

# THE UNIVERSITY OF ALABAMA

## Theatre and Dance Warehouse Renovation

1023-17-1072

### PRE-BID CONFERENCE AGENDA

July 14, 2020 at 10:00 AM

#### GENERAL INFORMATION

1. Introduction of Attendees
  - a. The University of Alabama (UA) – Owner
  - b. Consultant’s Team and Responsibility
  - c. Sub consultants
  - d. Others
2. Bid Date / Time / Location

Date: July 23, 2020  
Time: 1:00 PM  
Location: Procurement Services Annex  
405 Cahaba Circle  
Tuscaloosa, AL 35404
3. Eligibility
  - a. As per Contract documents
  - b. Licensed General Contractor in the State of Alabama
  - c. Prequalification required for General Contractors.
  - d. Prequalified General Contractors:
    - UA Master List
    - Crimson Eagle Inc.
    - Chase Building Group, Inc.
    - P&M Mechanical, Inc.
    - Spencer Management
4. Bids
  - a. Preparation/Delivery
    - 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. The link for the Zoom video conference will be issued in a future addendum.
    - 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 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. Each subcontractor engaged in the installation, modification, configuration, programming, or testing of a fire alarm system must have a current Fire Alarm Permit from the Alabama State Fire Marshal's Office. A copy of each fire alarm subcontractor's permit must be provided with the list of subcontractors prior to installation or modification of the fire alarm system.
  - c. Bidder awarded the job must show evidence of being registered in the US Government's E-Verify Program
  - d. Pay Application requirements as per Section 28 of General Conditions
  - e. Contractor shall adhere to the Child Labor Law - No workers on the project under the age of 18
  - f. 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](http://constructionpublicinfo.ua.edu) and click Resources.
  - g. Davis-Bacon-Not Applicable
  - h. Smoking, including the use of electronic cigarettes or similar devices, is prohibited anywhere on campus
6. Insurance
- a. Builder's Risk Coverage
    - 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
  - b. General Liability
    - Commercial General Liability coverage with limits of \$1,000,000 per occurrence, \$2,000,000 aggregate
    - \$1,000,000.00 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  
Renovation of Cottage 4 building into warehouse space for the Department of Theatre and Dance. Interior demolition of this building has been completed.
8. Anticipated Schedule, Progress and Completion
  - a. Anticipated "Letter of Intent" from UA by August 24, 2020

- b. Anticipated NTP / Mobilization – August 28, 2020
    - No work shall begin on project until insurance certificates are approved by UA
  - c. Time for Completion
    - Base Bid Completion Date: December 1, 2020
  - d. Liquidated Damages - \$500.00 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 -Not Required
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 TTL.
  - 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. Any shutdowns shall be coordinated with UA and will be done after normal operating hours.
  - b. 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.
17. Parking for Contractors, Subcontractors and all workers
- a. To be determined.
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
  - e. Site Prep Approval Sign-Off Sheet
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~~
22. Duct Cleanliness
- 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 David Payne at [dpayne@paynearch.com](mailto:dpayne@paynearch.com).

- d. Deadline for questions from bidders: July 21, 2020
- e. Deadline for substitution requests: July 21, 2020
- 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. Refer to Project Specifications.

25. Alternates

- a. Refer to Project Specifications.

26. Unit Prices

- a. Refer to Project Specifications.

27. Other / Miscellaneous

- a. N/A

**OWNER COMMENTS**

**QUESTIONS / COMMENTS**

**PROJECT TOUR (OPTIONAL)**