Addendum Number One

Rose Administration Suite 102- Renovation - Storefront Package
The University of Alabama
Tuscaloosa, Alabama

UA Project Number: 006-19-2000

Bid Time & Date: Tuesday May 07, 2019 at 4:00 pm local time, UA Facilities Administration Building, 1st Floor Conference Room

Date: May 01, 2019

This addendum forms a part of the Contract Documents and modifies the original Bidding Documents dated April 25, 2019. Acknowledge receipt by inserting its number on the Bid Proposal Form. Failure to do so may subject Bidder to disqualification.

This Addendum to the Bid Documents includes the following:

I. The Pre Bid Conference Agenda with Answers to Questions and Sign-In sheet.
THE UNIVERSITY OF ALABAMA

Rose Administration Suite 102
Renovation - Storefront Package
#006-19-2000
PRE-BID CONFERENCE AGENDA
April 30, 2019 at 1:00 p.m.

GENERAL INFORMATION

1. **Introduction of Attendees**
   a. The University of Alabama (UA) – Owner
   b. Consultant’s Team and Responsibility
   c. Others

2. **Bid Date / Time / Location**
   Date: May 7, 2019
   Time: 4:00 p.m.
   Location: Facilities Administration Building, 1st Floor Conference Room
   1205 14th Street
   Tuscaloosa, AL 35401

3. **Eligibility**
   a. As per Contract documents
   b. Licensed General Contractor in the State of Alabama
   c. Prequalification was not required

4. **Bids**
   a. Preparation
      - It is the Contractor’s responsibility to make sure bid is complete per the Contract documents (e.g. bid form, bid bond, sub/supplier list, etc.)
   b. Proposal Form
      - No alterations shall be made to bid proposal form
      - Be sure to use latest bid proposal form provided during bid process
   c. Guaranty
      - Bid Guaranty in the form of Bid Bond or Cashier’s Check is required
      - 5% of bid amount, not to exceed $10,000
      - Use the provided UA form for Bid Bonds
      - Bid Bond must be executed by a Surety Company duly authorized and qualified to make such bonds in the State of Alabama, payable to the University of Alabama
      - Cashier’s check, if used, must be drawn on an Alabama bank
   d. Sales and Use Tax Savings
      - Bidder is not to add or include Sales and Use taxes in their bids
      - Sales tax estimates should be listed on the space designated on the bid form
      - Contractor will need to apply for a tax exempt certificate with the Department of Revenue to purchase materials tax free. Any delay in obtaining the tax exempt certificate due in whole or in part to the Contractor will not be cause for an extension of time for completion of the Project nor an increase in price.
      - Basic material & labor breakdown required to allow UA to apply for Tax Exempt Certificate
   e. **Subcontractors and Suppliers Submittal**
      - Bidders shall include with their bids a listing of subcontractors and material suppliers as specified in the Supplementary Instructions to Bidders
      - Bidders may change up to four (4) subcontractors/suppliers on their envelope prior to bid time
      - The low bidder shall submit a complete list of major subcontractors and suppliers within 48 hours of the bid opening. This list should include the license number for all subcontractors and should be on the bidder’s letterhead.
No substitutions of any subcontractor or supplier identified with the bid or in the subsequent listing will be allowed without written request and approval by UA, whose decision shall be final.

f. Delivery
   - Bids to be delivered to the University of Alabama Construction Administration by the date and time stated in advertisement for bid or subsequent addenda
   - It is the Contractor’s responsibility to make sure bid is received

5. Post-Award / Miscellaneous
   a. Contract Bonds as per Section 32 of General Conditions
      - Performance Bonds - 100% of contract amount
      - Payment Bonds - Not less than 50% of contract amount
   b. Each subcontractor engaged in the installation, modification, configuration, programming, or testing of a fire alarm system must have a current Fire Alarm Permit from the Alabama State Fire Marshal’s Office. A copy of each fire alarm subcontractor’s permit must be provided with the list of subcontractors prior to installation or modification of the fire alarm system.
   c. Bidder awarded the job must show evidence of being registered in the US Government’s E-Verify Program
   d. Pay Application requirements as per Section 28 of General Conditions
   e. Contractor shall adhere to the Child Labor Law - No workers on the project under the age of 18
   f. Minority and Women Owned Participation - UA is encouraging a goal of 5% for this project. Minority or women owned subcontractors or suppliers should be identified to the Owner using Attachment 5-A.
   g. Davis-Bacon
   h. Smoking, including the use of electronic cigarettes or similar devices, is prohibited anywhere on campus

