

THE UNIVERSITY OF ALABAMA

Reese Phifer Annex Window Replacement

205-19-1803

PRE-BID CONFERENCE AGENDA

Tuesday November 17, 10:00AM

GENERAL INFORMATION

1. Introduction of Attendees

- a. The University of Alabama (UA) – Owner
 - Tony Smith - UA Project Manager
 - Chad Elliot - UA Field Coordinator
 - Jennifer Patrick - UA Contract Administration
- b. Consultant's Team and Responsibility
 - Cole & Cole Architects PM: Les Cole & Chris Lincoln
- c. Sub consultants N/A
- d. Others N/A

2. Bid Date / Time / Location

Date: **Thursday December 3rd**

Time: **2:00PM**

Location: Procurement Services Annex

405 Cahaba Circle

Tuscaloosa, AL 35404

Bids will be received in a secure drop box located in front of the Procurement Service Annex at 405 Cahaba Circle on the University Services Campus (the same building where bids are currently received). The building will be locked, but the drop box will be monitored and emptied prior to the bid opening. Bidders are strongly encouraged to hand deliver bids to the drop box as FedEx and UPS deliveries may be delayed. Bids will be opened via a Zoom video conference. A link to the Zoom video conference will be sent out in a future addendum.

3. Eligibility

- a. As per Contract documents
- b. Licensed General Contractor in the State of Alabama
- c. Prequalification was required for General Contractors, Prime Window Installation Contractors and Window Installation Subcontractors
- d. Prequalified Contractors/Subcontractors
 - UA Master List
 - McInerney & Associates – Prime Window Installation Contractor and Window Installation Subcontractor
 - Southern Sash Supply – Window Installation Subcontractor

4. Bids

- a. Preparation/Delivery
 - It is the Contractor's responsibility to make sure bid is complete per the Contract documents (e.g. bid form, bid bond, sub/supplier list, etc.)
 - It is the Contractor's responsibility to make sure bids are delivered and received at the designated location on the date and time stated in advertisement for bid or subsequent addenda.
- b. Proposal Form
 - No alterations shall be made to bid proposal form
 - Be sure to use latest bid proposal form provided during bid process
- c. Guaranty
 - Bid Guaranty in the form of Bid Bond or Cashier's Check is required
 - 5% of bid amount, not to exceed \$10,000

