

UNIVERSITY OF CENTRAL FLORIDA
UCF DOWNTOWN CAMPUS/CENTER FOR EMERGING MEDIA RENOVATION
PRE-BID CONFERENCE
SEPTEMBER 12, 2018
6:30 P.M.

Introductions and Project Overview

Introduction were provided by Erin Mclear, Skanska Project Manager. She introduced Jeremy Williamson, UCF, who provided a project overview. He introduced the UCF team, including Allen Bottorff, Director of UCF Downtown. The project consists of the construction of a 20,000 GSF renovation of the existing Center for Emerging Media (CEM). The renovation will add additional general education classrooms, collaborative student learning environments, and additional offices to support the UCF Downtown Campus. The Owner/Architect/Construction Team are the University of Central Florida Board of Trustees and SchenkelShultz Architecture, Skanska USA Building Inc.

City of Orlando Blueprint Employment Office

Mary a Collier from the City of Orlando Blueprint Office introduced herself and announced that they are available to help companies find construction workers. They had a table outside near the registration table.

Bid Package Highlights

Bert Fonseca, Skanska Project Executive described the accessibility in small bid packages to maximize participation on the project. Below are the bid package numbers and descriptions: 01.0 General Contractor; 01.1 Final Clean; 02.1 Selective Demolition; 03.1 Miscellaneous Concrete; 03.2 Concrete Staining; 05.1 Structural Steel; 06.1 Millwork and Finish Carpentry; 08.1 Doors, Frames and Hardware; 08.2 Glazing; 09.1 Drywall; 09.2 Carpet Tile; 09.3 Acoustical Ceiling and Baffles; 09.4 Painting; 09.5 Tile; 10.1 Identification Devices; 10.2 Toilet Accessories and Specialties; 10.3 Not Used; 10.4 Operable Folding Partitions; 21.1 Fire Suppression; 22.1 Plumbing; 23.1 HVAC and 26.1 Electrical.

Prequalification Process

Trade contractors were encouraged to begin the process by registering at <https://apps.skanska.com/prequalinquiry/>. Thereafter, they should receive a password within 2-5 business days to go in and enter company's information. The email is system-generated and the reply may not go to a normal inbox but to your SPAM or JUNK E-mail folders depending upon the company's email systems security. Please check both folders. The email will be from notifications@skankacloud.com with Emily Madero in the "cc" field. She can be reached her at emily.madero@skanska.com for questions regarding the process. Enter 3 projects that you've completed. Once in the system, you will get notices of opportunities. Team members were on site to assist trade contractors with initiating the prequalification process. Attendees were

advised to be prequalified before Skanska can rely on the bid number and before enter into a contract with a company.

Logistics

Skanska provided an overview of the project site map. Classroom sessions will occur at the same time as renovation, and students will be near the renovation site. Coordination and barriers of public areas will be a focus. No public parking on jobsite. No parking in Parramore; some parking may be available at the Bob Carr Auditorium and other lots in the south of Downtown.

Safety

Skanska discussed its culture of an Injury Free Environment (IFE). Every employee has the authorization to Stop Work. There is culture of “stretch and flex” a daily morning discussion about the project schedule and flow of assignments during the Daily Hazard Analysis. There is also an inclusion of fun physical stretching exercises for every project team member.

Project Milestones

Pre Bid: September 12, 2018

Bid Date: September 18, 2018 at 2 p.m. (revised to September 25)

Permit Issued: September 26, 2018

Demolition Start: November 15, 2018

Final Inspections/Life Safety: July 10, 2019

Owner Move-In: July 11, 2019 thru August 7, 2019

Certificate of Occupancy: August 7, 2019

MWBE Participation

Skanska explained that UCF is an equal opportunity institution and, as such, encourages the use of small businesses, including women, minority-owned small businesses and SDVOSB in the provision of construction related services. M/WBE participation is encouraged but not required by UCF. Skanska has a corporate goal of diversity and inclusion and on the Academic Building project is nearing 30% M/WBE and SDVOSB participation. Small businesses will have a fair and equal opportunity to compete for dollars spent by UCF to procure construction-related services. Competition ensures that prices are competitive and a broad vendor base is available. UCF and Skanska are utilizing good faith efforts to ensure opportunities are available to small businesses including women, minority-owned and SDVOSB businesses on the Project.