6. Insurance
   a. Builder’s Risk Coverage
      - Is not furnished by Owner
      - Owner does not provide insurance coverage or other protection for any financial loss or project delay resulting from damage, theft, or any other loss to tools, equipment, or materials owned, leased, or rented by the Contractor, employees of the Contractor, or any Subcontractor
      - Contractor may elect to purchase other forms of property insurance or inland marine insurance on tools or equipment, project materials or components awaiting installation at any location or materials or components while being installed
   b. General Liability
      - Commercial General Liability coverage with limits of $1,000,000 per occurrence, $2,000,000 aggregate
      - $_________________________ in Excess/Umbrella Coverage
   c. See the Contract Insurance Requirements section of the bid documents for a complete listing of insurance requirements

PROJECT INFORMATION

7. Basic Project Information
   The University of Alabama is currently completing a renovation of the Graduate School Suite at the Rose Administration Building. The University of Alabama intends to award a contract for furnishing and installing storefront per the bid documents. The contractor shall be responsible for all labor, material, tools, and equipment necessary to furnish and install storefront as indicated in the bid documents. The contractor shall coordinate all work with the University of Alabama Building Maintenance Department. The tentative schedule for installation of storefront is July 8th – July 19th. The contractor shall provide adequate time to complete, submit, and gain approval of shop drawings prior to ordering materials. The successful bidder must coordinate the actual dates of installation with the University of Alabama Building Maintenance Department. It is imperative all work be completed no later than July 19th.

8. Anticipated Schedule, Progress and Completion
   a. Anticipated “Letter of Intent/ NTP” from UA by May 9, 2019
      - No work shall begin on project until insurance certificates are approved by UA
   b. Time for Completion
      - Base Bid Completion Date: July 19, 2019
c. Liquidated Damages - $500 per calendar day for completion dates as specified above, plus additional costs associated with resident observation. No additional cost associated with resident observation for work on weekends or holidays prior to specified completion dates.

d. Contractor to submit a schedule of values with detailed breakdowns of material and labor within 10 days of the Notice to Proceed for progress tracking and management

e. Contractor to generate and submit a detailed construction progress schedule within 10 days of the Notice to Proceed for progress tracking and management. No claims for time extensions will be granted prior to the submission and approval of a progress schedule compliant with these sections. During the course of the work, the assigned UA Project Manager will review the progress of completed work and the submission of any supporting documents regarding the progress of the work.

f. Owner/Consultant/Contractor (OAC) progress meetings to be held per project requirements

g. Warranty dates shall start at Date of Substantial Completion

9. Job Sign Requirement – Not Required

10. Construction Staking
   a. Shall be the Contractor’s responsibility and shall be performed under the supervision of a Licensed Professional Land Surveyor in the State of Alabama

11. Project Observation / Material Testing
   a. Resident observation will be provided by Owner
   b. Materials testing and geotechnical recommendations for the Owner will be provided by N/A
   c. Contractor’s responsibility to coordinate all testing
   d. The Contractor shall submit a QA/QC program in compliance with Specification Section 014000

12. Inspections
   a. All “city inspections” of the work will be conducted by 3rd party consultants for the University
      • Contractor will email inspections@fa.ua.edu to schedule these inspections
      • 24 – 48 hours notice required
   b. University “in-house” inspections of the work will be scheduled by the contractor through the Renovation Team Superintendent
      • 48 – 72 hours notice required
   c. Inspection cards must be kept up to date throughout duration of project
   d. The Contractor should only schedule inspections when the work to be inspected is complete. UA reserves the right to deduct costs for additional inspections due to incomplete material or workmanship at the time the Contractor scheduled the initial inspection.

13. Safety
   a. The Contractor shall be responsible for all project safety. Neither the Consultant nor the Owner will be responsible for the Contractor’s safety precautions, means, methods, techniques, sequences, or procedures.
   b. Contractor's personnel responsible for safety shall be OSHA certified
   c. Weekly employee safety meetings will be required with minutes of each meeting kept current. Contractor shall be responsible for coordination, content, scheduling, etc., of safety meetings with employees. Safety meeting minutes with sign-in sheets must be current for the contractor’s pay request to be approved.
   d. The Contractor shall be responsible for maintaining a comprehensive Hot Work Program. See Supplemental General Conditions Section 1.8.
   e. Fencing along the limits of construction, including equipment and storage areas, is the Contractor’s responsibility unless otherwise directed by the Owner. The cost of any type fencing, barricades, etc. necessary shall be incidental to project. Fencing, barricades, etc., must be maintained according to the project specifications throughout the duration of the project.

14. Storm Water and Erosion Control
   a. As per Project Specifications Section
   b. The Contractor shall be responsible for obtaining the NPDES Permit and will submit the permit application prior to beginning onsite work
   c. Contractor will arrange for a qualified individual to provide all monthly inspections and reports for the project
   d. Contractor responsible for implementing all BMPs, installation of all erosion and sedimentation control items, adhering to permit requirements and monthly inspection reports, etc.