- Use the provided UA form for Bid Bonds
 - Bid Bond must be executed by a Surety Company duly authorized and qualified to make such bonds in the State of Alabama, payable to the University of Alabama
 - Cashier's check, if used, must be drawn on an Alabama bank
- d. Sales and Use Tax Savings
- Bidder is not to add or include Sales and Use taxes in their bids
 - Sales tax estimates should be listed on the space designated on the bid form
 - Contractor will need to apply for a tax exempt certificate with the Department of Revenue to purchase materials tax free. Any delay in obtaining the tax exempt certificate due in whole or in part to the Contractor will not be cause for an extension of time for completion of the Project nor an increase in price.
 - Basic material & labor breakdown required to allow UA to apply for Tax Exempt Certificate
- e. Subcontractors and Suppliers Submittal
- Bidders shall include with their bids a listing of window installation subcontractors and material suppliers as specified in the Supplementary Instructions to Bidders
 - Bidders may change up to four (4) subcontractors/suppliers on their envelope prior to bid time
 - ~~The low bidder shall submit a complete list of major subcontractors and suppliers within 48 hours of the bid opening. This list should include the license number for all subcontractors and should be on the bidder's letterhead.~~
 - No substitutions of any subcontractor or supplier identified with the bid or in the subsequent listing will be allowed without written request and approval by UA, whose decision shall be final.
5. Post-Award / Miscellaneous
- a. Contract Bonds as per Section 32 of General Conditions
- Performance Bonds - 100% of contract amount
 - Payment Bonds - Not less than 50% of contract amount
- b. Bidder awarded the job must show evidence of being registered in the US Government's E-Verify Program
- c. Pay Application requirements as per Section 28 of General Conditions
- d. Contractor shall adhere to the Child Labor Law - No workers on the project under the age of 18
- e. Minority and Women Owned Participation - UA is encouraging a goal of 5% for this project. Minority or women owned subcontractors or suppliers should be identified to the Owner using Minority and Woman-Owned Business (MWB) Subcontracts form. For a list of businesses in Tuscaloosa and the surrounding area, go to constructionpublicinfo.ua.edu and click Resources.
- f. Davis-Bacon N/A
- g. Smoking, including the use of electronic cigarettes or similar devices, is prohibited anywhere on campus
6. Insurance
- a. Builder's Risk Coverage (discuss applicable section below)
- ~~Is furnished by Owner~~
 - ~~Contractor responsible for \$10,000 deductible per occurrence and any claim not covered by the owners builders risk insurance policy - a copy is available upon request~~
 - ~~See Contractor Insurance Requirements for additional information~~
 - ~~See General Conditions Article 28 for additional information related to stored material~~
 - Is not furnished by Owner
 - Owner does not provide insurance coverage or other protection for any financial loss or project delay resulting from damage, theft, or any other loss to tools, equipment, or materials owned, leased, or rented by the Contractor, employees of the Contractor, or any Subcontractor
 - ~~Contractor may elect to purchase other forms of property insurance or inland marine insurance on tools or equipment, project materials or components awaiting installation at any location or materials or components while being installed~~
 - The general contractor is required to purchase builder's risk coverage. Coverage should be "all-risk" including, but not limited to, the following perils: fire, windstorm, hail, water damage, flood, mold, earth movement (also known as "earthquake"), vehicle or equipment collision, paint overspray, collapse, vandalism and lightning. Coverage must be on a replacement cost basis. The carrier must be A- rated or better by AM Best and admitted in the State of Alabama. The coverage period must start on the first day of construction and must extend a minimum of 30 days after receipt of the Certificate of Substantial Completion. Property must be insured while in

transit, while stored at an off-site location, while on the construction site but not yet attached to the building and after being attached to the building. The general contractor is responsible for absorbing the deductible in the event of a loss, and the deductible cannot exceed \$10,000. The Board of Trustees of the University of Alabama must be included on the policy as both an additional named insured and a loss payee. An Evidence of Property Insurance certificate must be provided to Construction Administration showing both additional named insured and loss payee status, coverages and limits prior to the start of construction. Coverage limits must be as follows:

- Hard Costs: insured to full value
 - Soft Costs: insured to full value
 - Furniture and Fixtures: insured to the full value of items being purchased and/or installed by the contractor under the construction contract.
 - Business Interruption: as determined by Risk Management
- b. General Liability
- Commercial General Liability coverage with limits of \$1,000,000 per occurrence, \$2,000,000 aggregate
 - \$1,000,000 in Excess/Umbrella Coverage
- c. See the Contract Insurance Requirements section of the bid documents for a complete listing of insurance requirements

PROJECT INFORMATION

7. Basic Project Information

Removal of existing aluminum clad windows and installation of new aluminum windows, as well as rough carpentry, finish carpentry, drywall, acoustical ceiling tile replacement and painting as required by the contract documents.

8. Anticipated Schedule, Progress and Completion

- a. Anticipated "Letter of Intent" from UA by December 7, 2020 to allow for production of shop drawings and submittals to begin.
- b. Anticipated NTP / Mobilization – May 3, 2021
- No work shall begin on project until insurance certificates are approved by UA
 - Limited NTP for placement of Window Material Order will be issued in advance as necessary to meet delivery requirements.
- c. Time for Completion
- Base Bid Completion Date: July 28, 2021
 - Alternate No. 1 Completion Date: July 28, 2021
 - Alternate No. 2 Completion Date: July 28, 2021
- d. Liquidated Damages - 9% per Annum, per calendar day for completion dates as specified above, plus additional costs associated with resident observation. No additional cost associated with resident observation for work on weekends or holidays prior to specified completion dates.
- e. Contractor to submit a schedule of values with detailed breakdowns of material and labor within 10 days of the Notice to Proceed for progress tracking and management
- f. Contractor to generate and submit detailed construction progress schedule compliant with Section 9 of General Conditions and Specification Section 013200 ten (10) days after NTP, unless otherwise indicated in the LOI. No claims for time extensions will be granted prior to the submission and approval of a progress schedule compliant with these sections. During the course of the work, the assigned UA Project Manager will review the progress of completed work and the submission of any supporting documents regarding the progress of the work.
- g. Owner/Consultant/Contractor (OAC) progress meetings to be held per project requirements
- h. Warranty dates shall start at Date of Substantial Completion

