Pre-Bid Meeting Minutes

IFB 16-22 - Rowan Hall Lab Exhaust Fan Replacements

Tuesday, August 25, 2015 at 11:00am at Rowan Hall Lobby

1. Introductions

The following members of the Owner’s team introduced themselves:

Steve Burke, Joseph Jingoli & Son, Inc., Construction Management consultant to Owner
Bill Trefz, Trefz Engineering, Inc., Engineer of Record

2. Sign-in Sheet

All Bidders were asked by Mr. Burke to make sure they signed the Sign-In Sheet for this non-mandatory Pre-Bid Meeting. The Sign-In Sheet will be the sole record of the Bidder’s attendance.

3. Scope Overview

Mr. Burke and Mr. Trefz provided a scope overview and bidders were referred to the Summary of Work in specification 01-1100–1.3.

This is a single prime contract to replace existing exhaust fan sets (two locations with three fans at each location. Work includes:

1. Demolition: Remove existing fan sets (two locations with three fans at each location) and associated attenuators, by-pass dampers, plenums and pneumatic controls. The existing roof curbs shall remain and be reused. Cap existing pneumatic air supplies below roof lines to maintain operation of remaining control system. Cut existing ducts as needed to allow connection to new fan plenums. Existing exhaust fan disconnects to be demolished. Remove existing disconnect switch, wiring and conduit from fans.

2. Temporary protection: provide temporary protection and enclosures as required at all times between when demolition starts and completion of the new work, to ensure weather-tight condition of the building and all roof openings. Provide temporary roof protection during all contractor activities. No construction materials, equipment, debris and/or foot traffic is permitted directly on the existing roof membrane during construction without temporary protection.
4. New Work: Install two new triplex fan sets on existing curbs. Fan sets are owner-furnished, contractor-installed, see fan submittal attached to specification 01-1100. Fans will be shipped in sections. Coordinate with the manufacturer for shipping to Contractor’s off-site location for temporary storage. Contractor will deliver to site, set on roof(s) and assemble into complete units. All crane lifts must occur on weekends. Extend existing exhaust duct as needed to create a two inch duct projection into the new plenum. Weld joint between the duct and plenum.

Electrical contractor to disconnect existing conduit and wiring from existing fans and reconfigure to connect to new fan disconnects. Conduit and wire to match existing. Remove existing disconnect switches, wiring and conduit from fans. Remove existing and install new lightning protection systems as necessary for new fans. Provide conduit and wiring to connect to existing circuit made spare during demolition. Transformer with flexible connection provided by fan manufacturer. Connect flexible conduit and wiring provided by fan manufacturer to exhaust fan disconnect. Provide new conduit and wiring for new bypass dampers electrical feed from emergency panel as shown on plans.

Provide new electronic controls for the Triplex fans, isolation dampers and bypass dampers. New controls shall connect to the existing Honeywell International EBI control system as further described in the contract plans and specification. Provide new modules, zone managers and communications as needed to incorporate additional points to the existing system. Update existing EBI workstations to incorporate system graphics and points. Graphics shall match existing University standards. Contractor to include costs in their lump sum base bid for Honeywell International to provide engineering (software programming, graphic creation, point mapping, etc.) and technical labor (systems integration) as required. Rowan University is presently soliciting a quote from Honeywell for these services. The quote will be provided to bidders as a bid addendum for inclusion in their lump sum base bid costs.

System shall use the existing pressure sensors (two sensors per fan set) and flow measuring station (FMS) to control the fans as indicated in the sequence of operation. Contractor shall hire Testing, Adjusting and Balancing contractor, calibrate existing sensors and FMS. Provide P to I transducers as needed.

4. Construction Site Logistics

Bidders to coordinate all work with the on-site contractor that is constructing a major addition to Rowan Hall. Specific coordination will need to occur for crane locations.

5. Project Schedule, Milestones and Liquidated Damages

Bidders were referred to the Summary of Work in specification 01-1100-1.6. The work will be phased as follows

Friday 12/18/15: Last day of final exams for fall semester. Mobilization and preparatory work can proceed prior to this date but existing exhaust fans must run uninterrupted until the close of business this date.
Saturday 12/19/15: First fan set (L-shaped fan set) can be taken off-line to begin demolition and replacement work, two week duration through the Christmas and New Year’s holidays.

Tuesday 1/5/16: Complete all demolition, installation, sensor, controls and testing work required and put the first new fan set in service.

Friday 1/8/16: After relocation of supplies and materials by Rowan staff, second fan set (straight fan set) can be taken off-line to begin demolition and replacement work, two week duration.

Friday 1/22/16: Complete all demolition, installation, sensor, controls and testing work required to put the second new fan set back in service.

Substantial Completion (Base Bid) by: Friday January 22, 2016, Work shall be substantially completed no later than this date based upon being awarded the project by the date listed in Section 017700 – Contract Closeout. The University intends to issue Notice to Proceed, Construction Contract, and/or University purchase order as evidence of contract award on or before Project start date listed (October 1, 2015).

