

MICHAEL R. McLEOD

A R C H I T E C T • P. A.

16 August 2023

MINUTES of the PRE-BID CONFERENCE
Fayetteville Wards 1, 4 and Stake Interior Renovation
Fayetteville North Carolina Stake
The Church of Jesus Christ of Latter-day Saints
Project Number 500-7054-22030101

Present at today's meeting:

<u>Name</u>	<u>Company</u>	<u>Title</u>	<u>Phone</u>	<u>Email</u>
Mike McLeod	Michael R. McLeod	Architect	(910) 270-9778	mike@mcleodarchitectpa.com
Blaine Hoopes	LDS Church	FM Mgr.	(678) 231-0977	L.Blaine.Hoopes@ChurchofJesusChrist.org
Darrel Bush	D. W. Bush Contracting	Contractor	(205) 789-7360	Darbus2003@yahoo.com
Hoss Hinson	Hoss Contracting, Inc.	Contractor	(704) 233-0488	hoss@hosscontracting.com
William Cockerham	W.C. Construction Co.	Contractor	(336) 721-3420	william@wccconstructionco.com
Brian Jones	Kyle Contracting, Inc.	Contractor	(252) 521-1585	jonesthebuilder@gmail.com
Jason Marshall	Riggs-Harrod Builders	Contractor	(919) 687-0111	jmarshall@riggsharrod.com

1. Approved Bidders:

- a. The following General Contractors are approved to bid on this project:
1. D. W. Bush Contracting LLC
 2. Hoss Contracting, Inc.
 3. Kyle Contracting, Inc.
 4. Riggs-Harrod Builders, Inc.
 5. W.C. Construction Company, LLC

2. Bid Opening Requirements:

- a. The bid opening date will be **Wednesday, September 13, 2023 at 2:00 p.m.**
- b. Bids will be received online by "ConsLog".
- c. Bids will be read promptly at 2:00 p.m.

3. Contract Time for Construction:

- a. 150 calendar days are allowed for completion of the work.
- b. Liquidated damages in the amount of \$250 per day will apply for each day that the project exceeds the construction time limit.
- c. Time extensions will be granted for factors which are beyond the control of the Contractor.

4. Project Requirements:

- a. Bid is to be based on the materials, equipment and systems required by the bidding documents without exception. Substitutions will not be permitted except as approved by Architect in writing.

- b. Bidders must examine the site and local conditions and allow for any conditions affecting the cost in their bid. Contractors and subcontractors may inspect the site at any time.
- c. No smoking, tobacco, alcohol or drugs are allowed on the premises.
- d. No Sunday work is permitted (except in an emergency ie. leakage, fire, etc.).
- e. Allowances:
 - 1. Cash Allowances:
 - a. Hidden Conditions Allowance:
 - 1) Allow \$4,000 for permits and fees.
 - 2) Allow \$10,000 in bid for unforeseen conditions which may be encountered which are beyond the control of the Contractor.
- f. Do not disturb areas beyond the construction limits.
- g. A performance and payment bond is required for this project.

5. General Information:

- a. The Church of Jesus Christ of Latter-day Saints is currently engaged in the construction of hundreds of buildings worldwide.
- b. The money required to construct each of the buildings now underway as well as the money for this project is on deposit in Salt Lake City. It consists of tithes and voluntary contributions paid by local Church members as well as contributions from the general Church membership. These funds are sacred and must be expended with special care.
- c. The Church will not ask the Contractor to donate money, work, material or services. Accordingly, the bidders should not add to their bids in anticipation of such a request.
- d. Payment requests from the Contractor are submitted monthly. Generally, the Owner will within a 15 day period after receipt of the request, and after the approval by the Architect, pay by placing in the mail a sum equal to 90% of the amount requested. The remaining 10% is held in retention pending successful completion of the project.

