

# THE UNIVERSITY OF ALABAMA

## Delta Gamma – Miscellaneous Renovations and Additions to the Delta Gamma Sorority House Phase Two: 1<sup>st</sup>, 2<sup>nd</sup> & 3<sup>rd</sup> Level Additions **831-19-2119B**

### **(NON-MANDATORY) PRE-BID CONFERENCE AGENDA**

June 30, 2020 11:00 AM CDT (local time)

Optional Participation by Zoom

Join from PC, Mac, Linux, iOS or Android: <https://uasystem.zoom.us/j/94950488453>

### GENERAL INFORMATION

#### 1. Introduction of Attendees/Project Team

- a. The University of Alabama (UA) – Owner
  - Suzanne Webster, Senior Project Manager
  - Joe Daidone, Field Coordinator
- b. Consultant's Team and Responsibility
  - Ellis Architects
    - Brian Brooker, AIA, LEED AP
    - Claire Scherzer, IIDA
    - Andrew Whiteside, EA Construction Administrator
- c. Sub consultants
  - Jennifer Wilson, PE – Structural Engineer – Barnett Jones Wilson
  - Jason Coker, PE – Civil Engineer, McGiffert and Associates
  - Smith, Stegall & Associates
    - Randy H. Smith, PE, LEED AP – Electrical Engineer
    - Lee Stegall, PE, LEED AP – Mechanical & Fire Protection Engineer
- d. Others

#### 2. Bid Date / Time / Location

Date: Tuesday, July 14, 2020

Time: 1:00 PM CDT (local time)

Location: Procurement Services Annex, Conference Room 1001  
405 Cahaba Circle  
Tuscaloosa, AL 35404

#### 3. Eligibility

- a. As per Contract documents
- b. Licensed General Contractor in the State of Alabama
- c. Prequalification was required for General Contractors
- d. Prequalified Contractors/Subcontractors
  - UA Master List
  - Snow-Blakeney-waived
  - RCI Contractors & Engineers, Inc.-waived
  - Crimson Eagle, Inc - waived
  - Jones Masonry Construction, Inc. (Masonry) - waived
  - Chase Building Group – waived

#### 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 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~~
  - h. 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
- b. General Liability
  - Commercial General Liability coverage with limits of \$1,000,000 per occurrence, \$2,000,000 aggregate
  - ~~\$\_\_\_\_\_ 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

The project defined by these documents consists of a single construction contract and includes (but is not limited to the following): An addition to the Southwest corner of the house as necessary to expand the existing kitchen area on the 1<sup>st</sup> level and to provide for additional study rooms on the 2<sup>nd</sup> and 3<sup>rd</sup> levels above the kitchen addition.

#### a. Base Bid:

- A kitchen expansion at 1st level and completion of exterior building shell expansions only at 2nd and 3rd levels for use as future Study areas. Building Expansion shall extend southwards to the UA approved, 8' setback line.
- Kitchen expansion shall occur to the West and the South; 2nd and 3rd level expansions shall occur to the South, above footprint of the kitchen addition.
- Kitchen expansion shall provide additional areas for dish, glassware, and utensil storage; shall increase pantry/dry storage capacity and walk-in refrigerator and freezer capacities; shall provide additional food and beverage prep areas; and shall provide for improved janitorial organization.
- Outdoor area for deliveries, trash, and can wash shall be rearranged and relocated as necessary.
- A new, dedicated, covered outdoor service porch; grill area; and delivery ramp shall be constructed with direct access to the Kitchen and rear courtyard.
- Some existing landscaping shall be removed for the course of this work to occur, and new landscaping shall be installed upon completion of the work as required to restore existing planting beds or create new ones as indicated.
- The existing underground power service which serves the DG House shall be removed from its present location and a new underground service shall be installed west of the existing location as required to ensure the power service to the house does not run beneath the new west porch addition.

### 8. Anticipated Schedule, Progress and Completion

- a. Anticipated "Letter of Intent" from UA by Friday July 17, 2020
- b. Anticipated NTP / Mobilization – Monday, November 30, 2020
  - No work shall begin on project until insurance certificates are approved by UA
- c. Time for Completion
  - Construction Completion Date: July 16, 2021
- 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 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 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. The renovation is taking place within an existing structure which, although is not scheduled to be occupied, is completely finished, furnished and fully conditioned on all levels. The contractor shall coordinate all work relative to the UA CA representative's directive. The contractor shall maintain fume and dust control measures around the renovation area and throughout the house. Additionally, all painting and other materials shall have low voc fumes. The contractor shall be required to implement all possible construction measures that will maximize the air quality during and after construction. The contractor shall also be responsible for all interior cleaning (on all levels of the house) which becomes necessary as a result of the work within this contract. All existing fire rated assemblies shall be maintained (and or repaired as required if disturbed by the course of work.)

17. Parking for Contractors, Subcontractors and all workers
  - a. Parking at the site will be limited and contractor(s) will be notified of availability at a later time.
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 (if applicable to the current project)
  - 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.
  - b. Additional addenda will be issued throughout bid process as warranted
  - c. All questions prior to bid should be directed in writing to Andrew Whiteside: [awhiteside@ellisarchitects.com](mailto:awhiteside@ellisarchitects.com)
  - d. Deadline for questions from bidders: Shall be 7 days prior to the posted Bid Date (Wednesday July 8.)
  - e. Deadline for substitution requests: Shall be 10 days prior to the posted Bid Date (Monday July 6.)
  - 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. Allowance No. One: See Civil: Contractor shall include in his base bid an Allowance of 100 Cubic Yards for the Excavation / Removal of Unsuitable Soil Materials. See/Coordinate with Unit Prices-Section 01 22 00.
  - b. Allowance No. Two: See Civil: Contractor shall include in his base bid an Allowance of 100 Cubic Yards for the Placement of Engineered Fill Material. See/Coordinate with Unit Prices-Section 01 22 00.

- c. Allowance No. Three: See Structural: Contractor shall include an allowance of (Compute 1%) tons of structural steel in place in addition to the steel shown in the contract documents in the base bid. This steel is to be placed at no additional cost to the Owner in sizes and at locations as directed by the Architect or Engineer. Unused steel shall be credited to the Owner.
- d. Allowance No Four: See Structural: Contractor shall include an allowance of 300 lineal feet of 3" x 3" x 1/4" angle in place in addition to the steel shown on the contract documents in the base bid.
- e. Allowance No. Five: Contractor shall include an Allowance of \$2,500.00 for the furnishing and installation of new landscaping including new sod; new shrubbery; and new mulch in locations as necessary to restore existing lawns and planting beds disturbed by the course of this construction work.
- f. Allowance No. Six: Contractor shall include an allowance of 6 (six) yards of Fabric Material for the covering of wall mounted Tack-board Panels as specified for each upper level Study Room at a cost of \$45/yard. This allowance shall be for the purchase of fabric material only. All costs of shipping and applying fabric to tack-board panels and installation of completed panels shall be included in the base bid.

25. Alternates

- a. **Additive Alternate Number One (1): Interior Fit-Outs of the 2<sup>nd</sup> and 3<sup>rd</sup> Level Study Rooms, 222A and 321A respectively.**  
This additive alternate shall be for the complete interior fit-out of the "future" study rooms which are being created on the 2<sup>nd</sup> and 3<sup>rd</sup> levels of the house as part of the three story addition. This fit out shall include but not necessarily be limited to the following as necessary to finish the interior spaces for use by building occupants.
  - Furnish and Install Mechanical Systems And Related Ductwork; Vents; Grilles; Dampers Etc.
  - Furnish and Install Acoustical Lay-In Ceilings
  - Furnish and Install All Lighting (Ceiling And Under Cab);
  - Complete All Electrical Installations; Outlets, Switches, Covers, Etc.
  - Furnish and Install All Cabinetry & Counter Tops & Back Splashes;
  - Furnish and Install All LVT Flooring;
  - Furnish and Install All Millwork Trims;
  - Perform all Interior Priming And Painting (Walls Windows, Doors, Bulkheads);
  - Furnish and Install All Tack Boards;
  - Furnish and Install All Appliances;
  - Furnish and Install All Window Blinds.
  - Work Necessary to Finish the Interior Spaces For Use By Building Occupants.

The Contractor's Base Bid shall include complete construction of the exterior envelope of the new 3 story addition; construction of all interior walls and doors throughout installation of all mechanical, electrical; and plumbing rough-ins on all levels; complete installation of the fire sprinkler system expansion on every level; all life safety and egress lighting; hanging of all gypsum board throughout, completion of the new exterior West porch and ramp as well as all exterior site and landscaping work identified; and completion of ALL interior work on the Main Level within the existing and new kitchen areas.

- b. **Additive Alternate Number Two (2): Raising West Roof Lines:**  
This additive alternate shall be for the demolition and new construction related to the raising of one low roof line on the west façade of the building. See exterior elevations and plan details for more information. This includes but is not limited to roof modifications; thru wall flashings; step flashings; truss modifications; metal stud framing; sheathing; brick veneer; new standing seam roofing; decorative brackets, gutters & downspout; extension of EIFS trims, fascias, etc. As shown in the project drawings and specified in the project manual. The contractors base bid shall reflect that no changes are being made to the low west roof line in this area.
- c. **Additive Alternate Number Three (3): Cleaning of Existing Kitchen and Kitchen Equipment.**  
This additive alternate shall be for the professional and thorough cleaning and sanitizing of all existing kitchen fixtures and appliances, including but not limited to all stainless counters; sinks; racks; tables; all cooking appliances; all refrigeration appliances; all food prep appliances; all floors; exhaust hood(s); walls; ceilings; walk-in cooler and freezer; mop sink; dishwasher; etc. As required to restore the kitchen and its fixtures to good and clean conditions. It shall include all such equipment and fixtures and finishes in the following rooms: Kitchen 115; Dishwashing 116; Walk-In Freezer and Cooler; Toilet 118; and Kitchen Entry/Delivery Area. The contractor's base bid shall reflect that no specialty cleaning is to take place in the kitchen other than that normally required by the adjacent construction activity..

26. Unit Prices

- a. **UNIT PRICE NUMBER ONE: Excavation / Removal of Soil Materials:**  
Unit of Measure Cubic Yards in Place (CIYP)
- b. **UNIT PRICE NUMBER TWO: Placement of Engineered Fill Material:**  
Unit of Measure: Cubic Yard in Place (CYIP).
- c. **UNIT PRICE NUMBER THREE:**  
Additional Structural Steel In Place: (Compute 1%) See Allowance No. Three.  
Unit of Measure: 100 pounds in place.
- d. **UNIT PRICE NUMBER FOUR:**  
Additional 3" x 3" x 1/4" Steel Angle in Place: (300LF) See Allowance No. Four  
Unit of Measure: 10 lineal feet in place.

27. Other / Miscellaneous

- a. Cursory Review of Project Drawings

**OWNER COMMENTS**

**QUESTIONS / COMMENTS**

**PROJECT TOUR (OPTIONAL)**