Direct Owner Purchase (DOP)

Skanska gave an explanation of its DOP, which includes Vendor PO's larger than \$5,000. The process takes a minimum of 3 weeks; account for this time in the procurement. Submit PO request immediately after award (Skanska to coordinate proper forms with Subcontractor). Only include material that will be permanently affixed to the building. Provide DOP information with bid, on the Bid Form required. The Bid Form has a specific space for DOP.

Bid Package Content

Docupro Online Plan Room:

Docupro – online platform for all bidding documents

Docupro online plan room – access to be sent by email. Contact the following scope specific people: Bert Fonseca bert.Fonseca@skanska.com; Jeff Courtney jeff.courtney@skanska.com.

Free to download from Docupro

Purchase documents from New Age Reprographics - Phone: 407-422-8700. Reference the UCF Center for Emerging Media Renovation

Plans and Specifications – Current Set

On Docupro for Download

– Drawings: UCF Center for Emerging Media UCF 578A

Bid Documents Dated 2018/08/20

– Specifications

– UCF CEM UCF Renovation

Bid Documents Volume 1 of 2 Issued August 20, 2018

– UCF CEM UCF Renovation

Bid Documents Volume 2 of 2 Issued August 20, 2018

Bid Manual (on DocuSign)

Subcontractors are responsible for the Entire Package.

Section One – Instructions to Bidders

Section Two – Project Specific Forms **(very important)**

Section Three – Project Schedule

Section Four – Site Logistics

Section Five – CCIP (Sample Manual)

Section Six – Sample Long & Short form Subcontract

Section Seven – Trade Scopes of Work **(very important)**

Section Eight – Environmental, Health and Safety Manual

Section Nine – Document Log

Bid Form

1. W9 from ODP Section 1.2

2. Instruction for MWBE Bid Forms for Construction. **Skanska verifies certification certificates.**

3. Surety Letter (SDI PROGRAM) over \$50,000 packages)

4. Acknowledgement to sign the Sworn Statement Pursuant to Section 287.133(3) (a), Florida Statutes on Public Entity Crimes.

5. Acknowledgement to sign the Sworn Statement Pursuant to Section 287.087 and 440.102, Florida Statutes on Drug-Free Work Place Program

6. Acknowledgement to comply with Environment Health and Safety Manual.

7. Acknowledgement to comply with Skanska USA's Environmental Policy (ISO 14001)

Review Scope Packages and Bid Form Breakdowns

Sealed Bid Due: September 18, 2018; by 2:00PM (Later date revised to: September 25), by 2:00 p.m. by delivering to:

UCF Center for Emerging Media Security Desk
c/o Skanska USA Building Inc.
500 W Livingston Street
Orlando, FL 32801

Questions and Answers

- Vendors (suppliers) are required to pre-qualify.
- Low voltage is handled directly by UCF. The current package only has pathways.
- Cranes are purchased directly by Skanska and to get opportunities in the future, must be prequalified as hoisting vendor.
- Bid packages are "right sized" and lots of opportunities.
- Concrete package is right sized.
- Attendees that are general contractors are encouraged to bid entire package (lump sum package) or they can bid a trade(s). Trade contractors can bid their scope. Skanska and UCF will determine the best approach for UCF, whether one lump sum contract or individual packages.
- Concrete slab will be cut and patchwork will be needed; small enough for a small concrete guy with a small crew.
- Staffing company will get posted information on which company is being evaluating during scoping sessions. This is the best time for staffing companies to get the name of company to market for staffing needs.
- Life safety signage is a part of the bid package; furniture is procured directly by UCF
- Budget in the mid \$3.4 Million
- Existing communication box not installed yet; it will be an infrastructure package; will be in the street.
- Fire alarm in electrical package. Current brands are visible during tour.
- DOP must be provided and man labor hours must be reflected on the bid form. Average crew size will be evaluated during scoping. Skanska wants to ensure that the bidder has the proper man-hours.

Project walk / Networking

Attendees took a tour with Skanska of the facility to be renovated.