

## Meeting Minutes

<b>Project Name:</b>	UNCW – Coastal Engineering Building	<b>Date:</b>	October 01, 2020
<b>SGA NW #:</b>	19-202-01	<b>Time:</b>	2:00 PM
<b>SCO #:</b>	20-21673-01A	<b>Location:</b>	Facilities Conf. Rm 1

**To:** Attendees

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**From:** SGA|NW

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**Subject:** Pre-Bid Meeting

**Attendees:**

- Sign -in sheet attached
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*The following notes represent our understanding of matters discussed and actions agreed upon. Please report corrections and or omissions to the writer within five (5) working days.*

- Attendees were requested to sign-in (in person and online)
- Team members were introduced (*note re: SCO Monitor - Jerry Rogers will not be involved on this project, Bill Sessoms will initiate the project and Steve Lipski will take over after his move to the area.*)
- Owner made comments regarding Covid-19, Decorum, Security, and Inclement Weather policies. These items will be covered in greater detail during the Pre-Construction Meeting.
- Regarding Covid -19, the University monitors UNC System, NC State, and local agency guidelines. Up to date information is best obtained through the UNCW website.
- Documents are available through Accent Imaging; it was noted that all prequalified bidders had obtained documents.
- The Bid Date, Time, Location and methods for delivery of bids was reviewed. Bidders are reminded that it is their responsibility to ensure Bid packages arrive at the proper location prior to the cutoff time.
- Bidders will be requested to notify the designer and Owner if they elect to attend the bid opening in person. Only one person per firm will be allowed to attend. All Bidders will be notified of a venue change should it be warranted based on the number of requests to attend in person.
- UNCW reviewed HUB submittal requirements and reminded of common mistakes to avoid.

- Schedule is 290 Consecutive calendar days, NTP is intended to be given as soon as possible after Bid Award.
- Bidders were requested to submit questions in writing only to ark Sealy, Abigail Tanner and David Holsinger.
- Cutoff for Questions is October 06, 2020.
- Allowances / Unit Prices and Alternates reviewed.
- Addenda item currently know were reviewed.
- Only one addendum is planned to be issued due to limited bid time on this project.
- The project site, building plans and major systems were briefly reviewed.

**End of Minutes**

## Meeting Minutes

<b>Project Name:</b>	UNCW – Coastal Engineering Building	<b>Date:</b>	October 01, 2020
<b>SGA NW #:</b>	19-202-01	<b>Time:</b>	3:00 PM
<b>SCO #:</b>	20-21673-01A	<b>Location:</b>	Facilities Conf. Rm 1

**To:** Attendees

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**From:** SGA|NW

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**Subject:** Preferred Alternates Meeting

**Attendees:**

- Sign -in sheet attached (no change from Pre-Bid Meeting)
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*The following notes represent our understanding of matters discussed and actions agreed upon. Please report corrections and or omissions to the writer within five (5) working days.*

Designer presented the following proposed preferred Alternates to the owner for approval:

Fire Alarm System Control Panels and Components: Notifier

Access Control Equipment: Lenel OnGuard Bran.

VRF System: Mitsubishi bran.

Pedestrian Height Pole Mounted light fixture: Valmont.

Termite Control: BASF Brand Termidor

Door Hardware:

- A. Continuous Geared Hinges – Select 11HD EMS/CTW – 8 RP
- B. Locks Latches and Bolts – Schlage Series L9000
- C. Cylinders/Cores – Schlage Everest
- D. Cylinders for Rolling Overhead Doors – Schlage Everest7
- E. Interior Electric Mortise Lock – Best 45 HW Series
- F. Power supplies – Von Duprin – PS914 900-RL
- G. Padlocks – Schlage KS41F1200

- H. Keyed Removable Mullions – Von Duprin KR4954/9954 Series
- I. Closers – LCN 4011/4111 Series
- J. Low Energy E-M Automatic Operators – LCN 4360/4640 Series
- K. Exit Devices – Von Duprin 98 Series

Items were proposed for compatibility with existing systems, integration with existing campus wide access control system equipment and functionality, staff knowledge & staff training, maintenance stock efficiency, aesthetic consistency, to limit number of replacement parts to be stocked, and proven track record of maintenance and performance.

There were no dissentions to the proposed alternates.

The University approved the Preferred Alternates be included in the project.

**End of Minutes**

## Attendees List

### UNCW – Coastal Engineering Building October 1, 2020

Name	Firm	Email
Chris Hoover	WC Construction Company	
Greg Hedrick	Daniels & Daniels	
Benjamin Warren	Bordeaux Construction	
Seth Speight	WM Jordan	
Anthony Skubic	Barnhill Construction	
Dan Dunchack	Harkins Construction	
Jason Lovelace	Thomas Construction	
David Holsigner	UNCW	
Bill Crews	UNCW	
Mark Sealy	SGA NW Design	
Abigail Tanner	SGA NW Design	
Jordan Silver	Frank L. Blum Construction	
Jason Mitchell	I.L. Long Construction	
David Bollenbacher	Samet Corporation	
Kelly Baugher	UNCW	
Mark Rickher	LRSPC	

# Attendees List

UNCW – Coastal Engineering Building  
October 1, 2020

Name	Firm	Email
Joey Wilkins	Barnhill Contracting	
Ron Almond	Optima	
Brian Stamp	Monteith Construction	
Jason Mitchell	I.L. Long Construction	
Tom Key	Choate Construction	
Tonya Jones	McAdams	
Jacob Quinn	W. M. Jordan	
Brandon Finch	McAdams	
Eric Pond	Barnhill	