

January 11, 2013

McKim & Creed Project No. 05055-0005

**Addendum Number 3**

**University of North Carolina Charlotte  
Emergency Power Upgrades to Supply Telecommunication Equipment  
Code 40726 Item 320  
SCO ID No. 09-08067-02A**

**NOTICE TO ALL BIDDERS AND HOLDERS OF CONTRACT DOCUMENTS**

The information contained herein is intended to modify and/or clarify the Contract Documents. The addendum shall and does become a part of the Contract Documents and shall be covered in the Contractor's proposal for the work.

It is the Contractor's responsibility to ascertain, prior to bid time, the addenda issued and to see that this bid includes any changes required. Prime Contractors shall see that their sub-contractors and suppliers are in receipt of information contained in all addenda.

All bidders shall acknowledge receipt of this Addendum in the space provided on the Form of Proposal.

This Addendum consists of 9 pages

**SPECIFICATIONS:**

Item 1. The Pre-Bid Meeting Minutes document with attachments, dated January 8, 2013, is attached and is part of this addendum. Attachment consists of 6 pages.

**DRAWINGS:**

Electrical and Mechanical Drawings

(0) ITEMS



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**QUESTION FROM MESSER CONSTRUCTION:**

On drawing M100, there are three new air handling units shown in addition to the three new A/C units. While the A/C units are scheduled, the AHUs are not. Please clarify.

Response: The equipment schedule on drawing M100 lists the manufacturer, the outdoor unit model number, and the indoor unit model number for each of the three systems. The indoor unit is the air handling unit.

**QUESTION FROM WHITING-TURNER CONTRACTING:**

A "Form of Bid Bond" is not included in the project manual. What is the correct form to use?

Response: The Form of Bid Bond is attached which is also available at the NCDOA website for Bidding Forms: <http://www.ncsco.com/docBidding.aspx>.

End of Addendum Number 3



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## MEETING MINUTES

Client:	University of North Carolina Charlotte
Project Name:	Emergency Power Upgrades to Supply Telecommunication Equipment
Project Number:	SCO ID No. 09-08067-02A; Original United No. 211119; McKim & Creed No. 05055-0005
Meeting Topic:	Pre-Bid Meeting
Date:	January 8, 2013
Time:	8:30 AM
Conducted by:	Rich Manning, PE

### 1. Attendees

- a. See attached Sign-In Sheet

### 2. All attendees introduced themselves.

3. The project description was read by Rich Manning from specification section 010110: Since the entire site is occupied, the work must be completed in phases concurrent with the University class schedules. Work in general includes the modifications to existing electrical distributions, installation of concrete encased duct bank, generator, panelboards, and automatic transfer switches.

4. HUB requirements were discussed by Dorothy Vick and the UNC Charlotte "Good Faith Effort" Requirements (08/11) document was handed out for all attendees to see. If assistance is needed from Dorothy Vick by phone, she needs to be contacted by January 9, 2013 since she will be out of the office. A question was raised about sub-contractors bidding, but only the pre-qualified contractors can submit bids as Single Prime contractors.

- a. See attached UNC Charlotte "Good Faith Effort" Requirements (08/11)

5. Safety Requirements were mentioned by Brian Kugler that it is an occupied site so work areas must be identified and all work area safety precautions need to be in place.

6. The Completion Date of one hundred twenty (120) consecutive calendar days after written direction to proceed was mentioned as being part of the contract documents. This is included in the Project Manual, General Conditions, Article 23. A question was raised about extra time between the project being awarded and the Notice to Proceed. Brian Kugler mentioned that he would coordinate that extra time with the company that is awarded the bid and he expects to award the project shortly after the bid date.

7. Liquidated Damages were mentioned as being part of the contract documents and are \$1,000 per day as included in the Project Manual, General Conditions, Article 23.

8. The bid form is included in the Project Manual which also includes four bid alternates and unit price items. The alternates were described and Brian Kugler mentioned that they are aware that there is not enough money available to complete all the buildings, but the alternates will

help identify which buildings will ultimately be included in the project. A question was raised about verifying or tracing existing branch circuits that are affected by the distribution changes. Brian Kugler mentioned that the existing branch circuits affected by the distribution changes need to be circuit traced.

a. Addendum 2 was distributed to attendees.

