



Edmund F. Most
Deputy Director

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City of Charleston
South Carolina
Department of Parks

Pre- Bid Conference Agenda

Project: CP 1620 St. Julian Devine Community Center Park and Bldg. Renovations

Date: Tuesday, September 24, 2019 at 10:00 AM

Location of pre-bid conference: #1 Cooper Street, St. Julian Devine Center, Charleston, SC 29403

A. Introductions

1. Project Manager: City of Charleston, Department of Parks – Ed Boines
2. Architect: Steve Coe AIA, Rosenblum Coe Architects with Josh Capella, AIA and Andrew Horn, AIA assisting
3. Minority Business Officer: City of Charleston – Ruth Jordan
4. Deputy Director, Parks-Capital Projects- Edmund Most
5. Consultants if in attendance (Structural/PM&E)
6. Roofing Contractor (under City contract): Richard Ryan, Coastal Roofing
7. Special Inspections/Testing's By owner, TBD
8. Recreation Programs Director: Crystal Reed

B. Sign-in Sheet

1. All attendees shall provide the name of the firm they represent on the sign-in sheet. This shall be the same name as shown on their SC Contractors License and on the Bid Form. *Please make this legible. Please provide business cards, if available, in case some of the information on the sign-in sheet is not legible.

C. Project Scope

1. Project Scope includes Misc. Repairs to the building exterior, and interior renovations as shown on drawings.

D. Plans/Specifications

1. Available from: A&E Digital Printing – 517 King Street, Charleston, SC 29403 (aeplanroom.com)
2. Addenda: Distributed through A&E Digital Printing.
3. Addenda: Also posted on our Bidline site

E. Written Word

1. Only the written word as contained in the Bid Documents, including any addenda that may be issued, shall be valid.
2. It is the Bidders responsibility to read and review all of the Bid Documents, including addenda.

3. Statements made by the Project Manager or the A/E are for the sole purpose of calling the Bidders' attention to items of importance in the Bid Documents.
4. All questions or requests for clarification must be submitted in writing to the project manager. All responses will be made in the form of addenda to the Bid Documents.

F. Bid Opening

1. Bids will be opened on **Thursday, October 10th, 2019 at 2pm. Location: Department of Parks, 823 Meeting Street, 2nd Floor, Capital Projects Division.** It is the intent of the City to award a Contract for the lowest responsive bid submitted by a responsible Bidder.
2. Bidders shall not qualify their bid.
3. Bids sent by mail or other special delivery service (UPS, FED-/EX, etc.), should be labeled "Sealed Bid Enclosed" and shall be received at the address indicated prior to the time of the bid opening. Bids not received prior to the time of bid opening shall be rejected as being nonresponsive.
4. Bidders shall be responsible for having their bid at the designated place for receiving bids no later than the time set for the bid opening. Once the bidding has been declared closed, all late bids, including bids improperly delivered, shall be rejected as being nonresponsive.
5. Each bid shall have bid security of not less than 5% of the sum of the Base Bid.
6. The successful Bidder shall provide a Performance Bond and a Labor and Material Payment Bond, each in the full amount of the contract price.
7. Bidders should verify their ability to comply with all bonding and insurance requirements prior to submitting a bid. Insurance requirements are described in the draft contract.
8. Bidders shall be licensed in accordance with the requirements of the South Carolina Contractor's Licensing Board.

