



November 7, 2023  
Project No. FY226138

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  
McNair Exterior Façade Repairs  
Greensboro, North Carolina  
State Project No. 23-26582-01A

Dear Mr. Kaji:

A Prebid Meeting was held for the subject project on October 31, 2023, at 10:00 am. 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. John Shellenberg	Midwest Maintenance
Mr. Mike Morse	IQ Contracting, LLC
Mr. Adam Nagy	High Rock Waterproofing
Ms. Jeff Welty	High Rock Waterproofing
Mr. Chris Seaford	IL Long
Ms.Gina Willis	FL Blum
Mr. Scott McDowell	H.M. Kern
Mr. Alan Kaiser	CT Wilson
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 McNair Hall on Thursday, November 9, 2023, at 10 a.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.

## Prebid Meeting Minutes

McNair Hall ■ NC A&T State University ■ Greensboro, NC  
November 7, 2023 ■ Terracon Project No. FY226138



- c. Statements made during the Pre-Bid conference are for the sole purpose of calling attention to important information in the Bid Documents.
  - 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 November 9, 2023**.
4. Bid Opening:
  - a. Bids will be opened and read on **November 16, 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 Contracting 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. Contractor must have four (4) years of contracting experience in the type of work included in this project.

## Prebid Meeting Minutes

McNair Hall ■ NC A&T State University ■ Greensboro, NC  
November 7, 2023 ■ Terracon Project No. FY226138



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 located at the front of the building in the grass area. Grass will need to be repaired once all staging and material have been removed.
  - b. 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 exterior from grade and lower roof sections. Existing roofs should be protected all all times.
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.
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.

**Prebid Meeting Minutes**

McNair Hall ■ NC A&T State University ■ Greensboro, NC  
November 7, 2023 ■ Terracon Project No. FY226138



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', with a stylized flourish at the end.

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

Copy: All Meeting Attendees  
All Specification Holders