

Pre-Proposal Bid Conference Agenda

Date: 01.12.2021

Time: 10:00 am – 11:00

Attendees: See Sign-In Sheet

Project: Andrews Hall Concrete Restoration

Location: EVMS Andrews Hall, Room 156, 721 Fairfax Ave Norfolk, VA

INTRODUCTIONS:

The Owner: Eastern Virginia Medical School

Doug Martin, Director of Facilities

Vernon Payne, Assistant Director Facilities

Steven Lee, Director of Materials Management

Laura Wallace, Contract Specialist

Mandatory Pre-Proposal Conference: Attendance of this meeting is mandatory for those submitting a bid. Those proposers attending the Pre-Proposal Conference virtually only, are required to conduct an in-person site visit prior to RFP submittal due date to ensure a thorough understanding of the existing conditions. Site visits can be coordinated through EVMS Facilities.

Sign-In Sheet: Please sign-in on the sign-in sheet; print legibly.

I. REQUEST FOR PROPOSAL (*Steven Lee and Laura Wallace*)

- a. Drawings and Specifications are only available electronically; Construction Documents currently consist of:
 - i. (1) Attachment G Technical Specification dated November 24, 2020
 - ii. (1) Attachment H Set of Drawings (4 Sheets), dated October 29, 2020
- b. Future addenda will include this Agenda, Pre-Proposal sign in sheet and answers to Pre-Bid Questions. Proposals to EVMS no later than **4:00pm on Thursday, January 21st, 2021**. Proposals received at 4:01pm or later will be late and will not be accepted.
 - i. Proposals may be received by the Issuing Agency via Mail/Courier, Hand Delivery or Email.

c. Pre-Proposal Questions

- i. No oral explanations. All questions must be submitted in writing via email.
- ii. E-mail questions to Laura Wallace, @ WallacLJ@evms.edu as specified in the RFP. In order to maintain the posted due date, all questions shall be submitted no later than **January 14th, 2021**. Responses will be provided no later than Tuesday, January 15th, 2021.

d. Pricing Schedule

- i. Contract award will be based on **Best Value Lump Sum Basis**
 1. Evaluation Criteria listed in RFP
 2. Price to include the proprietary bid amount listed on the Pricing Schedule. Scope of services and final number to be used for this proprietary work to be provided via Addendum.
- ii. Time for Completion: Substantial Completion on or before **1 JUNE 2021** based on a Notice to Proceed on or before **12 MARCH 2021**
- iii. Acknowledgement of Addenda – **It is the responsibility of the Bidder to submit the proper Bid Form acknowledging all addenda. Addenda will be posted on the website listed in the RFP as they are issued.**

II. GENERAL CONDITIONS & FORMS (*Doug Martin and Vernon Payne*)

- a. Building Official/Authority Having Jurisdiction – City of Norfolk
 - i. Permits to be paid for by Contractor

III. SPECIFICATIONS AND DRAWINGS (*S. Lamm, S. Clough, B. Radigan*)

Project is to restore the concrete apron of Andrews Hall. This includes all labor, material/equipment and warranty. The existing coating applied to the concrete apron around Andrews Hall is severely deteriorated and cracking.

a. Use of Premises

- i. Confine construction operations to areas within the Construction Limits and areas indicated on the drawings for laydown.
- ii. Owner will occupy the premises during entire construction period, with the exception of areas under construction. Contractor shall maintain access to existing walkways, corridors and other adjacent occupied or used facilities. It is the Contractor's responsibility to protect building occupants from overhead work.

b. Phasing

- i. None

c. Work Restrictions

- i. Normal Building Business Operating Hours – 8:00am – 5:00pm
 - 1. Open to Students – 24 hours/day, 7 days/week
 - ii. Contractor On-Site Work Hours – 6:00am to 6:00pm, M-F, except as otherwise directed.
 - 1. Non-Work Hours Access available.
 - 2. Operations that may result in high levels of noise, vibration, odors, or other activities disruptive to the building occupants shall be completed outside of normal business operating hours. (Need Clarification from Contractors).
 - iii. Trash chutes may **NOT** be used for this project. Materials and demolition debris to be conveyed through the freight elevator.
- d. Temporary Facilities
- i. Parking – Use of existing Facilities parking lot available for construction personnel.
 - ii. Use of Owner’s water and power systems available without metering and without payment of use charges.
 - iii. Use of freight elevator and adjacent stair permitted during specified Contractor access hours.
 - 1. Must provide floor protection from the loading dock to the stair/elevator in addition to the protections required in each
 - 2. Must be returned to their existing condition before initial use at end of job

IV. SITE VISIT ((Stephen Lamm, Shelton Clough, Brian Radigan)