

(To be printed on Professional's Letterhead)

PRE-BID MEETING AGENDA

(Professional to provide attendance sign-up sheet)

Project Name:	Date:
UM Project #	UM Project Manager:
Design Professional:	Other Key UM Personnel:
Meeting Place:	Anticipated NTP Date:
Meeting Time:	Anticipated Completion Date:

Attendees: Provide Sign-up Sheet
(Name, Company, Address, Telephone, Fax, & Email)

TURN OFF ALL CELL PHONES

1. Introduction of Project Personnel (UM Personnel, Design Professional(s) Personnel)
2. Summary description of the Project
3. Project Bid Information
 - a. Bid Date, Time & Location – Procurement Office 164 Jeanette Phillips Drive.
 - b. Note requirements set forth in Instruction to Bidders
 - i. Certificate of Responsibility Number
 - ii. Bid Security
 - iii. Non-Resident Bidders
 - c. Note process for receiving bids.
 - d. Disqualification of Bidders
4. Bid Proposal Form
 - a. Review Proposal Form
 - b. Base Bid
 - c. Alternates – Contractor must provide prices for Alternates
 - d. Unit Prices
 - e. Allowance – Building Controls ONLY
 - f. Time of Completion – Phased acceptance, if applicable
 - g. Liquidated Damages
 - h. Note Receipt of Addenda
 - i. Guarantee of Work
 - j. Fill-out all applicable blanks
5. University Special Conditions
 - a. University's Contractors
 - b. Temporary Utilities Charges
 - c. Site Fence Requirements – Boundaries to be discussed – 8'-0" Chain Link Fence
 - d. Protection of Trees and Plantings – 6'-0" Chain Link Fence
 - e. Work Hours and Non-Interference of University Operations
 - f. Identification of Construction Workers
 - g. Parking Restrictions
 - h. Construction Sign
 - i. On-Site Documentation by The Contractor – GPS Coordinates
6. Close Out Specifications – See Specifications Section for Requirements

Pre-Bid Meeting Agenda
Project Numbers and Name

7. Risk Management Procedures & Insurances - OCIP
8. Project Explanation
 - a. Scope of Work
 - b. Phasing Requirements
9. Goals, if applicable
10. Special Pricing Requirements
 - a. Alternates
 - b. Allowance – Building Controls ONLY
11. Specific Work and Site Boundaries
 - a. Site Boundary
 - b. Site Access
 - c. Site Storage & Staging
 - d. Parking
 - e. Any Pertinent Site Constraints
12. Owner's Concurrent Operation at Site and Adjacencies
13. Verification of distribution of Contract Documents
14. Access to Site during Bidding Phase
15. Site Visit by Attendees, Owner and Design Professional(s)

THE DESIGN PROFESSIONAL SHALL SCHEDULE A COPY OF MEETING MINUTES TO ARRIVE, VIA ADDENDUM, AT THE DEPARTMENT OF FACILITIES PLANNING'S OFFICE AND OTHER ATTENDEES' OFFICES WITHIN FIVE (5) DAYS AFTER THE CLOSE OF THE MEETING.