6. Contractors Qualifications:

- a. Bids for this project are by invitation only. Before being invited to bid, each Contractor must meet the following requirements:
 - 1. Must be a legally constituted organization qualified to be licensed, registered and otherwise legally qualified to do business in the area where the project is located.
 - 2. Must be financially sound and be able to supply the following:
 - a. Liability insurance and performance bond and labor and material payment bond as specified in Section 11 of the General Conditions of the Project manual.
 - b. Contractor's insurance as described in the "Contractor Bid Proposal and Project Agreement".
 - c. The cost of required insurance shall be included in the Contractor's bid.

7. Addenda:

- a. Any addenda will be issued by the Architect at least 48 hours prior to the bid opening. Therefore, questions or clarifications should be requested early enough in the bid process to permit a response by the Architect. Any requests for information or clarification should be made before or not later than Friday, September 8th, so that an addendum, if needed, can be distributed by Monday, September 11th.

- b. Generally, oral instructions in and of themselves are not legally binding, therefore verbal clarification or modification of bid documents or any other verbal instructions must be confirmed by written addenda.
- c. The Contractors bid shall be based solely on the information in the written bid documents and the addenda rather than recollection of oral instructions or information given at the pre-bid conference.
- d. Note receipt of Addenda on the bid form.

8. Bid Opening:

- a. The bid opening will be conducted strictly in accordance with Church policy, i.e.:
 - 1. The bidding will be closed at the exact previously specified time.
 - 2. All bids must be submitted precisely as outlined in the specifications.
 - 3. Any or all bids may be rejected without cause.
 - 4. The apparent low bidder is required to submit a list of subcontractors and major suppliers within 24 hours of the bid opening.

9. Completion of the Contract Agreement:

- a. Between bid opening and the approval of the construction amount, the construction contract will be prepared. Once the correct insurance documents are completed, the contracts will be mailed.
- b. Assuming that the apparent low bid is within the budget, it generally takes approx. four weeks from the bid opening to obtain properly signed documents and prepare the construction contract. The apparent low bidder is not permitted to start the work until the Owner has issued in writing the official notice to proceed.

10. Pre-Construction Conference:

- a. After the Contractor has received written notice to proceed, the Architect and the area office will schedule a pre-construction conference in which detailed instruction will be reviewed on procedures and policies for payments, submittals, change orders, correspondence, schedules, etc.

11. Monthly Job Progress Meetings:

- a. Once a month, a job meeting will be held which is attended by the Architect, Contractor, area representative and local Church leaders. In this meeting the following items will be discussed:
 - 1. Job progress.
 - 2. Submittals.
 - 3. Payment requests.
 - 4. Change orders.
 - 5. Utility hookups.
 - 6. Coordination of Church furnished items.

12. The following items were discussed at this meeting:

- a. Digital files of the plans and specs are available on Conslog. (Do not use any prior plans for bidding. Use only those entitled "Bid Set" on ConsLog).
- b. Contractor must use company legal name on the bid form.
- c. Details of the plans and construction sequences were discussed at this meeting.
- d. When visiting the building during the course of preparing your bid, please contact the Architect to let him know you will have someone visiting the site.
- e. The key-box code is 3291, for access to the building.

- f. Note that the carpet is Owner-furnished and Owner-installed. The Contractor is responsible for floor prep, scheduling and coordinating with owner's installer. See specification sections 09 0503, 09 6813 and 09 6816.
- g. Contact Information for sound system installers are listed below (see page 4, section 27 4117 and page 5, section 27 4118):
 - 1) Custom Light & Sound: (919) 286-0011.
 - 2) Marshall Industries: (801) 266-2428.
 - 3) Poll Sound: (801) 261-2500.
 - 4) Professional Systems Technology: (801) 649-6696.
- h. Contact information for the Sound Engineer:
 - 1) Ken Dickensheets
Dickensheets Design Associates
(512) 331-8977
Austin, Texas

Good luck in preparing your bids. Feel free to contact me with any questions or clarifications you may need.



Prepared by: _____ Michael R. McLeod, AIA

Copy to: All Present