15. Tree Protection
During the course of the work, Contractor will take all necessary precautions to protect existing trees on and near the project site as per the Project Specifications and Article 14 of the General Conditions. For any tree destroyed or damaged beyond reasonable repair due in whole or in part to the Contractor’s failure to adequately protect it, the University will assess damages per the Project Specifications.

16. **Existing Conditions / Constraints**
   a. All work will occur within the Rose Administration Building - Suite 102 that is currently being renovated by UA Facilities. This building will remain fully occupied during the course of the work; therefore, the contractor shall limit noise and disruptive activity from 7:45 a.m. – 5:00 p.m. as much as possible during the course of the work.

17. **Parking for Contractors, Subcontractors and all workers**
   a. 2 parking passes will be provided during the course of the work. The contractor shall coordinate parking with the Renovation Team Superintendent.

18. **Traffic Control**
   a. As per Project Specifications
   b. Coordinate all activities which may impede automobile, bus, pedestrian, or bicycle traffic with the Project Manager and UA Transportation Services.
   c. No deliveries between 7:30 a.m. and 8:15 a.m. Schedule all deliveries with the Renovation Team Superintendent.

19. **Working on campus/interaction with UA faculty, staff, and students**
   a. The safety of pedestrians around the project site will be emphasized throughout the project. Safe pedestrian routing will be established in conjunction with the UA Project Manager and Transportation Services at the outset of the project. Contractor will maintain such routing throughout the duration of the project.
   b. Notification to Emergency Vehicles (Police, Fire, Rescue, Ambulance, etc.) shall be Contractor’s responsibility
   c. Harassing communications or behavior toward students, faculty or staff will not be tolerated and offending individuals will be removed from the project immediately.
   d. Unless otherwise indicated, Contractor shall provide temporary toilet facilities for its employees as well as other workers on the jobsite. Workers on the jobsite shall not use restrooms, break areas, or vending machines within the building or adjacent buildings unless approved by UA.

20. **Existing Utilities**
   a. As per Special Conditions Section 02000 and Technical Specifications Section 02620
   b. Verify location of utilities prior to construction
   c. Pre Excavation Sign Off Sheet Before Excavation – Contractor’s Responsibility
   d. Underground Telecommunication Protection Guidelines
   e. Site Prep Approval Sign Off Sheet

21. **Duct Cleanliness** (if applicable to the current project)
   a. All ductwork should arrive at jobsite with all openings covered in 6 mil plastic sheeting
   b. Ductwork should be covered except when ductwork is being done in that area
   c. HVAC Units shall not operate until after the Pre HVAC Conference is held
   d. During construction prior to starting equipment, install a minimum of MERV 8 filters on the return and outside air. It is responsibility of the Contractor to change filters and clean coils as required until Date of Substantial Completion.

**ADDENDA, ALLOWANCES, ALTERNATES & UNIT PRICES**

22. **Addenda**
   a. Minutes of Pre-Bid and any other pertinent items discussed shall be issued as Addendum 1
   b. Additional addenda will be issued throughout bid process as warranted
   c. All questions prior to bid should be directed to Darrel Lindsey at drlindsey@fa.ua.edu
   d. Deadline for questions from bidders: Friday, May 3, 2019 at 12:00 noon local time
   e. All questions should be directed to Darrel Lindsey in writing. Responses will be sent to all bidders. Any pertinent questions that may be asked during site walk-through or site visits should be followed up in writing. Any verbal answers provided should be considered nonbinding.
26. Other / Miscellaneous
   a.

OWNER COMMENTS

QUESTIONS / COMMENTS

- All blocking will be provided by UA.
- Door hardware at the storefront doors is to be provided and installed by the contractor. Blank cylinders will be provided by UA and installed by the contractor.
- The sealant at the storefront is to be silicone. UA will approve the sealant color from the manufactures’ standard color selections.
- The rough opening preparations for window type “P” will be completed by UA.
- The privacy film shown at the interior storefront will be provided and installed by UA.
- The storefront doors shall be 1-3/4” thick as indicated on the Door Schedule.

PROJECT TOUR (OPTIONAL)
# PRE-BID MEETING SIGN-IN SHEET

**PROJECT NAME:** Rose Administration Suite 102 Renovation – Storefront Package  
**UA PROJECT NO.:** 006-19-2000  
**DATE/TIME:** Tuesday, April 30, 2019, 1:00 p.m.  
**LOCATION:** Facilities Administration Building, 1st Floor Conference Room

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<th>Name</th>
<th>Company</th>
<th>DBE</th>
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