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Charlotte, NC 28208

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**Terracon.com**

December 22, 2022  
Project No. FH226151

Mr. Doug Walters  
Project Manager  
Planning, Design, and Construction  
Facilities Management  
UNC Charlotte  
9201 University City Blvd  
Charlotte, NC 28223

Phone: 704.678.0523  
Email: [dwalte22@uncc.edu](mailto:dwalte22@uncc.edu)

Subject: Reese Building and Friday Building Roof Replacement  
University of North Carolina-Charlotte  
Charlotte, North Carolina

Dear Mr. Walters:

A Non-Mandatory Prebid Meeting was held for the subject projects on December 14, 2022 at 10:00 a.m. at the Facilities Management and Police and Public Safety Building. An attendance sign-in sheet is attached.

The following items were discussed:

1. Introductions were made. Mr. Walters was introduced as the representative from the University and Mr. Nguyen was introduced as the Engineer's representative.
2. Notice to Bidders/Instructions to Bidders:
  - a. Engineer encouraged bidders to review Instructions to Bidders. Information such as Bid Bond, Bid Open Process, and Bid Evaluation is provided in this section.
  - b. Bids will be opened and read on January 17, 2023 (See Addendum No. 2, which extended the Bid Open Date from January 4th). Provide proposals for each site separately.
  - c. Bid opening will take place in the Facilities Management and Police and Public Safety (FMPPS) building, Room FM206.
  - d. Delivery may be hand delivered or mailed. Contractor is responsible to ensure bid is received on time. Bidders not attending should ensure bids are delivered to LaKeya Hewlin by 1:00 p.m. Bid Open times:
    - a. Reese Building: 2:00 p.m.
    - b. Friday Building: 3:00 p.m.
  - e. Bids must include Contractor's Bid Bond, Performance and Payment Bonds.
  - f. Bid withdrawal is thirty (30) days from the Bid Date.
  - g. Bidders were advised to fill in all blanks on the Form of Proposal. The Form of Proposal requires entry for the Base Bid and Alternates. The Engineer provided a description of the scope of work for each.
  - h. Contact Vicky Neal with Terracon at [vicky.neal@Terracon](mailto:vicky.neal@Terracon) for electronic copies of specifications.



3. General Conditions/Work Summary:
  - a. Terracon encouraged bidders to review General Conditions of the Contract.
  - b. Contractor must have proper license.
  - c. Contractor shall comply with all applicable codes and permits.
  - d. Contract Time can be found in Section 01100, paragraph 1.4B. Weekend work will be permitted. Additional days will be added to the contract with the acceptance of Alternates.
  - e. Liquidated damages are set at \$250.00 per calendar day for work not accomplished beyond the date of completion.
  - f. Roofing Guarantee: Manufacturer's Twenty (20) year guarantee and a Contractor's five (5) year workmanship guarantee is required.
4. Minority Business Guidelines:
  - a. MBE Guidelines must be followed. Affidavit A or B, as applicable, should be included with the Bid Proposal.
5. General Requirements:
  - a. Summary of work.
  - b. Unit prices and Allowances were discussed as they relate to deck repairs and wood blocking replacement.
  - c. Applications for Payment shall be submitted on AIA Document G702 and G703 and shall have a five percent (5%) retainage.
6. Submittal Requirements:
  - a. Materials List and Manufacturer's Certificates must be submitted and approved by Engineer prior to ordering materials.
  - b. Project Document Checklist for submittals is included within the project specifications.
7. Quality Control:
  - a. Fraternalization with students and/or staff is prohibited.
  - b. Identification for all vehicles and contractor employees is required by the University.
  - c. Contractor's Superintendent must be on site at all times work is being performed.
  - d. Drawings and specifications are required on site at all times.
  - e. Preconstruction Meeting: A preconstruction conference will be scheduled following execution of contracts. Project specifics, questions, and concerns will be discussed at that time.
  - f. Manufacturer's Inspections: Manufacturer must conduct 3 inspections during the project including a final inspection.
8. Temporary Utilities and Facilities:
  - a. Contractor must provide port-o-jons.
9. Tobacco Products/Firearms:
  - a. Are not allowed at the job site at any time.
10. Dumpster/Access/Staging Locations:
  - a. Roofing Crew access will be by exterior ladders/scaffold at the Friday Building. Use of interior elevator will be permitted for roofing crew access to the Reese Building Roof.

However, contractor must provide all necessary protection of floors and walls on the interior and maintain the protection.

- b. Refer to Section 01500, 1.8C for campus roads to be accessed by the Contractor for each site.
- c. Reese ADA routing is shown on the Roof Plan and should be maintained for pedestrian access.

11. Protection of Buildings and Property:

- a. Contractor must protect entrances used by pedestrians.
- b. Contractor shall fence off the storage and staging areas.

12. Document Existing Conditions:

- a. Contractor must document existing conditions with photos or video.

13. Connects and Disconnects:

- a. Contractor must coordinate all work with the University. At Friday Building, only of 1 of 3 HVAC units may be taken offline at a time. Contractor will be required to raise curb as required to achieve roof flashing height of 12 inches minimum above new finished roof.
- b. The mechanical units should be raised using jacks. The site limitations does not allow for mobilizing a crane to lift the units.
- c. Contractor is coordinate the lifting of HVAC units with the University during weekend, off hours, or holidays. Drain and refill of refrigerant will be accomplished by University Staff.

