

Pre-Bid Meeting Minutes

To: All Meeting Attendees From: Victor Lofquist

Via: Email Page: Total of 3 pages, including this page

Re: Western Carolina University
**Central Plaza Drainage and
Landscape Improvements**
SCO Project ID# 22-24778-01

A non-mandatory pre-bid meeting was conducted in the office of Western Carolina University Facilities Management, 3476 Old Cullowhee Road at 1:30pm EST on Tuesday, February 6, 2024. The following persons were in attendance:

Name	Representing	Phone #	email
Steven McAnally	Patton Construction Group, Inc.	(828) 223-5492	steven@pattonconstructiongroup.com
Tyler Applegate	B.H. Graning Landscapes, Inc.	(828) 586-8303 (608) 438-6000	tyler.applegate@bhglandscapes.com
Dillon Hunter	Cherokee Enterprises, Inc.	(828) 713-2796	dhunter@cherokeenterprises.com
Daniel Fiskeaux	Western Carolina University	(828) 507-3832	dfiskeaux@wcu.edu
Caleb Johnson	Site Development Corporation	(828) 447-9088	cjohnson@sitedevelopmentcorp.com
Tony Balca	Balca, Inc.	(828) 773-6023	balcaestimating@gmail.com
Victor Lofquist	Lofquist & Associates, Inc. (designer/engineer)	(828) 269-1157	victor.lofquist@frontier.com

The following summarizes topics discussed during the pre-bid meeting:

1. Bid date and time for this project is 2:00 pm EST, Thursday February 22, 2024 in the Western Carolina University Facilities Management Office, 3476 Old Cullowhee Rd. Cullowhee, NC 28723. Sealed bids may be received until that time in the Facilities Management Office. (Note: Properly mark envelope as a bid per bid documents so that WCU staff knows not to open envelope.)
2. Submission of a bid is to be in accordance with the bid documents and must include the Form of Proposal filled out in its entirety in order to be a complete bid (to include base bid, all alternates, all unit prices, etc.). Bid submission is to include MBE forms Affidavit A or B plus the Identification of HUB certified MBE Participation form, which must be included with either Affidavit A or B, even if participation is zero. It was noted that Affidavit C and D information must be completed with all required information if the owner is to award the project to the low bidder. The information required for Affidavit C and D should be fully understood by bidders prior to submitting a bid to insure the required information can be provided in the 72 hour period after being notified as the low bidder and that good faith efforts are documented. Bid submission must include 5% bid security in the amount of base bid plus all alternates.
3. MBE requirements were discussed. Bidders were encouraged to be thoroughly familiar with MBE requirements in the bid documents and on the State Construction Office (SCO) website.
4. Contract time = 150 days. The contract time will be 150 days regardless of whether the owner accepts only the base bid or the base bid plus any combination or all add alternates.
5. Liquidated Damages in the contract are \$500/day.
6. Performance and Payment Bonds are required in 100% of the contract amount awarded for this project.

7. Bids are to remain valid for up to 75 days (see Notice to Bidders). The owner's desire, if a contract is to be awarded, is to commence work immediately after spring commencement (May 13, 2024) to take maximum advantage of summer season when fewer students are on campus. Based on the 150 day contract time, work will need extend into the fall school term when the full student body is back on campus. It was discussed that it may be advisable to take care of the repair areas with heavier use first during the summer and these may change depending on whether just the base bid is being performed or the base bid plus any or all add alternates.
8. The Form of Proposal and bid format was discussed. It was explained that the individual lump sum price for each Work Area identified must include all work described and includes the allowances on a unit price basis that are described for each Work Area. Bidders should become fully familiar with the bid format, allowances, unit prices, alternates, etc. as described in the Project Manual and as indicated on the drawings. It was also noted that the owner's selection of base bid only or base bid plus any combination of add alternates may change the order of the lowest responsive bidder.
9. Weather days to be determined by NOAA averages, see Supplementary General Conditions for a complete description.
10. It was noted that this is a State Construction Office (SCO) Project. Bidders should be familiar with General Conditions, Supplementary Conditions, Special Conditions, etc. along with all other portions of the Bid Documents.
11. Daniel Fiskeaux explained that WCU would impose no general restrictions on work hours or work days unless some campus activities or special events made certain times or days not available for construction work.
12. As described in the Bid Documents, the contractor is responsible for acquiring and storage and lay down areas needed, however Daniel Fiskeaux explained that WCU will attempt to find available areas and space on campus that the contractor can use for at least a portion of their storage needs.
13. Victor Lofquist explained that the primary goals for this project are to: 1) correct uneven and mis-aligned pavers, 2) improve inadequate base and subgrade conditions, 3) improve surface drainage and 4) improve subsurface drainage conditions.
14. It was noted that WCU has detailed written policies for working on campus and the bidder's attention was brought to the Supplementary Conditions, Special Conditions and the web based policies referenced that are found on WCU's website.
15. The need to maintain adequate pedestrian, vehicle and emergency access was discussed and is described in the bid documents. This will require temporary provisions, walkways, travel surfaces in and around work areas and locations.
16. It was noted that the bid documents require protection of existing plaza pavers and surfaces. No damaging heavy equipment (ie: concrete trucks, etc.) will be allowed on paver areas which could result in damage. This will likely require concrete pumping or other provisions in some repair areas.
17. The contractor will need make safe and secure all work areas through-out construction as described by the bid documents. This will require temporary chain link fencing, barricades, etc. as applicable for each particular work area.
18. Emphasis was given on the need for careful handling of brick pavers to prevent damage and to prevent loss due to theft. Brick pavers removed and cleaned should be stored in a locked secure location and bricks at the edges of excavated areas should be protected from unauthorized removal by others.
19. Victor Lofquist requested that any bidder questions be emailed to the designer at victor.lofquist@frontier.com by the end of the day next Tuesday, February 13, 2024 so that, if necessary, any questions not clarified in the bid documents can be addressed by addendum on February 15, 2024.
20. After meeting at the Facilities Management Office, all attendees visited the project area.

Project: Central Plaza Drainage and Landscape Improvements
Owner: State of North Carolina – Western Carolina University

Date/Place: Tuesday, February 6, 2024, 1:30PM EST/WCU Facilities Management, 3476 Old Cullowhee Road

SCO Project ID#: 22-24778-01

[illegible]