



HURST-ROSCHE, INC.

PROJECT:
Accessibility and Security Upgrades
Columbia State Community College
Columbia, TN
SBC No. 166/015-01-2021

TN Board of Regents

DATE: 03/07/2023
TIME: 11:00 CST

SUBJECT: Pre-Bid Meeting

ATTENDEES:

- Tim Hallmark - CoSCC
 - David Hall - CoSCC
 - Kimberly Fox – GODBE (phone)
 - Jim Siefert – Hurst-Rosche, Inc
 - John Mack – FTM Contracting
 - Jon Polk – Thrash Construction
 - Joe Sheetz – OLG Services
 - Brandon Jackson – Tristar Elevator
 - Brent House – Drakes Creek Builders
 - Jim Edwards – Drakes Creek Builders
1. Review of the Meeting Agenda Commenced at 11:00 a.m.
 - a. See attached agenda.
 2. Introductions of those present.
 3. Bid opening will be held on March 22, 2023 at 2:00 p.m. at the TN Board of Regents third floor.
 4. Documents are available at listed plan houses and at www.hurst-rosche.com.
 5. Bidders are solely responsible for misinterpretations resulting from using an incomplete set of the documents.
 6. Unless confirmed in writing by Addendum (~~currently 2 have been issued~~) no changes are binding, and no interpretations or clarifications are reliable.
 7. RFI's and/or questions must be submitted in writing
 - a. By 03/15/2023
 - b. Send to ktabor@hurst-rosche.com or jsiefert@hurst-rosche.com
 - c. If an addendum is warranted, it will be submitted by close of business on 03/16/2023.
 8. Contractor shall submit the following as a bid submission

- a. Bid form
 - b. Construction Bid Envelope
 - c. Bid security
 - d. Drug-Free workplace affidavit
9. There are 3 alternates and no unit prices
10. There will be no commissioning.
11. Scope of the project:
- i. Upgrade accessibility and security features including two (2) elevator replacements and accessible restroom upgrades, and campus lighting upgrades, on the main campus of Columbia State Community College – Columbia, TN.
12. Contractors are reminded to review General conditions article 11
13. Builders risk insurance required by general conditions article 11.
14. Contractors are reminded to review General conditions article 7.
15. A roof bond is required
16. No SWPPP required.
17. Contractor will work with the facility for staging and site access.
18. Conditional or qualified bids are Unacceptable.
19. Contractor should contact David Hall rhall12@columbiastate.edu to tour the site. 931-626-8171.
20. Any substitution request shall follow the procedures set forth in the bidding documents.
21. Kimberly Fox – Governor’s Office on Diversity -provided the following:
- a. Go-DBE is the State of Tennessee certification for diverse business. All state agencies are required to actively solicit bids and proposals from diverse owned businesses. These diversity businesses categories include: Women Owned, Minority Owned, Service-disabled Veterans, Persons with Disabilities, and Small Business.
 - b. Our Certification is Free of cost and it also lasts 3 years.
 - c. Once you are certified with our office besides receiving the certification, your business is added to our Certified Directory of Businesses online. By being in our directory it helps your business be more visible with the state. Agencies can look that you are certified with our office, and you receive notifications for bids.
 - d. Please feel free to reach out if you have questions. She will be sending emails to each business with additional details
 - e. Kimberly Fox-Diversity Business Liaison for Governor’s office of Diversity Business Enterprise- Go DBE (Kimberly.fox@tn.gov 615-253-3835)

22. Questions:

- a. David Hall mentioned that where the contractor is to reuse the existing faucets in the restroom remodels, they should reuse all including hoses back to the tie in locations.
 - b. David Hall mentioned that the parking lot lights will need to be coordinated with the local electric company when they are changed out so the electric company can shut the power off to the lights.
23. All contractors took a tour of the project.
24. Meeting adjourned.

Jim Siefert

Jim Siefert

Project Manager/Branch Manager

HURST-ROSCHE, INC.

