

CONTRACTOR MEETING

Date: 10/25/2023

Organizer:	Sean Rask	Subject:	Pre-Bid Meeting
Location:	WCU Facilities Management	Time:	10/25/2023 - 10:00 AM
Attendees:	aheejohnson@harrisisi.com, chucks@harrisisi.com, destrain@email.wcu.edu, Daniel Fiskeaux (Western Carolina University), garnethillinc@aol.com, gborden@h-mconstructors.com, joey@qualityglassservice.com, jwells@mbhaynes.com, Patrick Laney (ShoffnerKalthoff Mechanical Electrical Services, Inc. - Arden), Sean Rask (RMF Engineering, Inc., PC), schandler@mbhaynes.com		

CC:

Project Notices:

MEETING MINUTES

Actual Start Date: 10/24/2023 10:00 AM

Minutes

1. The purpose of the meeting is to provide perspective bidders an opportunity to get more information about the project.
2. Introductions.
3. Project Scope:
 - Replace existing ~200-ton cooling tower and water-cooled chiller.
 - Replace the existing steam system components including the steam condensate return unit, steam traps and steam-to-hot water heat exchanger.
 - Replace existing refrigerant exhaust fan serving existing Chiller Room.
 - Replace existing windows located throughout the original Killian building.
4. Bidding Requirements: Single prime bidding of an informal project. In accordance with the NC Department of Administration's State Construction Office. The contract is included in the project manual.
5. The single prime bidder may be a general contractor or mechanical contractor.
6. Minority participation is encouraged. Make sure the appropriate forms are submitted with the bid.
7. The time of completion is currently three hundred (300) days from the date in 'Notice to Proceed' letter. The contractors shall notify RMF if equipment lead times warrant a longer construction period.
8. The bid opening will be on **November 15, 2023 at 2:00 pm** in the Facilities Management. Mailed bids must be received by 8:00am on bid day.
9. The last day for questions will be **November 6, 2023 at 5:00 pm**. All questions should be emailed to sean.rask@rmf.com.
10. The building will be occupied during construction.
11. Normal working hours will be from 7:00 am to 5:00 pm, but these times are flexible as long as it is coordinated with WCU. Hours may be adjusted as requested in writing by the contractor.
12. Parking will be available for two vehicles.
13. Smoke (including E-cigarettes) will only be allowed in designated areas fifty (50) feet away from the buildings.
14. All utility shut downs will require 2-week notice.
15. Bid bond, performance bond and payment bond are all required.
16. Contractors will be allowed to use the restrooms in the building; however, if the rooms are not kept clean,

the privilege will be taken away and portable toilets will have to be provided by the contractor.

17. All contractors must wear a company shirt when on site.

18. Questions:

1. Are all steam traps required to be replaced?

All steam traps located in the main mechanical room are to be replaced.

2. In spec section 087100, Part 2: Products lists continuous geared hinges (2.01) and door closers (2.06), but neither of these items show up in the hardware groups in 3.06. Should new continuous hinges and closers be included on all doors for the bid?

Under specification section 087100, Part 2: Products, remove sections 2.01 and 2.06.

19. These minutes represent Addendum #1.

These minutes are a summary and the writer's interpretation of the proceeding and are not a transcript. Any changes or clarifications shall be forwarded to the writer within five (5) days of issue. Unless changes are forwarded, we must assume that all participants are in basic agreement with the above minutes and they will be recorded in the official record.