

A52 PRE-BID CONFERENCE AGENDA

Provided below are the agenda items typically required by the Owner for the Pre-Bid Conference. Guidance provided in agenda items does not revise the requirements of the Agreement.

Instructions:

1. Create an agenda for the conference by using this form or copying the contents into another format.
2. Secure a record of attendance.

AGENDA

1. **Project name and location** and review meeting purpose
2. **Introduction of attendees** as appropriate
3. **Bid opening** time and place
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 and Supplementary Conditions** insurance requirements.
16. **General Conditions Article 7** requirements regarding changes in the Work including limits on costs for Direct Payroll Expense, overhead, and profit.
17. **Roof Bond** in the amount as specified in the Project Manual and **Total Roofing System Warranty** requirements.
18. **Storm Water Pollution Prevention Plan**, (SWPPP) if applicable.

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19. **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
20. **WITH PRIOR APPROVAL OF OWNER:** Discussion of the project budget or anticipated Bid Target.
21. **Conditional or qualified bids** are unacceptable.
22. **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.
23. **Opportunities to tour the site**
24. **Substitution request** procedures in the Instructions to Bidders
25. **Reading of previously received questions** and responses as appropriate
26. **Questions**, requiring name and affiliation to be given with the question

END