ATTENDANCE RECORD

Project No.: HR 390-3181

Project: SBC 166/015-01-2021 - TBR

Columbia State CC – accessibility and Security Upgrades

Columbia, Maury County, TN

Meeting Description: Pre-Bid Meeting

Date: March 7, 2023 – 11:00 a.m.

Attendant

	Name	Representing	Phone	E-mail
1.	Jim Siefert	Hurst-Rosche	615-454-6615	jsiefert@hurst-rosche.com
2.	John Mach	FTM Contracting	615-714-5794	Jmach@FTM Contracting, com
3.	Jon Polk	Thresh Construction	318-453-3202	jpolk@threshcs.com
4.	Joe Sheetz	OLG Services	931-703-2536	jsheetz@olgservices.com
5.	Brandon Jackson	Tristar Elevator	931-797-0329	brandon.jackson@tristarelevator.com
6.	Brent House	Drakes Creek Builders	615-308-4032	bhouse@drakescreekbuilders.com
7.	JIM EDWARDS	DRAKES CREEK BUILDERS		jedwards@drakescreekbuilders.com
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SECTION 00 25 13 – PRE-BID CONFERENCE

PART 1 GENERAL

1.1 PRE-BID MEETING

- A. Architect will conduct a Pre-Bid Conference as indicated below:
 - 1. Date and time of Pre-Bid Conference (refer to section 00 11 16 – Invitation to Bid)
- B. Attendance
 - 1. Attendance at the Pre-Bid Conference is recommended but is **not** mandatory.
- C. Bidder Questions
 - 1. All Requests for Information during the Bidding period must be submitted in writing to the Architect:
 - a. Email: cc'd to BOTH of the following:
 - 1) jsiefert@hurst-rosche.com
 - 2) ktabor@hurst-rosche.com
 - b. Mail: Hurst-Rosche, Inc., 1101 Kermit Dr., Ste. 620, Nashville, TN 37217
 - 2. Questions will be accepted up until five (5) days before bids are due. Less than 5 days before bids are due, questions will go unanswered.
- D. For access to view the site at times other than at the pre-bid conference, Bidders shall first contact and schedule an appointment with the following at Columbia State Community College:
 - 1. David Hall, Maintenance Director,
 - a. Email: rhall12@ColumbiaState.edu
 - b. Phone: 931-540-2622
 - 2. Timothy Hallmark, Facility Services and Safety Director,
 - a. Email: Tim.Hallmark@ColumbiaState.edu
 - b. Phone: 931-540-2712

1.2 AGENDA

- A. Pre-Bid Conference agenda will include review of topics that may affect proper preparation and submittal of bids, including the following:
 - 1. Procurement and Contracting Requirements
 - a. Invitation to Bid.
 - b. Instructions to Bidders.
 - c. Bonding.
 - d. Insurance.
 - e. Bid Form and Attachments.
 - f. Bid Submittal Requirements.
 - g. Diversity Goals.
 - 2. Communication During Bidding
 - a. Obtaining documents.
 - b. Bidder's Requests for Information.
 - c. Bidder's Substitution Request/Prior Approval Request.
 - d. Addenda.

3. Construction Documents
 - a. Scopes of Work.
 - b. Alternates.
 - c. Abatement of Hazardous Materials.
 - d. Temporary Facilities.
 - e. Use of Site.
 - f. Work Restrictions.
 4. Schedule
 - a. Project Schedule and Sequencing.
 - b. Bidder Questions.
 5. Site visit/walkthrough
- B. Minutes
1. The Designer will record and distribute meeting minutes to attendees. Minutes of meeting are issued as Available Information and do not constitute a modification to the Procurement and Contracting Documents. Modifications to the Procurement and Contracting Documents are issued by written Addendum only.
 2. Sign-in Sheet: Minutes will include list of meeting attendees.

PART 2 PRODUCTS

Not Applicable.

PART 3 EXECUTION

Not Applicable.

END OF SECTION