



Auburn University

Design Services
Facilities Management

PRE-BID CONFERENCE

Date: July 7, 2017, 9:00 AM, followed by a site visit
Location: Facilities Management One, Training Room 1103A

Project Name: Goodwin Hall - Renovation & Band Rehearsal Hall Addition
Project Number: 15-255
Bid Opening Date and Time: July 18, 2017, 3:00 PM, local time
Bid Opening Location: Facilities Management, Building One, Training Room 1103A

ATTENDEES:

Circulate Sign-in Sheet; copies available at conclusion of meeting and will be distributed via addendum

- I. Introductions and Opening Remarks by AU
 - a. Owner (AU)
 - i. Campus Architect-Design Lead: David Bess
 - ii. Construction Project Manager: Josh Conradson
 - b. Architect/Engineers: Barganier Davis and Sims, Blackburn Daniels O'barr, LBYD, Conway and Owens
 - c. Bid Documents and Bid Schedule
 - i. Documents available on LPW Bid Calendar on AU website
- II. Project Safety Overview
 - a. Auburn University considers safety to be a high priority on Design & Construction projects. This will be evident through our demonstrated focus and attention to safety through many avenues such as:
 - i. Prequalification
 - ii. Contract requirements
 - iii. Pre-construction meeting
 - iv. Project meetings
 - v. Architect and AU Representative's focus and requirements
 - vi. Contractor's written requirements regarding submittals, processes, and/or procedures demonstrating that they are complying in full with OSHA and AU Safety Specification requirements.
 - b. It is the Contractor's inherent, important, and sole responsibility to be certain that they comply with the AU Safety Specification and ALL applicable OSHA standards in every case. This compliance shall be demonstrated to the Architect and AU Construction Representative as required by the AU Safety Specification and OSHA or in such a way that this compliance is evident (in writing).
 - c. **Competent Person** – Per the AU Safety Specification and OSHA requirements, Contractor shall maintain a "Competent" person(s) at the Project Site at all times this particular activity is underway. Contractor shall inform Architect and AU Construction Representative as to the identity of this (these) individual(s). This shall be kept current at all times.
 - d. Refer to and review **ALL** attachments to the Construction Contract – Health and Safety.
 - e. The apparent low bidding contractor(s) will have 10 days from the date of notification (letter of intent) that they are the low bidder to submit a site specific safety plan as noted in the project manual.
- III. Schedule Control:
 - a. Contract Time – 345 calendar days
- IV. Cost Control:
 - a. Lump Sum bid (with Additive Alternates and Unit prices)
 - b. Schedule of Values 24 hours after bid opening
- V. Quality Assurance / Quality Control:
 - a. Prequalification required of General Contractors
 - b. Submit list of major subcontractors and major materials suppliers within 24 Hours after receiving bids.

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- c. Construction observation by AU (various groups – Design Services, Maintenance and Operations, Risk Management) and Architects/Engineers

VI. Discussion of Bid Requirements by AU:

- a. Sealed Envelope
- b. License # on Envelope
- c. Sign Notes on Envelope
- d. Sign Proposal ABC Form C-3
- e. Accounting of Sales Tax, ABC Form C-3A
- f. Proposal Form Attachment C-3C – Stated Allowances & Unit Prices
- g. Certification of Compliance C-3D
- h. Bid Bond ABC Form C-4 with Power of Attorney
- i. State of Alabama Disclosure Statement – (For Proposal)

VII. Post Bid:

- a. Auburn University Design Lead will notify low bidder in writing of receipt of certified bid tabulation from AU procurement department.
- b. Apparent Low Bidder submits AU Form C-3B 24 hours after bid opening.
- c. Apparent Low Bidder submits schedule of values twenty-four hours after bid opening.
- d. Approved Insurance Certificate – 48 hours after bid opening.
- e. Resumes of Superintendent and Project Manager – 5 days
- f. Low bidder will have 10 days to submit a site specific safety plan after receiving LOI
- g. Contractor to return executed contract and attachments (listed below)
 - i. ABC Form C-6 Performance Bond
 - ii. ABC Form C-7 Payment Bond
 - iii. ABC Form C-8 General Conditions
 - iv. ABC Form C-8S Supplement to the General Conditions of the Contract
 - v. ABC Form C-8 Attachment B
 - vi. Certificate of Compliance with Act 2012-491, State Department of Finance
 - vii. Disclosure Statement (Contract box should be checked)
 - viii. AU Form C-3B List of Subcontractors and Major Suppliers
 - ix. Approved Insurance Certificate
 - x. Proposal Documents submitted on Bid Day
 - xi. Specifications
 - xii. Drawings
- h. Low bidder will have 15 days to submit a Construction Schedule after receiving LOI.
- i. See project specifications for other required submittals.

VIII. Description of Project Work by Architect/Engineers:

- a. General
- b. Demolition
 - i. Hazardous Materials – Contractor is responsible for proper removal and disposal of hazardous materials
- c. Utility Work- Schedule with Auburn Facilities
- d. Work Restrictions
 - i. Staging area, fencing, deliveries. Contractor is responsible for other security measures as defined by ABC form C-8.
 - ii. Parking will be allowed as defined by the contract documents.
 - iii. Landscaped and paved areas should be protected.
 - iv. Special delivery hours.
- e. Rain Days- Per specifications, Class III

IX. Description of Bid Alternates by Architect/Engineers:

Alternate 1 – Renovate Existing Building
Alternate 2 – Acoustical Curtains
Alternate 3 - Construct 4 offices in Basement
Alternate 4 – Carpet/Wall – storage 008