ADDENDUM No. 1

Date: March 12, 2018
To: All Bidders
From: Jenkins•Peer Architects
Charlotte, N.C.
Re: UNC Charlotte – Residence Hall Phase XVI Early Site Utilities Package
SCO ID: 18-18333-02B
JPA Project #: 18NCC016

NOTICE to BIDDERS:
Bidder is hereby notified that this Addendum shall hereby become a part of the Construction Documents and the official Contract Documents, and shall be attached to the Project Manual for the Project.

The following items are intended to revise and clarify the Drawings and the Project Manual.

The bidder shall see that their Sub-Bidders are in full receipt of the information contained herein.

General Note:
This Addendum includes the following groups and subsequent “items” referring to various parts of the Contract Documents. Note that some “items” may refer to Bulletin Drawings or new Specification Sections which are attached at the back of the Addendum.

GENERAL REQUIREMENTS

1) PRE-BID MEETING MINUTES (Meeting date March 15th 2016 – at UNC Charlotte – HRL 103
   i) Meeting minutes with Sign-In sheet of attendees attached.
   ii) Good Faith Efforts document for MBE information.

PROJECT MANUAL & TECHNICAL SPECIFICATIONS DIVISIONS

NOT USED

DRAWING SHEETS:

NOT USED

End of ADDENDUM No. 1

Attachments:
• Pre-bid Meeting Sign-in sheet and Minutes
• UNC Charlotte Good Faith Efforts document
Residence Hall Phase XVI Early Site Utilities Package
UNC Charlotte
SCO ID#: 18-18333-02B
JPA Project #18NCC016

Pre-Bid Meeting Minutes
March 8, 2018
UNC Charlotte – HRL Room 103
3:00 PM

Minutes:

1. Introduction of Project Team

2. Description of the Project: Relocation of utilities to keep Sanford Hall operational during the demolition of Moore Hall and construction of new Residence Hall Phase 16 building.

3. Parking & Contractor Offices
   a. Parking shall be within the construction limits and in lot 6 with permit provided by UNC Charlotte. GC to coordinate with UNC Charlotte Construction Manager for permits.
   b. Off-site parking is also available at Starlight Cinemas, 11240 N. Tryon St
   c. Requirements for site office are covered in the specifications.

4. Review of Bidding Requirements:
   a. Single Prime Bids only (GS 87-1). General Contractors with Unlimited classification
   b. Opening Date: March 28, 2018 at 2:00PM, HRL 103
   c. 5% Bid Bond
   d. 60 day bid hold
   e. Bid security, Form of Proposal and MBE requirements must be submitted with Bid. All Contractors are cautioned to keep full records.
   f. Elizabeth Frere indicated that March 18 is the last day for GC’s to notify MBE firms of Project. Dorothy Vick of UNC Charlotte can assist with any MBE questions or contacts. Elizabeth passed out UNC Charlotte “Good Faith Efforts” document which also includes Ms. Vick’s contact information.

5. Allowances & Unit Prices:
   a. Allowances are part of total base bid number.
   b. Unit prices are used to establish the cost of additional work beyond the allowance quantity listed.
   c. All unused portions of allowance values will be returned to the Owner via deductive change order at the end of the project.

6. Time of Completion and Liquidated Damages:
   a. 80 calendar days from Notice to Proceed: Completion of project on schedule is critical for UNC Charlotte. Both Moore and Sanford Halls must be fully operational as of August 1, 2018.
   b. Contracts: Work cannot start without a contract in place. All bidders are encouraged to become familiar with contract requirements- especially for bonds and...
insurance certificates. These seem to be the most consistent issues that delay contract approval.

i. **JPA directed the contractors’ attention to the division 1 specifications for specific information on important dates that will be pertinent to the bidders.**

ii. **JPA also advised that in order to meet the University’s requirements for occupying both Moore and Sanford Halls, it would be critical to get contracts turned in to SCO for review and approval as quickly as possible after Notice of Intent to Award. JPA indicated that the most common reasons for failure to get approved contracts is due to insurance certificate and/or bond documentation issues.**

c. **Schedule:** Notice of Intent: TBD; Start of Construction: TBD; Final Completion: TBD

d. **Liquidated damages:** $1,500 per calendar day.

7. **Proper submission of Bidder questions:** Questions will be accepted via e-mail, only. All questions must be received no later than close of business March 15, 2018. No exceptions. Reference the Instructions to Bidders for RFI requirements. For e-mail, use **ttonetti@jenkinspeer.com.** RFI’s and Substitution Requests MUST come through a bidding General Contractors.

8. **Product Substitutions:** Request must be received no later than close of business on March 15, 2018. Incomplete substitution requests will not be reviewed. Refer to the Instructions for Bidders and specifications for complete requirements.

9. **Owner comments**

   a. **John Storch advised bidders that over the course of the project, there would be many youth groups on campus and it was the contractors’ responsibility to secure their site, equipment, materials etc.**

   b. **John also indicated that working hours would be from dawn until dusk seven days a week with the exception of the dates for the football camp in mid-June per the specifications.**

   c. **Donny Edwards also the need for contractors to have a heightened awareness of surrounding activity with youth groups on campus who might not necessarily be paying attention themselves.**

10. **Bidders questions**

11. **Tour of site**

   a. **A tour of the site was held after the meeting to give some general information of the areas around Moore and Sanford that will be affected by the construction.**
UNC Charlotte
“Good Faith Effort” Requirements
(Residence Hall Phase 16 Early Site Utilities)

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 Invitation For Bid (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.

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, 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.
   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.
   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.

   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.
   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.
Have 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.

**Be sure to** mention that assistance with bonding and/or insurance will be provided in your IFB.

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.

   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.**

   Document names, addresses and telephone numbers of minority businesses to which assistance was offered, outline steps taken. **Be sure to** mention that assistance with equipment, loan capital, lines of credit or joint pay agreements to secure loans, supplies, or letters of credit will be provided in your IFB.

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.**

   Provide a copy of joint venture or partnership arrangements between bidder and minority businesses.

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

   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 businesses. Be sure to** mention that quick pay agreements will be provided to assist contractors with cash-flow demands in your IFB.

**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](http://www.doa.nc.gov/hub/searchhub.aspx) for access to the SWUC Vendor database.

**Assistance:**

**Email:** (Email Subject: UNC Charlotte Residence Hall Phase 16 ESU) the UNC Charlotte HUB Coordinator, Dorothy Vick (dlvick@uncc.edu) no later than 5:00 PM, Wednesday, March 14, 2018 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.