Reynolds

Project:	**Community College of Philadelphia** **West Building – 4th Floor Renovations**
RCM Project Number:	12-1533
Meeting:	Pre-Bid Conference
Meeting Date:	August 21, 2013 at 2:00 p.m.

Owner, Architect and CM Introductions:

Discussion:

Owner's Remarks:

1. Sign-in Sheets.
2. All questions during the bidding period must be in writing and submitted to William A. Vogel at wvogel@CCP.EDU.
3. All questions will be answered via addendum, verbal responses will not be valid.
4. All bid documents are to be purchased ($60) directly from Ridgways -ARC. The bidding document costs are not refundable to any of the bidders.

Architect's Remarks:

1. Project Description

Construction Manager's Remarks:

2. Bids for the West Building 4th Floor Renovations will be received until 2:00 p.m. on Tuesday September 10, 2013 at the Main Campus at 1700 Spring Garden Street in Philadelphia. All bids will be publicly opened at a location to be determined. All bids shall be include one original and one copy in envelopes clearly marked with bidder's name and Prime Contract name and Prime Contract Number. Please mark the name of the project you are bidding (West Building – 4th Floor Renovations) on the envelope also.

3. This project is being bid under 4 Prime Contracts. The project consists of multi phase chemistry lab renovation, the phasing is as follows:

    - Phase A October 4, 2013 to December 13, 2013
    - Phase B December 19, 2013 to April 18, 2014
    - Phase C May 15, 2014 to July 18, 2014

4. There are 5 proposed add alternates for the renovation please review section 01230 for additional information.

5. The 4 Prime Contracts held directly by the owner are:
   1. General Trades
   2. Plumbing/ Fire Protection
   3. HVAC
   4. Electrical

6. Reynolds Construction Management will be the agency Construction Manager for the project.

7. Bidding Documents are available for purchase directly from the printer:

   Ridgways at www.ridgways.com
   Tel: 215-563-7600 at a cost of about $60
   Note that Ridgways' telephone number and address contained in the invitation to bid was not correct

   Or to view and download at no cost on line at RCM's web site
   https://www.ebidexchange.com/reynoldscm

   A single page hand out was distributed to all attendees, of how to view drawings online for free. All bidders, and their subcontractors and suppliers are encouraged to register with the Reynolds Ebid System. All addenda will be posted there. All bidders, subcontractors and suppliers will have instantaneous access to addendum, once the bidders have successfully registered for this project and once they have been granted access to the site by Reynolds. This initial approval may take several hours. Contact ftheis@ReynoldsConstruction.Com if you have difficulty accessing the Ebid Exchange.

   Documents can also be viewed on the Community College of Philadelphia's website at http://www.ccp.edu/rfp/.

8. A building walk-through will be conducted following today's meeting. At no time during any walk through is anyone permitted to enter a classroom while class in session.

9. The project is an occupied renovation, the safety of the students and staff is priority one in all aspects of the construction of this project. The College will need to maintain services at all time and will hold classes during their normal hours. Classes continue through out the summer months during renovations.

10. Parking for contractor employees is prohibited. No parking will be provided at the project for any construction workers. Contractors are permitted to park in the adjacent parking lots/garages.

11. There will no staging areas available for unloading, storage or laydown. Most materials will need to be staged and scheduled to arrive on site and erected with in a few days of arrival.

12. All bidders are to familiarize themselves with the site and all bidding documents including but limited to, Bidding and Contract Requirements, General Requirements, including but not limited to Multiple Contract Summary and Temporary Utilities and Facilities. Submission of bid acknowledges that bidder has done so.

13. All subcontractors and suppliers should familiarize themselves with the Multiple Contract Summary, found in Specification Section 01120, so they can direct their quotations to the correct prime contractor.

14. Working hours on site shall be from 7:00 AM to 3:30 p.m.

15. One Original Bid Security, Certified Check or Bid Bond in the amount of 5% of the base bid shall be included with a copy included with each proposal copy.

16. All successful Prime Contractors will be required to provide Performance and Payment Bonds prior to issuances of Contracts. Performance, Payment and Bid Bonds must be submitted on forms provided in the documents. Surety companies must be legally authorized to do business in the Commonwealth of Pennsylvania and must be listed in the latest U.S. Treasury Department Circular 570.

17. Contractors and Subcontractors will be required to submit and maintain insurance in accordance with the General Conditions.

18. Builder's Risk insurance will be carried by the Community College of Philadelphia.

19. Owner will pay for the Building Permit. All other permits will be provided and paid for by the trade requiring the permit.

20. This project is subject to the Pennsylvania Prevailing Wage Act. Certified payrolls will be required on a monthly basis and included with the applications for payment. Wage rates are available on line at WWW.dli.state.pa.us. The project is located in Philadelphia County and the Awarding Agency is the Community College of Philadelphia.

21. Steel and Cast Iron products are subject to the PA's Buy American Acts of 1978 and 1982.

22. The MacBride Principles applicable to all City work as included in attachment F of the Bidding Representations and Certifications of the Project Manual are in effect for this project. Affidavits must be signed by all Prime Contractor following the execution of contracts stating that their firm will abide by those principles.

23. The Community College of Philadelphia is an Equal Opportunity Employer. Federal and State laws prohibit discrimination of a Contractor or Subcontractor in the hiring of an employee.

24. All Contractors are directed to Spec Section 00211 which has the Community College of Philadelphia's Equal Opportunity Clause and Section 00212 – Their Equal Opportunity plan. Both are included as part of the supplemental instructions to bidders. The guidelines of how the plan is to be implemented by each contractor are identified with in these sections. Several Questions were later asked in regards to how MBE/WBE/DBE participation was to be monitored. Contractors are directed to these specification sections.

25. Participation Goals are as follows for the work force make-up on site:

    A. City of Philadelphia Residence 35%
    B. Minorities 25%
    C. Females 10%

    Note: the goal for disabled workers has been waived.

    Participation Goals for Contracts to do Construction:

    A. Minority Owned Businesses 25%
    B. Female Owned Business 10%
    C. Disabled Owned Business 2%

26. Request for design interpretations and clarifications must be submitted to the Architect in writing via fax or e-mail no later than five (**5) working days** prior to the receipt of bids. All questions of any type should be directed to William Vogel with the College by email wvogel@ccp.edu.

27. Liquidated damages will be applied to Contractors who are found to be the fault of not meeting major dead lines and milestones. Language pertaining to liquidated damages can be found in Instruction to Bidders page 5 item 16. Mile Stone dates that relate to the completion of the new addition are subject to a liquidated damage clause.

28. Contractors will be responsible for sales tax, consumer and use taxes as required by law. Contractors are directed to the PA Sales and Use Tax Guide or your Accountant to determine which items are taxable / tax-exempt. In general, all items that are not to become a permanent part of real estate are tax-exempt. A sales tax exempt certificate will be issued to each prime contractor to be used for those items that are sales tax exempt.

29. This is a drug free campus. We encourage each Contractor to provide random drug testing for their employees.

30. Illegal Drugs, Fire Arms and Alcohol are prohibited from College property.

31. Upon receipt of a letter of intent to award, Successful bidders will be required to immediately submit Certificates of Insurance coverage (per the bidding documents), and Performance and Payment Bonds. The Performance and Payment Bond Forms are included in Volume one of the Specifications. All bidders are encouraged to send a copy of these insurance requirements to their insurance carriers for review prior to bid submission. All prime contractors are to include any premium cost associated with raising their insurance limits to meet these minimum standards within their bid proposal base bid price.

32. If a discrepancy arises, with respect to the assigning of responsibility of work, between drawings, specifications and bid package descriptions, the bid packages will prevail.

33. All instructions to the Contractors shall come through the Construction Manager or Architect. Contractors are to refer all change directives received from the College to the Construction Manager prior to making any changes.

NEW BUSINESS DISCUSSED AT THE MEETING

34. CCP will accept an email bid if it is received by 2:00 p.m. on September 10, 2013. A hardcopy of the bid must be received no more than 2 business days following the bid opening.

35. The existing roof on the West Building is a Garland Roof. Any contractor performing work on the roof must maintain the Garland Roof Warranty.

36. CCP currently has both Johnson and Honeywell automatic temperature controls.

37. CCP is considering purchasing the Phase A laboratory casework due to schedule constraints and lead time of the casework, modifications to Contractor Scopes of Work will be modified via addendum.

Cc: Attendees
File: 209A