9. Access to facilities was mentioned by Brian Kugler and he stated that the Facilities Management Department needs to be contacted to gain access to secured areas.
10. Existing utilities were mentioned by Brian Kugler that multiple surveys prior to bid are not necessary. The Facilities Management Department needs to be consulted for existing utility locations. However, the markings provided by Facilities Management will be general area guides of underground services and it will be up to the contractor to verify. Additional existing utility information is included in the Project Manual in Section 010100 General Requirements).
11. Erosion Control was mentioned as being part of the contract documents in the Project Manual, General Conditions, Article 12, as well as other specification sections.
12. Inspections were mentioned as being part of the contract documents as included in the Project Manual, General Conditions, Article 23. Rich Manning will conduct most weekly inspections. This is a State Construction project, so the Department of Insurance office needs to be notified of status and work available for inspection. However, since this is a small project then the inspector may choose not to visit the site, but the inspector must be notified. Additional specification sections also include required testing and inspections.
13. A question was raised about who builds the HVAC condensing unit pads for the units shown on sheet M100. Rich Manning stated that the General Notes included in Addendum 2 identify that the units need to be installed according to manufacturer recommendations, so the pad installation is the mechanical contractor's responsibility.
14. A question was raised about no mechanical specification sections in the Project Manual. Rich Manning stated that the General Notes included in Addendum 2 have the information needed for the HVAC unit installations.
15. A question was raised about the General Notes included in Addendum 2 which mention that all refrigerant piping is to be installed in the walls. Rich Manning stated that the General Notes also include insulation information which applies to outdoor piping installations.
16. A question was raised about the intent of the painting specification included in the Project Manual. Rich Manning stated that the painting would occur in the finished areas where the work may cause some finished areas to be touched up.
17. A question was raised about work hours, especially in the residence hall. Brian Kugler mentioned that work in all the areas would be during normal work hours, but shut-downs and other activities would need to be coordinated with Facilities Management. Work hours in the Wallis residence hall would be from 8AM until dusk, however that may also depend on other student activities or schedules.
18. A site visit was conducted immediately following the initial pre-bid meeting where all four buildings were surveyed.



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MEETING SIGN-IN SHEET				
<b>Project:</b>	Emergency Power Upgrades to Supply Telecommunication Equipment		<b>Meeting Date:</b>	January 8, 2013
<b>Project Manager:</b>	Brian Kugler – UNCC Rich Manning – McKim & Creed		<b>Place/Room:</b>	UNC Charlotte Cone Center, Room 113
Name	Title	Company	Phone	E-Mail
Rick Bauer		MIME Electric	(704) 867-0224	
Darrin Wilson		M+R Electric	704 867 0221	darrin.wilson@mme.com
LARRY HARRIS		TEC ELECTRIC	704-965-6016	LARRY.HARRIS@HARRISELEC.COM
CHAD KISER		WATSON ELECTRIC	704-947-5151	chad@watsonelectric.com
GARY McCRODIE		WATSON ELECT CONN	704-393-0220	gmcrodie@watsonelec.com
CHRIS MALINOWSKI		MESSER CONSTRUCTION	704-579-2128	CMALINOWSKI@MESSER.COM
Brian Kugler		UNC Charlotte		
Graham Warren		McKenney's Inc.	704-361-0338	graham.warren@mckenneys.com
John Blas		UNC CHARLOTTE ITS	704-687-0292	jblas@uncc.edu





