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September 18, 2023
Project No. FY226137

Mr. Shaban Kaji, PE
Project Manager
North Carolina Agricultural and Technical State University
Office of the University Engineer
DeHuguley (Facility) Building
1601 East Market Street
Greensboro, North Carolina 27411

Subject: North Carolina Agricultural and Technical State University
Proctor Hall Exterior Façade Repairs
Greensboro, North Carolina
State Project No. 23-26581-01A

Dear Mr. Kaji:

A Prebid Meeting was held for the subject project on September 12, 2023, at 3:00 p.m. at the DeHuguley Building. The following individuals were in attendance:

<u>Name</u>	<u>Organization</u>
Mr. Shaban Kaji	NC A&T State University
Mr. Nathan Darrah	Bar Roofing and Maintenance
Mr. Brian Perrell	Miraje Reconstruction and Development
Mr. Chase Grogan	High Rock Waterproofing
Ms. Ciaria Klasic	High Rock Waterproofing
Mr. Cory Smith	Baker Roofing Co.
Mr. Stewart Swing	Terracon Consultants, Inc.

The following items were discussed:

1. Introductions were made. Mr. Kaji was introduced as the representative from the University and Mr. Swing was introduced as the Engineer's representative.
2. An additional site visit has been scheduled at Proctor Hall on Tuesday, September 19, 2023 at 2:00 p.m. Please contact Shaban Kaji at 336-285-4505.
3. General:
 - a. Only the written word as contained in the Bid Documents, including any addenda that may be issued, is binding.
 - b. It is the bidder's responsibility to read and review all of the Bid Documents, including addenda.
 - c. Statements made during the Pre-Bid conference are for the sole purpose of calling attention to important information in the Bid Documents.

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- d. Any questions or requests for clarification must be submitted in writing. All responses will be made in the form of addenda to the Bid Documents. Questions must be submitted within seven (7) days of the bid opening **BEFORE September 19, 2023**.
 - e. Material supply/shortage was discussed with Contractors. Contractors are to provide documentation from the manufacturer of price increases and delays.
4. Bid Opening:
 - a. Bids will be opened and read on **SEPTEMBER 26, 2023 at 3:00 p.m.**
 - b. Bid opening will take place in the DeHuguley Conference Room.
 - c. Delivery may be hand delivered or mailed. Contractor is responsible to ensure bid is received on time.
 - d. Bids must include Contractor's Bid Bond of 5%.
 - e. Successful Bidder shall provide Performance and Payment Bonds in the amount of the full contract.
5. General Conditions:
 - a. Contractor must have a General or S Roofing license.
 - b. Contractor shall comply with all applicable codes and permits.
 - c. Contract Time shall be **sixty (60) calendar** days from date of Notice to Proceed.
 - d. Liquidated damages are set at **\$250.00 per calendar day** for work not accomplished beyond the date of substantial completion.
 - e. Contractor Five (5) Year Warranty for waterproofing repairs.
6. Minority Business Guidelines:
 - a. North Carolina A&T State University requires these guidelines be followed and would like the Contractor to make a true effort.
 - b. A minimum of a 10% MWBE goal is desirable.
7. 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.
8. Quality Control:
 - a. Fraternalization with students and/or staff is prohibited.
 - b. Contractor's Superintendent must be on site at all times work is being performed.
 - c. Drawings and specifications are required on site at all times.
 - d. Preconstruction Meeting: A preconstruction conference will be scheduled following execution of contracts. Project specifics, questions, and concerns will be discussed at that time.
 - e. Manufacturer's Inspections: Manufacturer must conduct a minimum of two (2) inspections during the project including a final inspection.
 - f. Contractor must have four (4) years of contracting experience in the type of work included in this project.

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9. Temporary Utilities and Facilities:
 - a. Contractor must provide port-o-johns.
10. Tobacco Products/Firearms:
 - a. Are not allowed at the jobsite at any time.
11. Dumpster/Access/Staging Locations:
 - a. Staging and storage shall be on-site. A map of the staging area will be issued in an addendum.
 - b. Access to roof will be from the exterior of the building.
 - c. Laydown area was identified and is enclosed.
12. Protection of Buildings and Property:
 - a. Contractor must protect entrances used by pedestrians with overhead scaffolding.
 - b. Contractor shall fence off the storage and staging areas.
 - c. Contractor to access roof from exterior.
13. Document Existing Conditions:
 - a. Contractor must document existing conditions with photos or video.
14. Connects and Disconnects:
 - a. Contractor is to contact Owner prior to disconnecting any cables.
15. Use of Site/Parking/Access/Off Hours:
 - a. Time of work hours will be regular business hours. Any work that will be conducted on the weekend, Contractor is to give a one day notice to Owner.
16. Asbestos:
 - a. An asbestos survey on the subject roof system was not conducted on the roof as it was installed in 2008.
17. Closeout / Project Document Checklist:
 - a. Checklist provided within the project manual.
18. Engineer Reviewed the Technical Documents and discussed scope of work in the Base Bid.

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

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 blue ink, appearing to read 'Stewart S. Swing', is written over a light blue horizontal line.

Stewart S. Swing, EI, RWC, RRC
Senior Project Manager

Copy: All Meeting Attendees
All Specification Holders