9. Job Sign Requirement No

10. Construction Staking

- a. ~~Shall be the Contractor's responsibility and shall be performed under the supervision of a Licensed Professional Land Surveyor in the State of Alabama~~

11. Project Observation / Material Testing

- a. Resident observation will be provided by Owner
- b. Materials testing and geotechnical recommendations for the Owner will be provided by N/A
- c. Contractor's responsibility to coordinate all testing
- d. The Contractor shall submit a QA/QC program in compliance with Specification Section 014000

12. Inspections

- a. All "city inspections" of the work will be conducted by 3rd party consultants for the University
 - Contractor will email inspections@fa.ua.edu to schedule these inspections
 - 24 – 48 hours notice required
- b. University "in-house" inspections of the work will be scheduled by the contractor(s) through the project Field Coordinator
 - 48 – 72 hours notice required
- c. Inspection cards must be kept up to date throughout duration of project
- d. The Contractor should only schedule inspections when the work to be inspected is complete. UA reserves the right to deduct costs for additional inspections due to incomplete material or workmanship at the time the Contractor scheduled the initial inspection.

13. Safety

- a. The Contractor shall be responsible for all project safety. Neither the Consultant nor the Owner will be responsible for the Contractor's safety precautions, means, methods, techniques, sequences, or procedures.
- b. Contractor's personnel responsible for safety shall be OSHA certified
- c. Weekly employee safety meetings will be required with minutes of each meeting kept current. Contractor shall be responsible for coordination, content, scheduling, etc., of safety meetings with employees. Safety meeting minutes with sign-in sheets must be current for the contractor's pay request to be approved.
- d. The Contractor shall be responsible for maintaining a comprehensive Hot Work Program. See Supplemental General Conditions Section 1.8.
- e. Fencing along the limits of construction, including equipment and storage areas, is the Contractor's responsibility unless otherwise directed by the Owner. The cost of any type fencing, barricades, etc. necessary shall be incidental to project. Fencing, barricades, etc., must be maintained according to the project specifications throughout the duration of the project.

14. Storm Water and Erosion Control

- a. As per Project Specifications Section
- b. The Contractor shall be responsible for obtaining the NPDES Permit and will submit the permit application prior to beginning onsite work
- c. Contractor will arrange for a qualified individual to provide all monthly inspections and reports for the project
- d. Contractor responsible for implementing all BMP's, installation of all erosion and sedimentation control items, adhering to permit requirements and monthly inspection reports, etc.

15. Tree Protection

- a. During the course of the work, Contractor will take all necessary precautions to protect existing trees on and near the project site as per the Project Specifications and Article 14 of the General Conditions
- b. For any tree destroyed or damaged beyond reasonable repair due in whole or in part to the Contractor's failure to adequately protect it the University will assess damages per the Project Specifications

16. Existing Conditions / Constraints

- a. Contractor is required to implement and enforce COVID-19 safety measures and protocols in accordance with University guidelines. Contractor will be required to submit a COVID-19 safety plan prior to starting work.
- b. Window demolition and Installation will be required to be completed from the building's exterior. Access to the interior of the building will be limited and must be coordinated and scheduled in advance with UA Construction Administration to allow for minimal disruption of classroom and office use.
- c. Access to the Project site is severely constrained. Construction traffic shall be limited to that absolutely necessary for project deliveries and materials handling as required.

