**THE UNIVERSITY OF ALABAMA**

**New Greenhouse UA Arboretum**

225-20-2134

**PRE-BID CONFERENCE AGENDA**

Tuesday, October 6, 2020 10:00am Local Time

**GENERAL INFORMATION**

1. Introduction of Attendees
	1. The University of Alabama (UA) – Owner
* Megan Sims, Project Manager
* Hilton McClain, Field Coordinator
	1. Consultant’s Team and Responsibility
* PryorMorrow PC
	+ Michael Taylor, AIA, Architect
	+ Ben Kavalsky, Project Manager
	+ Corey Ravenhorst, PE, Engineer
	1. Sub consultants
	2. Others
1. Bid Date / Time / Location

Date: Tuesday, October 13, 2020
Time: 2:00 PM local time

Location: Procurement Services Annex, Conference Room 1001

 405 Cahaba Circle

 Tuscaloosa, AL 35404

1. Eligibility
	1. As per Contract documents
	2. Licensed General Contractor in the State of Alabama
	3. Prequalification was required for General Contractors
	4. Prequalified Contractors/Subcontractors
		* UA Master List
		* H&M Construction, LLC.
2. Bids
	1. 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.
	2. Proposal Form
		* No alterations shall be made to bid proposal form
		* Be sure to use latest bid proposal form provided during bid process
	3. 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
	4. 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
	5. 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.
3. Post-Award / Miscellaneous
	1. Contract Bonds as per Section 32 of General Conditions
		* Performance Bonds - 100% of contract amount
		* Payment Bonds - Not less than 50% of contract amount
	2. 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.
	3. Bidder awarded the job must show evidence of being registered in the US Government’s E-Verify Program
	4. Pay Application requirements as per Section 28 of General Conditions
	5. Contractor shall adhere to the Child Labor Law - No workers on the project under the age of 18
	6. 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.
	7. ~~Davis-Bacon~~
	8. Smoking, including the use of electronic cigarettes or similar devices, is prohibited anywhere on campus
	9. Mylar reproducibles are required for this project.
4. Insurance
	1. 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
* 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 Loss Payee. An Evidence of Property Insurance certificate must be provided to Construction Administration showing Loss Payee status, coverages and limits prior to the start of construction. Coverage limits must be as follows:
	1. Hard Costs: insured to full value
	2. Soft Costs: insured to full value
	3. Furniture and Fixtures: insured to the full value of items being purchased and/or installed by the contractor under the construction contract.
	4. Business Interruption: as determined by Risk Management
	5. 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
	6. See the Contract Insurance Requirements section of the bid documents for a complete listing of insurance requirements

**PROJECT INFORMATION**

1. Basic Project Information
a. To provide and install a new greenhouse with a concrete floor slab and utilities
2. Anticipated Schedule, Progress and Completion
	1. Anticipated “Letter of Intent” from UA by 10/19/2020
	2. Anticipated NTP / Mobilization – 10/21/2020
		* No work shall begin on project until insurance certificates are approved by UA
	3. Time for Completion
		* Base Bid Completion Date: 1/30/2021
		* ~~Alternate No. 1 Completion Date:~~
		* ~~Alternate No. 2 Completion Date:~~
	4. 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.
	5. 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
	6. 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.
	7. Owner/Consultant/Contractor (OAC) progress meetings to be held per project requirements
	8. Warranty dates shall start at Date of Substantial Completion
3. Job Sign Requirement : No
4. Construction Staking
	1. Shall be the Contractor’s responsibility and shall be performed under the supervision of a Licensed Professional Land Surveyor in the State of Alabama
5. Project Observation / Material Testing
	1. Resident observation will be provided by Owner
	2. Materials testing and geotechnical recommendations for the Owner will be provided by TTL
	3. Contractor’s responsibility to coordinate all testing
	4. The Contractor shall submit a QA/QC program in compliance with Specification Section 014000
6. Inspections
	1. 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
	2. University “in-house” inspections of the work will be scheduled by the contractor(s) through the project Field Coordinator
		* 48 – 72 hours notice required
	3. Inspection cards must be kept up to date throughout duration of project
	4. 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.
7. Safety
	1. 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.
	2. Contractor’s personnel responsible for safety shall be OSHA certified
	3. 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.
	4. The Contractor shall be responsible for maintaining a comprehensive Hot Work Program. See Supplemental General Conditions Section 1.8.
	5. 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.
8. Storm Water and Erosion Control
	1. As per Project Specifications Section 31 25 00 – Erosion and Sedimentation Controls
	2. The Contractor shall be responsible for obtaining the NPDES Permit and will submit the permit application prior to beginning onsite work
	3. Contractor will arrange for a qualified individual to provide all monthly inspections and reports for the project
	4. Contractor responsible for implementing all BMP’s, installation of all erosion and sedimentation control items, adhering to permit requirements and monthly inspection reports, etc.
9. Tree Protection
	1. 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
	2. 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
10. Existing Conditions / Constraints
	1. 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.
11. Parking for Contractors, Subcontractors and all workers
	1. Contractors will park onsite
12. Traffic Control
	1. As per Project Specifications
	2. Coordinate all activities which may impede automobile, bus, pedestrian, or bicycle traffic with the Project Manager and UA Transportation Services.
	3. No deliveries between 7:30 a.m. and 8:15 a.m.
13. Working on campus/interaction with UA faculty, staff, and students
	1. 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.
	2. Notification to Emergency Vehicles (Police, Fire, Rescue, Ambulance, etc.) shall be Contractor’s responsibility
	3. Harassing communications or behavior toward students, faculty or staff will not be tolerated and offending individuals will be removed from the project immediately.
	4. 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.
14. Existing Utilities
	1. As per Special Conditions Section 02000 and Technical Specifications Section 02620
	2. Verify location of utilities prior to construction
	3. Pre-Excavation Sign-Off Sheet Before Excavation – Contractor’s Responsibility
	4. Underground Telecommunication Protection Guidelines
	5. Site Prep Approval Sign-Off Sheet
15. Water Distribution
	1. 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
16. Duct Cleanliness (if applicable to the current project)
	1. All ductwork should arrive at jobsite with all openings covered in 6 mil plastic sheeting
	2. Ductwork should be covered except when ductwork is being done in that area
	3. HVAC Units shall not operate until after the Pre HVAC Conference is held
	4. 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**

1. Addenda
	1. Minutes of Pre-Bid and any other pertinent items discussed shall be issued as Addendum 1
	2. Additional addenda will be issued throughout bid process as warranted
	3. All questions prior to bid should be directed to Ben Kavalsky at bkavalsky@pryor-morrow.com
	4. Deadline for questions from bidders: Friday, October 9, 2020 at 1:00 pm
	5. Deadline for substitution requests: Friday, October 9, 202 at 1:00 pm
	6. 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.
2. Allowances
	1. N/A
3. Alternates
	1. N/A
4. Unit Prices
	1. N/A
5. Other / Miscellaneous
	1. **Elcetronic Pay Application and CORAFS:**

Pay applications and CORAFS for this project will be processed electronically. The Contractor will be required to make these submissions via the ePayApp and eCORAF systems. The contract requirements pertaining to pay applications and CORAFs, including supporting documentation, for both, will remain in full force and effect with the exception that these submissions will be made electronically. UA will provide support and training to the Contractor as needed.

**OWNER COMMENTS**

**QUESTIONS / COMMENTS**

**PROJECT TOUR (OPTIONAL)**