Final Completion by: February 5, 2016. All construction including punch list work will be completed by this date.

Liquidated Damages = $1,000/day for first 30 days, $2k/day beyond substantial completion

6. **Status of Permits**

   DCA plan review process complete, plans approved.

7. **Review Bid Forms and Submission Requirements**

   Mr. Burke reviewed the Proposal Form (page 11 of 13 in the IFB) noting this is a lump sum base bid with no alternates, unit prices or allowances.

   Mr. Burke reviewed Contract Deliverables and Requirements (page 12 of 13 in the IFB). Submit one original, one copy, one electronic copy of the bid. Submit in a sealed envelope with IFB title, vendors name and address. Deliver to the Office of Contracting & Procurement, Linden Hall Suite 136. It’s better to hand-deliver than mail submissions, as Bidders need to allow time for delivery & internal circulation within the University.

   Mr. Burke reviewed Items to be submitted with the submission package per the checklist (page 13 of 13 in the IFB). This includes but is not limited to non-collusion affidavit, subcontractor disclosure, business registration certificate, bid bond (10%), consent of surety (100%) and other documents.
8. **Review Key Bid Dates (Bidders Questions, Addendum Date, Bid Opening Date)**

Questions due next Tuesday September 1, 2015.
Answers to be posted to website Thursday September 3, 2015.
Bids due a week later (Thursday September 10, 2015 at 2:00pm).

9. **Addendum No. 1 upcoming**

Mr. Burke and Mr. Trefz stated that Addendum No. 1 will include meeting minutes, sign-in sheet, Honeywell proposal (EBI system integration and certain controls wiring) and revised mechanical plans (mainly elimination of new electric metering, addition of new duct risers at EF-1, clean/calibrate existing air flow stations).

10. **Site Visit, Questions/Discussion**

At the conclusion of the Owner’s Team remarks there was a site visit and Bidder Question and Answer session. The questions have been reviewed and answers are provided below.

**Question No. 1:**
The schedule requires contractors to perform the rooftop work during winter break. A winter snow event could impact progress and then the Contractor is at risk for Liquidated Damages. Can the “weather conditions” specification be clarified?

**Answer No. 1:**
The intent is to complete this work within the winter break window, to minimize impacts on the building during the active academic semesters. Rowan’s normal “weather conditions” specification language (see section 01-1100-1.6.D) as issued is less restrictive than their standard language. It includes the added statement “The University may at its sole discretion entertain extensions of time from the contractor for extreme winter weather related delays.” Both rooftop exhaust fan areas are ‘enclosed’ on four sides by building structure but we recognize it is open to the elements from above.

**Question No. 2:**
Specification 01-1100-1.3.E.4 states “All crane lifts must occur on weekends.” Is this necessary during winter break?

**Answer No. 2:**
No. This sentence will be removed from the specification as part of Addendum No. 1.

**Question No. 3:**
Did the owner buy exhaust fan warranties and start-up from Strobic?

**Answer No. 3:**
Yes.
**Question No. 4:**
Honeywell costs per their proposal are to be included in our lump sum bid price. Does Honeywell buy in to the schedule for this project to complete their work?

**Answer No. 4:**
Yes. Their proposal (included in Addendum No. 1) assumes all work during “normal business hours” but they did buy-in to completion per the published schedule over winter break.

**Question No. 5:**
During the site visit we all noticed the malfunctioning roof hatch at EF-1 and the damaged bird screening over EF-1. Please confirm we are not fixing these items as part of this work.

**Answer No. 5:**
Not at this time. We will review these items with the Owner. They may be added via future addendum.

This is a summary of all discussions held. This meeting concluded at approximately 12:05 p.m. after the site visit.

Sincerely,

[Signature]

Steven J. Burke, P.E., LEED AP  
Senior Project Manager  
Joseph Jingoli & Son, Inc.

Enclosures:
Pre-Bid Meeting Agenda  
Pre-Bid Meeting Sign-In Sheet

cc: Attendees  
Joe Monahan, RU  
Robert Yufer, RU
Pre-Bid Meeting Agenda

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1. Introductions

2. Sign-in Sheet

3. Scope Overview

4. Construction Site Logistics

5. Project Schedule, Milestones and Liquidated Damages (see 01-1100-1.6)

6. Status of Permits

7. Bidder Qualifications

8. Review Bid Forms and Submission Requirements

9. Review Key Bid Dates (Bidders Questions, Addendum Date, Bid Opening Date)

10. Addendum No. 1 upcoming

11. Questions/Discussion

12. Site Visit
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<th>Name</th>
<th>Company</th>
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<tbody>
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<td>Steve Burke</td>
<td>Jos. Jurgioli &amp; Son, Inc.</td>
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