**UNC Charlotte**  
**“Good Faith Effort” Requirements (08/11)**

1. Determine the scopes of work that you will be outsourcing and state them in the Invitation For Bids (IFB) that you send to prospective minority subcontractors.
2. Solicit quotes from **at least** three (3) minority firms for each scope of work you plan to outsource.
3. Send minority firms your IFB as soon as possible, but **not less than** ten (10) days prior to the bid opening date.
4. **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.
5. **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.
6. If you are contacting a minority trade, community or contractor organization identified by the Office for Historically Underutilized Businesses (HUB) for assistance in obtaining quotes from minority firms, 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.
7. 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. **Only 1<sup>st</sup> tier subcontracts can be counted towards minority participation goals on single prime projects.** For access to the SWUC Vendor database go to the HUB Office website at <http://www.doa.nc.gov/hub/> and click on *Search for HUB Vendors*.
8. **“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.
9. Minority-owned pre-qualified contractors **are also** required to meet the minority participation goals set for the project. Work performed by the minority-owned pre-qualified contractor **will only** be counted towards the minority participation goal if the minority contractor is **self performing** (see Item 8 above).
10. Quick Pay Agreements & Policies – Affidavit A - Listing of Good Faith Efforts, Item 10 (20 points). This is only applicable if you have referenced “quick pay” in your IFB as an incentive to obtain minority participation. Quick Pay Agreements should not contain stipulations, such as *firm must demonstrate need for quick pay, or provide plan demonstrating viable cash flow*, etc, that discourage firms from requesting quick pay. You will need to provide a copy of your Quick Pay Agreement if you are the apparent low responsible, responsive bidder. Payment within thirty (30) days **is not** “quick pay”.

**Assistance:**

Contact the UNC Charlotte HUB Coordinator, Dorothy Vick (**not less than ten (10) days prior to the bid opening date**), at [dlvick@uncc.edu](mailto:dlvick@uncc.edu) or 704.687.0527 for the following;

1. Assistance in finding minority firms in specific trade categories that have worked on local government (city/county/school board), UNC System or UNC Charlotte projects, 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.

**Documents:**

*Guidelines for Recruitment and Selection of Minority Businesses for Participation in State Construction Contracts* (dated MB Guidelines 2002) and *Minority Business Participation Forms* (to be submitted with bids) can be found at the State Construction Office website - <http://www.nc-sco.com/docBidding.aspx>.

The following forms must be submitted with the bid;

1. **Identification of HUB Certified/Minority Business Participation** form (dated MB Forms 2002- Revised July 2010)
2. **AFFIDAVIT A** – Listing of Good Faith Efforts (dated MB Forms 2002-Revised July 2010), --  
--- or
3. **AFFIDAVIT B** – (Intent to Perform Contract with Own Workforce (dated MB Forms 2002- Revised July 2010).

One of the following forms is to be submitted by the apparent lowest responsible, responsive bidder within **72 hours** after notification of being low bidder;

1. **AFFIDAVIT C** – Portion of the work to be Performed by HUB Certified/Minority Businesses (dated MB Forms 2002-Revised July 2010), ----- or
2. **AFFIDAVIT D** – Good Faith Efforts (dated MB Forms 2002-Revised May 2010). This form is not required if the bidder submitted Affidavit B.



**FORM OF BID BOND**

KNOW ALL MEN BY THESE PRESENTS THAT \_\_\_\_\_

\_\_\_\_\_ as principal, and \_\_\_\_\_, as surety, who is duly licensed to act as surety in North Carolina, are held and firmly bound unto the State of North Carolina\* through \_\_\_\_\_ as obligee, in the penal sum of \_\_\_\_\_ DOLLARS, lawful money of the United States of America, for the payment of which, well and truly to be made, we bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

Signed, sealed and dated this \_\_\_\_ day of \_\_\_\_ 20\_\_

WHEREAS, the said principal is herewith submitting proposal for and the principal desires to file this bid bond in lieu of making the cash deposit as required by G.S. 143-129.

NOW, THEREFORE, THE CONDITION OF THE ABOVE OBLIGATION is such, that if the principal shall be awarded the contract for which the bid is submitted and shall execute the contract and give bond for the faithful performance thereof within ten days after the award of same to the principal, then this obligation shall be null and void; but if the principal fails to so execute such contract and give performance bond as required by G.S. 143-129, the surety shall, upon demand, forthwith pay to the obligee the amount set forth in the first paragraph hereof. Provided further, that the bid may be withdrawn as provided by G.S. 143-129.1

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