14. Asbestos:

- a. An asbestos survey on the subject roof system was conducted. Asbestos containing materials were not detected. Refer to Asbestos Report bound in the specifications.

15. Closeout / Project Document Checklist:

- a. Checklist provided within the project manual.
- b. Waste Reduction & Recycling Guidelines should be followed; Waste Removal Reporting Form should be submitted to the University at project's end.

16. Engineer Reviewed the Technical Specifications:

- a. Existing Roofing system on Reese Building to remain except where insulation is wet. Roof is to receive a new coating system.
- b. Friday Building to receive new roofing membrane to consist of PVC fully adhered to a new cover board, and added insulation over the existing insulation.
- c. Drain extensions should be included so that the required insulation can extend into the sump area. Sumps tapered down to zero thickness at the drain is not acceptable.
- d. Coping caps to be removed and replaced.
- e. Refer to Section 01230 for Alternates.
  - a. Reese:
    - i. Fall protection
    - ii. Through wall flashing in lieu of masonry sealer
  - b. Friday Building
    - i. Fall protection
    - ii. Roof Access ladders

17. A second site visit was scheduled for Tuesday December 20th, 2022. (Addendum No 1)



There being no further questions or comments, the meeting was adjourned and relocated to project sites.

Should anyone know of any errors or omissions within these meeting minutes, please notify the undersigned immediately.

Respectfully,

**Terracon Consultants, Inc.**

A handwritten signature in black ink that reads 'Vicky M. Neal' with a small 'FOR:' written below the name.

Vu T. Nguyen, EI, RBEC, BECxP, CxA+BE  
Senior Project Manager

Thomas Lambdin, EI  
Field Engineer

Enclosure: Sign-in Sheet  
Copy: All Attendees/Spec Holders

No. FH2226151 / SCO ID: 22-24654-01

Project: Reese and Friday Roofs  
UNC Charlotte

Date: 12/14/2022

Time: 10:00 A.M. - 11:30 A.M.

Facilities Mgmt & Police and  
Place: Public Safety Building (FM206)-  
#55 on campus map

PREBID CONFERENCE - ATTENDEES

No.	Name and Firm Represented Email address	Mailing and Street Address	Telephone No., & Cell No.
1	Vu The Nguyen	2701 Westport Road	Ph: 704-594-8931
	Terracon Consultants, Inc.	Charlotte, NC 28208	
	Email: vu.nguyen@terracon.com		Cell: 980-239-9030
2	MATT WALKER	1859 LINDBURGH ST.	704-277-0458
	NATIONS ROOF	CHARLOTTE NC.	
	MWALKER@NATIONSROOF.COM		Cell: " "
3	Michael Pienkosz	4408 Northpointe Industrial Blvd.	Ph: 704-309-1665
	Davco Roofing and Sheet Metal	Charlotte, NC 28216	
	Email: mikep@davcoroofing.com		Cell:
4	Mike Deglor	1102 Lumber Lane	Ph:
	Radco Roofing	My Holly, NC 2820	
	Email: Mdegner@radcoroofing.com		Cell: 980-214-6148
5	Michael Rogers		Ph:
	UTCC Building Operations		
	Email: mrogers59@unc.edu		Cell:
6	Doug Walz		Ph: 704-687-0523
	UNC - CHARLOTTE		
	Email: DWALTE22@UNC.EDU		Cell:
7	Matthew French	207 Robbins Street.	Ph: 336-404-4160
	BIRS, INC	Greensboro, NC 27406	
	Email: matthew@birsroofing.com		Cell:
8	Logan Goodright	3232 Oak Lake Blvd	Ph: 704 339 9463
	Mecklenburg Roofing	Charlotte NC	
	Email: logan@mecklenburgroofing.com		Cell:
9	Jason Moore		Ph:
	Mecklenburg Roofing	3232 Oaklake Blvd	
	Email: Jason@mecklenburgroofing.com	Charlotte NC. 28208	Cell: 704-650-8955
10	Jim Anzalone	161D Barley Park Ln	Ph:
	Brackett Maintenance Services	Mooresville NC 28115	
	Email: jim.anzalone@bmsroofs.com		Cell: 704 840 8607

Project: Reese and Friday Roofs  
UNC Charlotte

Date: December 14, 2022

Time: 10:00 A.M. - 11:30 A.M.

Place: Facilities Mgmt &  
Police and Public  
Safety Building  
(FM206)-#55 on

PREBID CONFERENCE - ATTENDEES

No.	Name and Firm Represented Email address	Mailing and Street Address	Telephone No., & Cell No.
11	MATTHEW KEELER	111 KIMBERLY RD	704-491-9854
	HYDRO-CARR (SIKA)	DAVIDSON, NC	
	mkeeler@hydro-carr.com		
12	Dave Keeler	111 Kimberly Rd	Ph: 704-892-3456
	Hydro-Corr (Sika)	Davidson, NC 28036	
	Email: Keeler.dave@us.sika.com		Cell: 704-641-4390
13			Ph:
	Email:		Cell:
14			Ph:
	Email:		Cell:
15			Ph:
	Email:		Cell:
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	Email:		Cell:
17			Ph:
	Email:		Cell:
18			Ph:
	Email:		Cell:
19			Ph:
	Email:		Cell:
20			Ph:
	Email:		Cell: