
request for information (RFI)

Attention:	<u>Louis A. Dunbar</u>	Date:	<u>07/20/2010</u>
Requested By:	<u>Louis A. Dunbar</u>	Request No.:	<u>Pre-bid #2</u>
Company Name:	<u>Auld & White Constructors</u>	Project No.:	<u>2790.2</u>
Address:	<u></u>	Project Name:	<u>NFCU- River City Marketplace Jacksonville, FL</u>
City, State, Zip:	<u></u>		
Telephone No.:	<u></u>		

Subject including Drawing No.
and/or Specification No.: Clarification needed on bid documents

Request:

1. Reference Drawing AE403. Appliances shown dotted assuming they are furnished by others. Specification Section 113100 indicates products as indicated on drawings, but there is not enough information in the specs as to manufacturer or different options on the appliances. Please clarify the scope of work for residential appliances that are to be included in our bid.
2. Reference the Breakdown Form. There will be multiple subs for Divisions 7, 8 and 9. In Division 7 for example, there will be a single-ply roofing and a metal roofing sub. Do we list each of those subs. Please clarify.
3. Section V. Bidder Certification, Paragraph D. We are a registered contractor in the state of Florida. The Bid Form references, Virginia. Do you require our Florida GC License number? Please clarify.
4. Trade Breakdown Page 7 does not indicate a total sum. In addition, there is not a line item for Contractor Fee, Bond, etc. Is the Trade Breakdown to have a total amount that equals the Base Bid Amount? Please clarify.
5. Are there any minutes of the Pre-Bid Meeting that was held on June 24, 2010?

Response:

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1. Please refer to drawing AE001 for specifications on appliances.
2. Please provide a breakdown for each sub.
3. The Virginia requirement is an error. The GC shall be licensed in the state of Florida.
4. Please place Contractor Fee, Bond, etc. in Division 1 (General Conditions) of the Trade Breakdown. The total amount of the Trade Breakdown shall equal the Base Bid Amount.
5. Yes, see attached meeting minutes.

By:
Scott
McPeck
Title:
Project
Manager

Date: 7/20/10

PRE-BID CONFERENCE MEETING AGENDA

NAVY FEDERAL CREDIT UNION

River City Marketplace

Jacksonville, Florida

Navy Federal Credit Union
820 Follin Lane
Vienna, VA 22180

A/E Comm. Project No.: 2790.2

DATE AND TIME: Thursday, June 24, 2010
2:00 PM

LOCATION: Navy Federal Credit Union
River City Marketplace Branch
Airport Center Drive.
Jacksonville, Florida,

Conference Call information: Participants call (888)621-9540, room *9763486* (include asterisks)

I. INTRODUCTIONS

- A. The Owner: **Navy Federal Credit Union**
Bryan Murphy: NFCU Project Manager (Construction)
- B. The Architect: **Clark Nexsen Architecture & Engineering**
Scott McPeck: Project Manager (757) 455-5800
Jose P. Carvalho: Construction Admin Engineer. (757) 455-5800

II. OVERVIEW OF PROJECT/DOCUMENTS

This is a mandatory Pre Bid Meeting:

- A. Summary of Work:
The Scope of Work shall be as indicated in the drawings and specifications provided.
- B. Contract Drawings: 50 sheets, Clark Nexsen A/E, dated June 6, 2010.
18 sheets, URS, dated May 20, 2010.
- C. Specifications: One volume dated June 6, 2010.
- D. Owner/Contractor Agreement Form: AIA Document A107 – 2007 (Draft included in Appendix A in the provided Specifications).
- E. General Conditions: AIA Document A 201- 2007, General Conditions of the Contract for Construction.

F. Special Instructions:

1. All bidders shall omit pricing for carpet and adhesive materials associated with the Work as the owner has a purchasing agreement with the supplier. Carpet and adhesive materials will be delivered to the jobsite at the appropriate stage of the work. Bidders shall furnish labor and coordinate installation as well as warranty the carpet installation as part of their work.
2. All bidders shall omit pricing for quartz counter top material associated with the Work as the owner has a purchasing agreement with the supplier. Quartz counter top materials will be delivered to the Millwork/Counter top subcontractor at the appropriate stage of the work. Bidders shall coordinate fabrication, furnish labor and installation as well as warranty the quartz counter top fabrication and installation as part of their work.
3. All bidders shall include a quote from Gaithersburg Cabinetry & Millwork along with any other bids that the bidder chooses to submit for that portion of the Work (as indicated on sheets AE400, as well as IF sheets).
 - a. Gaithersburg Cabinetry & Millwork: 540-347-4551
4. All bidders shall include a quote from BranchServ and Wittenbach along with any other bids that the bidder chooses to submit for the pneumatic tubing system work (as indicated on QB sheets).
 - a. BranchServ: 800-215-0361
 - b. Wittenbach: 800-638-8618

G. NO Product substitution:

Comparable products or substitutions for Contractor's convenience **WILL NOT** be considered. Bidders shall provide products and materials which comply with the drawings and specifications.

H. Project Duration:

- a. 08/02/ 2010 to 02/18/ 2011 (Unless Notice to Proceed is issued sooner)

III. BIDDING PROCEDURES AND FORM:

- A. Refer to Spec Section 000201.
- B. Bid shall be submitted on Bid Form provided in Section 000412. Use typewriter or black ink.
- C. Alterations and erasures of entries made by Bidder shall be initiated by signer of Bid.
- D. Base Bid: Lump Sum Fee
- E. Bid Envelope (Refer to Spec section 000201.1.9.C).

F. Receipt and Opening of Bids: Sealed bids will be delivered or sent to:

Scott McPeck at the Offices of Clark Nexsen A/E, 6160 Kempsville Circle, Suite 200A, Norfolk, Virginia 23502. The deadline for submitting bids is **2:00 p.m. sharp (local prevailing time), as determined by the Bid Officer (A/E PM), on July 30, 2010.** The bids will be opened and read in **private** (Spec section 000201).

- a. Official Timepiece: The “official time” used for the receipt of responses is determined by the Bid Officer. The Bid Officer shall determine when the Bid Receipt Deadline has arrived and shall state that the Deadline has arrived and that no further bids or bid modifications will be accepted. The official timepiece will be the date/time stamp received at Clark Nexsen’s shipping and receiving, located on the at 1st Floor ‘B’ Wing of above address.
- b. Bid Envelope:
 - i. Include the following in lower-left corner of bid envelope: Bidder's name, address, applicable license numbers, and telephone number.
 - ii. If Bid is mailed, enclose bid envelope in separate mailing envelope which bears notation "Bid Enclosed" in lower-left corner.
 - iii. If Bid is delivered by express delivery service, enclose bid envelope in delivery pouch. Include notation "Bid Enclosed" on face of delivery pouch.
- c. No bids will be received after the time designated for receipt of bids. Bids received after such time will be returned unopened.

G. Questions Prior to Receipt of Bids (refer to Spec section 000201.1.7):

- a. All questions (technical and non-technical) during bidding shall be directed to the A/E’s Construction Administration Department via e-mail sent to **Melody DeGroff** at mdegroff@clarknexsen.com.
- b. All pre-bid questions shall be submitted by the primary bidder (i.e. the general contractor); questions submitted by any party other than the primary bidder will not be accepted.
- c. All questions **must** be submitted by no later than close of business on **7/27/2010**.
- d. All responses to questions regarding Bid Documents prior to receipt of bids will be sent to all document holders (bidders) via e-mail as those questions are processed. The sum total of those responses and any resulting changes will be transmitted in the form of an **Addendum by C.O.B 7/28/10**
- e. Questions and Responses not in writing shall not be considered binding.
- f. Attendees are encouraged to familiarize themselves with the existing site conditions prior to bid (Refer to Spec section 000201.1.14). Claims as a result of failure to do this will not be considered by the owner.

H. Consideration of Bid: The successful candidate will be selected based on best overall combination of product and company attributes (Refer to Spec section 000201.1.12:

- a. Quality
- b. Cost effectiveness (finished cost per square foot)

- c. Timeliness
- d. Flexibility to meet changing deadlines
- e. Customer support & follow up service
- f. Warranty programs
- g. Reputation in the building/construction industry and business community at large.

I. The contract shall be awarded on a lump sum basis. "Notice of Award" will be mailed within seven (7) days of bid opening.

IV. PROJECT CONDITIONS:

A. Substantial and Final Completion:

1. Substantial Completion is the stage in the progress of the Work when Work or designated portion thereof is sufficiently complete in accordance with the Contract documents so that the owner can occupy or utilize the Work for its intended purpose or use (General Conditions AIA Document A201-007).
2. Unless otherwise specified, the Contractor shall achieve Substantial Completion by 02/04/2011; Final Completion shall be within two weeks thereafter (02/18/2011). These dates may vary slightly depending on the actual date when a 'Notice to Proceed' is issued.
3. Refer to AIA Document A107-2007, Standard Form of Agreement between Owner and Contractor, and to the Bid Form (Spec section 000412) for the applicable Liquidated damages/penalty.

B. GANTT-Chart Schedule: Submit a comprehensive, fully developed, horizontal, Gantt-chart type, contractor's construction schedule within 15 days of date established for the Notice to Proceed (Spec Section 013200.2.2).

C. Use of Site (Spec Section 011000.1.9): Limit use of Project site to areas within the Contract limits indicated. Do not disturb portions of Project site beyond areas in which the Work is indicated.

- Bidder will have the opportunity to conduct an examination of the project site at their leisure prior to submission of bids.

D. Job Site Safety: Contractor shall meet all local, state, and federal safety regulations. Construction means and methods shall remain the responsibility of the contractor, as design professionals and Owner's representatives are neither considered nor licensed as general contractors in the eyes of the law. Safety plan will be required.

E. Third Party Inspection Program: ECS, Owner's third party inspecting agency.

V. QUESTIONS

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END OF AGENDA

Pre-Bid Conference Attendee List

PROJECT NAME AND NUMBER: 2790.2 NFCU- Marketplace, Jacksonville FL CN#2790.2		DATE: June 24, 2010			
	NAME	COMPANY	TELEPHONE	FAX	EMAIL
1.	Chris Greaney & Rachael Fclar	Rollins PCI Construction	301 - 831 - 5031		chrisgreaney@rollinspci.com
2.	Todd Daniel	Hitt Contracting	703 - 289-9300		tdaniel@hitt-gc.com
3.	Dick Clarke	Terhaar & Cronley	850 - 433 - 7007		Clarke@terhaarcronley.com
4.	Chad Birchard	Solutions Incorporated	813 - 387 - 6000		cbirchard@solutions-inc.com
5.		Brasfield and Gorrie	904 - 493 - 6101		Non-Responsive
6.	Denise Bleach	Greenhut Construction Company	<i>850.433.5421</i>		dbleach@greenhut.com
7.	Brian Murphy	NFCU	703-206-2800		Brian_murphy@navyfederal.org
8.	Scott McPeek	Clark Nexsen	757-455-5800		smcpeek@clarknexsen.com
9.	Jose Carvalho	Clark Nexsen	757-961-7830		jcarvalho@clarknexsen.com
10.					
11.					