



MEETING MINTUES

THP Training Center Upgrades
Middle Tennessee Regional Office
Nashville, Davidson County, TENNESSEE
SBC No. 502/002-01-2021

STATE OF TENNESSEE,
DEPARTMENT OF GENERAL SERVICES FOR
DEPARTMENT OF TRANSPORTATION

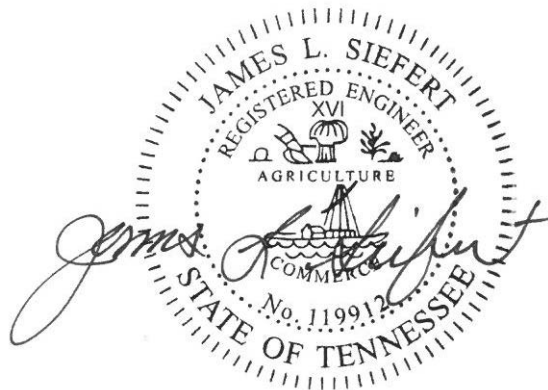
DATE: 05/23/23 10:30 AM CT

SUBJECT: Pre-Bid Conference for SBC No. 502/002-01-2021 THP Training Center Upgrade

PRE-BID CONFERENCE AGENDA(see attached agenda):

1. Introduction of attending Owner and Designer Representatives.
2. See attached meeting sign in sheet.
3. Bid Opening Date and Place:
 - a. **Due**
Penny L. DiPiazza, Bidding and Contract Officer
William R. Snodgrass Tennessee Tower
Suite 2400, 312 Rosa L. Parks Avenue
Nashville, Tennessee 37243-1102
Until **2:00 p.m. (Local Time (Central Time)) Wednesday, June 7, 2023**
Open (virtually)
9:00 a.m. on Thursday June 8, 2023
4. Confirm that Bidders have the latest Electronic Documents and Addenda to-date.
 - a. Including Instructions to Bidders, Bid Form, Construction Bid Envelope, and Drug-Free Workplace Affidavit.
 - b. Digital copies of Drawings, Project Manual and Addenda are available from Hurst-Rosche free of charge. www.hurst-rosche.com
 - c. No changes are binding unless in writing and by addendum.
 - d. Conditional or qualified bids are **not** acceptable.
5. Review sequence and timetable for questions of interpretation or clarification and issuance of addenda.
 - a. Submit questions in writing to jsiefert@hurst-rosche.com and alochmaier@hurst-rosche.com by 4:30 p.m. on May 31, 2023. Addendum will be issued no later than the close of business on June 2, 2023.
 - b. All questions and answers will be distributed to everyone on the sign-in sheet via an addendum.
6. Proper bid submittal requirements include the following:
 - a. Bid Form,
 - b. Construction Bid Envelope including identification of Subcontractors and filling in the Subcontractor name or Bidder name if any work is required for a category.
 - c. Bid Security
 - d. Drug-Free Workplace Affidavit
7. Alternates and Unit Prices:
 - a. Alternate No. 1: Windows on the East side of Harrison Hall 2nd floor.

- b. Alternate No. 2: Windows on the East side of Harrison Hall 1st floor.
8. Scope of Work and Contract Time:
- The project consists of the removal and replacement of windows on Harrison Hall and the removal and replacement of the roof system on the north and south wings of Reddit Hall.
 - Contract Time: 210 Calendar Days
9. Site access, construction staging areas, construction workforce parking arrangements, on-going user operations, and car/bus/delivery traffic must be accommodated. Construction personnel courtesy and decorum toward site occupants and the public is expected.
10. Substitution request procedures are in the Instructions to Bidders
11. Tour the site and take questions.
12. Questions:
- Will there be any Unit Prices added to the project?
 - Yes, they will be added by addendum. 1 each for light weight concrete deck, metal deck, and wood nailers.**
 - What are the existing decks for the roof made of?
 - South wing – metal pan with light weight concrete**
 - North wing – precast deck**
 - What should the patch material for the deck be where the exhaust fans and curbs are completely removed on the North wing of Reddit?
 - Contractor should use a ¼” plate steel fastened to the deck to patch any open holes.**
 - Who is responsible for taking the existing blinds down and putting them back up?
 - It is the responsibility of the contractor.**
 - Are the downspouts being replaced?
 - Yes, as per A-103, A-104, and A-501.**



HURST-ROSCHE, INC.