G. Bid Form

1. Bidders shall indicate the form of the Bid Security (Bid Bond or cashier's check) on the Bid Form.
2. Bidders shall acknowledge all addenda.
3. By submitting a bid, Bidders agree that the Base Bid price and the Bid Alternate(s) price(s) shall not be revoked or withdrawn for 60 days.
4. Base Bid shall be shown in figures only.
5. Alternates (when included): Bidders should strike through "ADD" or DEDUCT" so as to clearly indicate the price adjustment for each alternate.
6. Unit Prices (when included): The Bidder should furnish requested unit prices.
7. **AN ALLOWANCE OF \$ 80,000.00 FOR THE UPGRADE OF THE EXISTING ELEVATOR SHALL BE INCLUDED IN YOUR BASE BID. THIS FIRM SHALL BE UNDER THE PERVIEW OF THE SUCESSFUL GC AND SHALL BE YOUR SUBCONTRACTOR.**

H. Substitutions

1. Materials and products listed in the Bid Documents establish a standard of required function, dimension, appearance and quality to be met by a proposed substitution.
2. References in the Bid Documents to the words 'or equal' and 'or approved equal' shall be interpreted as establishing a standard of quality and shall not be construed as limiting competition.
3. Requests for substitutions must be submitted to the PM in writing by Monday, September 30th, 2019, by 12:00pm. Proof of equality of substitutions is the responsibility of the proposer. The PM's decision, via the consultants as applicable, to approve or disapprove the requested substitution shall be final.
4. The PM/Architect shall include in an addendum the approved substitutions. Substitution requests not approved by the PM and the A/E may be listed in an addendum at the A/E's option.

I. Addenda

1. Addendum 1, which will include the list of the attendees and the Pre-Bid Meeting Minutes, will be issued on Wednesday, September 25th, 2019 by 5:00 PM. Please check A&E digital for all

addenda. Addenda will also be posted on the City's Bidline site as a convenience only. No plans or specifications are available on that site.

2. No addenda will be issued later than Friday, October 4th, 2019 by 5:00pm. All questions should be submitted in writing to the project manager by Thursday, October 3rd, 2019 by 4:00 pm.
3. It is the Bidders responsibility to determine, prior to submitting a bid, that all addenda issued have been received.

J. Time of Contract Performance / Rain Days

1. The Date of Commencement shall be established in the Notice to Proceed. This is expected to be early November, providing that the project is within budget.
2. Number of calendar days for construction to reach Substantial Completion: Refer to the Instructions to Bidders (210 calendar days).
3. Number of calendar days to reach Final Completion: Refer to the contract (30 calendar days).
4. Substantial Completion is considered the ability to use and operate the facility as it is intended. The awarded contractor will be required to complete all work, including punch-list items, and be demobilized in order for the facility to be considered for Final Completion.
5. The Contractor shall install a rain gauge on-site (not near any irrigation heads) and submit logging information and requested rain days along with Payment Applications for approval each month. Per the contract, 5 rain days per month are anticipated in the contractual completion date.
6. Per the contract, work schedule is allowed from 7am to 7pm Monday through Friday. Some weekend work may be permitted given approval from the City in advance.

K. Liquidated Damages:

1. Liquidated Damages in the amount of \$1,200.00 per day shall be applied for failure to reach Substantial Completion within the contract time limits, and/or for failure to reach Final Completion within the contract time limits. This is not a penalty, but represents the actual calculated loss of revenue, per day, to the City

L. Agreements

1. An incomplete bid, or information not requested that is written on or attached to the Bid Form, could be considered a qualification of the Bid and may be cause for rejection of the Bid.
2. Failure of the Bidder to indicate a price for a Bid Alternate shall render the Bid non-responsive.
3. Bid Alternates may be accepted by the City in any combination or order at the sole discretion of the City.
4. To support the City's evaluation of the Bidders' responsibility, it may request the prospective contractor to furnish information on its experience and capability.
5. The successful bidder shall maintain a business license with the City of Charleston for the duration of this contract along with any other licenses required.
6. By signing the Bid, the Bidder certifies that it will provide a "Drug-free Workplace" as required by SC law.
7. The project may be cancelled for the convenience of the City at any time prior to issuance of the Notice to Proceed.

M. Insurance and Bonds

1. Bidders should verify their ability to comply with all insurance and bonding requirements of the project prior to submittal of their bid.
2. Insurance requirements are described in the General Conditions.