17. Parking for Contractors, Subcontractors and all workers

- a. All construction parking is to be at UA Construction Lot off Campus Drive. Shuttle service to the Project site will be provided.

18. Traffic Control

- a. As per Project Specifications

- b. Coordinate all activities which may impede automobile, bus, pedestrian, or bicycle traffic with the Project Manager and UA Transportation Services.
 - c. No deliveries between 7:30 a.m. and 8:15 a.m.
19. Working on campus/interaction with UA faculty, staff, and students
- a. The safety of pedestrians around the project site will be emphasized throughout the project. Safe pedestrian routing will be established in conjunction with the UA Project Manager and Transportation Services at the outset of the project. Contractor will maintain such routing throughout the duration of the project.
 - b. Notification to Emergency Vehicles (Police, Fire, Rescue, Ambulance, etc.) shall be Contractor's responsibility
 - c. Harassing communications or behavior toward students, faculty or staff will not be tolerated and offending individuals will be removed from the project immediately.
 - d. ~~Unless otherwise indicated,~~ Contractor shall provide temporary toilet facilities for its employees as well as other workers on the jobsite. Workers on the jobsite shall not use restrooms, break areas, or vending machines within the building or adjacent buildings unless approved by UA.
20. Existing Utilities
- a. As per Special Conditions Section 02000 and Technical Specifications Section 02620
 - b. Verify location of utilities prior to construction
 - c. Pre-Excavation Sign-Off Sheet Before Excavation – Contractor's Responsibility
 - d. ~~Underground Telecommunication Protection Guidelines N/A~~
 - e. ~~Site Prep Approval Sign-Off Sheet N/A~~
21. Water Distribution
- a. ~~If the project requires the installation of new or additional water meter(s) from the City of Tuscaloosa the contractor shall pay all water/sewer fees and meter set purchase cost as per the allowance section below. Contractors should verify any associated costs with the city prior to bidding N/A~~
22. Duct Cleanliness (if applicable to the current project) N/A
- a. ~~All ductwork should arrive at jobsite with all openings covered in 6 mil plastic sheeting~~
 - b. ~~Ductwork should be covered except when ductwork is being done in that area~~
 - c. ~~HVAC Units shall not operate until after the Pre HVAC Conference is held~~
 - d. ~~During construction prior to starting equipment, install a minimum of MERV 8 filters on the return and outside air. It is responsibility of the Contractor to change filters and clean coils as required until Date of Substantial Completion.~~

ADDENDA, ALLOWANCES, ALTERNATES & UNIT PRICES

23. Addenda
- a. Minutes of Pre-Bid and any other pertinent items discussed shall be issued as Addendum 1
 - b. Additional addenda will be issued throughout bid process as warranted
 - c. All questions prior to bid should be directed to Cole & Cole Architects at les@coleandcole.com
 - d. Deadline for questions from bidders:
 - e. Deadline for substitution requests: Monday November 30, 5:00PM
 - f. All questions should be directed to A/E in writing. Responses will be sent to all bidders. Any pertinent questions that may be asked during site walk-through or site visits should be followed up in writing. Any verbal answers provided should be considered nonbinding.
24. Allowances
- a. N/A
25. Alternates
- Alternate No. 1 - Add 1” metal window blinds to remaining windows being replaced and not identified in Section 122113-1.2A.2 (interior wall locations) or where black-out shades are required per Alternate No. 2. Include estimated sales tax as a separate line item.
- Alternate No. 2 - Add manual blackout shades at exterior windows in Rooms 180, 216 (4 windows only) and 466 per Section 122413-1.3A. Include estimated sales tax as a separate line item.

26. Unit Prices

- a. Repair or replacement of deteriorated blocking around the window openings. One unit includes one board foot of deteriorated blocking removed and replaced. This unit price includes all material, labor, disposal, access and any other cost associated with repairing one board feet of blocking.

27. Other / Miscellaneous

- a. N/A

OWNER COMMENTS

QUESTIONS / COMMENTS

PROJECT TOUR (OPTIONAL)