ATTENDANCE RECORD

Project No.: SBC 502/002-01-2021

Project: THP Training Center Upgrades
Middle Tennessee Regional Office
Nashville, Davidson County, Tennessee

Meeting Description: Pre-Bid Meeting

Date: May 23, 2023 10:30 a.m.

Attendant

	Name	Representing	Phone	E-mail
1.	Jim Siefert	Hurst-Rosche	618-616-6937	jsiefert@hurst-rosche.com
2.	George Bibb	TC	615-478-9639	george.jr., b.bibb@tn.gov
3.	Wesley Stafford	THP/TC	615-815-6501	Wesley.Stafford@TN.GOV
4.	Glynn Doudle	DCG	615-394-3135	gdoudle@doudleconstruction.com
5.	Jerry Collier	Collier Roofing	615-226-2846	jerry.collier@collierroofing.com
6.	Jose Mann	FTM Construction	528-1137	Jdobbbs@FTMContracting.com jmac@FTMContracting.com
7.	Chister Williams	STREAM	615-948-3156	chister.williams@tn.gov
8.	John Maxwell	Maxwell Roofing	615-227-5154	john.maxwell@maxwellroofing.com
9.	Alon Lochmaier	Hurst-Rosche	615-454-6615	alochmaier@hurst-rosche.com
10.	Barnett Hamphre	STREAM	615-979-4739	barnett.hamp@tn.gov
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A52 PRE-BID MEETING AGENDA

AGENDA

1. **Project name and location** and review meeting purpose
 - a. **SBC 502/002-01-2021**
 - b. **THP Training Center**
2. **Introduction of attendees** as appropriate
3. **Bid opening** time and place
 - a. **Bids due by 2:00 pm June 7**
 - b. **Bids opened virtually at 9:00 a.m. on June 8**
4. **Availability of Electronic Documents and Addenda** to-date including Instructions to Bidders, Bid Form, Construction Bid Envelope, and Drug-Free Workplace Affidavit.
5. **Applicability of all documents in bid preparation.** Bidders are solely responsible for misinterpretations resulting from using an incomplete set of the documents.
6. **Owner's prohibition of the use of services of an illegal immigrant** and the related attestation on the Bid Form.
7. **Unless confirmed in writing by Addendum** no changes are binding, and no interpretations or clarifications are reliable.
8. **Sequence and timetable** for questions of interpretation or clarification and issuance of Addenda.
9. **Requests for interpretation or clarification** must be (1) in writing, (2) to a designated email address, and (3) prior to a set deadline.
10. **Proper bid submittal requirements** including the following:
 - a. **Bid Form**
 - b. **Construction Bid Envelope** including identification of Subcontractors and filling in the Subcontractor name or Bidder name if any work is required for a category
 - c. **Bid Security**
 - d. **Drug-Free Workplace Affidavit**
11. **Alternates and Unit Prices** if applicable in this bid
12. **Special administration**, if applicable, such as Commissioning and Scheduling
13. **Scope of Work and Contract Time** review.
14. **Structured phases** and related scopes and schedule milestones, if applicable.
15. **General Conditions Article 11** insurance requirements.
16. **Builders' Risk insurance** required by General Conditions Article 11.
17. **Major demolition projects insurance** required by Supplementary Conditions.
18. **General Conditions Article 7** requirements regarding changes in the Work including limits on costs for Direct Payroll Expense, overhead, and profit.

A52 **PRE-BID MEETING AGENDA**

19. **Roof Bond** in the amount as specified in the Project Manual and **Total Roofing System Warranty** requirements.
20. **Stormwater Pollution Prevention Plan**, (SWPPP) if applicable.
21. **Site access, construction staging areas**, construction work force parking arrangements, on-going user operations, car/bus/delivery traffic that must be accommodated, and expectations for construction personnel courtesy and decorum toward site occupants and the public
22. **WITH PRIOR APPROVAL OF OWNER:** Discussion of the project budget or anticipated Bid Target.
23. **Conditional or qualified bids** are unacceptable.
24. **Requirement to visit the site** and become familiar with the local conditions under which the work is to be performed and to correlate all observations with the requirements of the Bidding Document.
25. **Opportunities to tour the site**
26. **Substitution request** procedures in the Instructions to Bidders
27. **Reading of previously received questions** and responses as appropriate
28. **Questions**, requiring name and affiliation to be given with the question

END