N. Minority Business Enterprise Goals

1. This project is subject to the goals of the City of Charleston's Minority Business Enterprise program. POC is Mrs. Ruth Jordan, 843-724-7434, at jordanr@charleston-sc.gov

2. Goals are 20% combined MWBE participation.
3. The MWBE Program requirements are outlined in five pages within the bid documents. All Bidders must complete and return their Affidavits A & B or Affidavit C.
4. Failure to include the required MWBE paperwork will render the bid non-responsive.
5. Mrs. Jordan is a great resource. Please call her if you have any questions or if you need assistance accessing our data base of MWBE registered firms.

O. Additional Items from the Architect

1. Project Plan Review has been initiated with the City of Charleston; it will be the responsibility of the successful bidder to secure the Permit and either upgrade or obtain a City of Charleston Business License prior to any work being started. The permit will be issued free of charge.

P. Questions

1. All questions will be answered in writing in the addendum.
2. Questions after the pre-bid conference and during the bidding stage concerning front-end documents should be directed to the PM
3. The A/E will, when necessary, provide answers to questions and other clarifying information to Bidders by addendum in conjunction with the PM.
4. All lines of communication during the bidding stage should be through the PM via email: boineste@charleston-sc.gov
5. Deadline for questions is Thursday, October 3rd, 2019 by 4:00 PM.

R. Closing

1. Addendum 1, which will include the list of the attendees and the Pre-Bid Meeting Minutes, will be issued on Wednesday, September 25th, 2019 no later than 5:00 PM
2. Everyone must acknowledge receipt of the addendum on their bid form.
3. Remind attendees to sign the sign-in sheet and provide all other requested information on the sign-in sheet before leaving the Pre-bid.
4. Please keep in mind;
 - a. Late bids shall be rejected as non-responsive.
 - b. Bids without proper bid security or qualified bids shall be rejected as nonresponsive.
 - c. Bid **ALL** alternates included on the Bid Form if applicable. There are currently no alternates.
 - d. Ensure your base bid includes all of the allowances.

S. Additional Site Visits

1. Contact PM for additional site visits @ boineste@charleston-sc.gov

Thanks for your attendance and interest in the City of Charleston

John Tecklenburg
Mayor

City of Charleston
South Carolina
Department of Parks

Edmund Mose
Deputy Director

Pre-Construction Attendance Sheet

Project: CP 1620 St. Julian Devine Community Center Park and Building Renovations

Date: Tuesday, September 24th, 2019 10:00 AM

#1 Cooper Street, Charleston, SC 29403

Contact Name	Firm or Agency Name	TELEPHONE NO.	EMAIL ADDRESS	GC?
MARCUS Aguayo	CBC	843-747-5757	Karen@blanchwrench.com marcuseblanchwrench.com	
Andra Basnight	TSiac International	843-530-0379	tsiacintl@icloud.com	
Sandra Mentzer	MPS (medPro)	843-416-8700	smentzer@mpsgc.com	
Harold Gillens	Quintech Solutions	843-695-0170	hgillens@quintechplanning.com	
Bert McQueen	B.M. Construction	843-343-8600	B.M.CONSTRUCTION.COM	
Christine McAhuey	STRICKLAND BRANTLEY Construction	843-552-0150	christina@brantleyconstruction.com	
CHAD NELSON	STRICKLAND WATERPROOFING	7043471345	CNELSON@STRICKLAND WATERPROOFING.COM	

Contact Name	Firm or Agency Name	TELEPHONE NO.	EMAIL ADDRESS	GC?
PATRICK SCHROEDER	SCHROEDER'S SERVICES	843-568-8450	PATRICK@SCHROEDERSERVICES.COM	Y
Ruth Jordan	CITY WMBE		jordanr@charleston.gov	
JOHN McNEILL	Elm Construction	843-801-6585	zulumoneill@yahoo	
ED BOINEST	CITY OF CHARL	843-579-7552	boineste@charleston-sc.gov	