

Project: UNCC Friday Active Learning Classrooms

Location: William Friday Building
9209 Mary Alexander Rd
Charlotte, NC 28223

Meeting date: April 28, 2026
2:00pm – 3:00pm

Purpose: Pre-Bid Meeting

Attending: UNCC – Lisa Sain
Ellie Festger
Deon Ritchie
Scott Strilka
Steven Skelton
Tim Carmicheal
C Design – David Wales
Caden Norville

See attached for all attendees.

Minutes:

- 1) David Wales opened the meeting with team introductions and identification of primary contacts.
- 2) Lisa Sain, Project Manager, noted that additional funding has been received from the University and should have sufficient funding for all 4 classrooms to be constructed.
 - a) Contractors are to submit bids with the additional classrooms listed as alternates, which may be formally accepted upon execution of the construction contract.
- 3) David Wales then reviewed the full drawing set, highlighting key coordination aspects of the project, beginning with site logistics and existing conditions. Key considerations include:
 - a) Site considerations (University operations, campus logistics, parking)
 - b) Sequence of construction (demolition, concrete pouring)
 - c) Cold formed metal framing floor structure
 - d) Raised ceiling coordination
 - i) No major systems work required above ceiling.
 - e) Owner Furnished / Owner Installed (OF/OI) coordination
- 4) Lisa Sain clarified that the OneIT Closet is defined as a separate project to be bid out separately but may be incorporated through contract negotiations if the same GC is awarded.
 - a) The OneIT Closet is critical to operations and is intended to be completed prior to the overall renovation.
- 5) The floor was opened for questions.
 - a) Questions regarding exterior scope were addressed:
 - i) Two new exterior egress doors will be added, with associated paving to connect to existing brick pavers.
 - ii) Additional exterior lighting may be required at these doors; include two exterior lights in the bid, with drawings to be revised as needed.
- 6) Ellie Festger, UNCC Design & Construction Industry Partnership Manager, emphasized the use of UNCC's Historically Underutilized Business (HUB) Program. Key requirements include:
 - a) Project goal of 10% participation by **certified** HUB firms.
 - b) Required submission of:
 - i) "Identification of HUB Certified Business Participation" form
 - ii) Either Affidavit A (Good Faith Efforts) or Affidavit B (Intent to Perform Contract with Own Workforce).
 - c) Certified Prime Contractors cannot count themselves toward the goal
 - d) For additional information, contact Ellie Festger efestger@charlotte.edu
- 7) The meeting transitioned to the existing classrooms for further discussion. Additional logistics were reviewed, including:
 - a) Awarded GC needs to be prepared to perform the work in an occupied building.
 - b) Demolition noise considerations during school hours as the rest of the building may be in operation.
 - i) Construction hours may be adjusted to accommodate school hours if desired.
 - c) Parking to be coordinated during contracting, with passes issued to key personnel.
 - d) The eight classrooms will be vacated after semester dismissal and remain unavailable for classes through December.
 - e) Construction must be completed by December 2026.

We believe the foregoing is an accurate and complete account of the items discussed and conclusions reached during this meeting. We assume this information to be correct, unless we receive notice from you to the contrary.

C Design

A handwritten signature in black ink. The signature is stylized and appears to read "Caden Norville". It features a large, sweeping initial "C" on the left, followed by the name "ADEN" in a more compact, blocky font. A long, thin horizontal line extends from the right side of the signature.

Caden Norville

CDI #: 0604-0749

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