**(SAMPLE) PRE-BID CONFERENCE AGENDA**

(Insert Date)

**Project Name**

**Building**

for the

UNIVERSITY OF IDAHO

Moscow, Idaho

UI CP# (insert UI Project No.)

**Attendance:**

* Persons Present:
* (Refer to attached attendance sheet.)

**Project Team Introductions**

Design Professional

Name / Title

Phone: 000-000-0000

E-mail: email address

University of Idaho Project Manger

Name / Title

Phone: 000-000-0000

E-mail: email address

University of Idaho Construction Inspector

Name / Title

Phone: 000-000-0000

E-mail: email address

**Description Of The Project:** (Refer to Specification Section 01100 - Summary of Work.)

*(Outline project scope and requirements.)*

**Bid Opening / Bid Proposal:**

Bid Opening is on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at 2:00pm at Architectural and Engineering Services, 875 Perimeter Drive, Moscow, Idaho 83844. Bring bids to the Facilities front desk prior to 2:00 where they will be time stamped by the attendant.

This project requires a State of Idaho Public Works contractor’s license prior to submitting the bid.

A 5% Bid Bond is required to be submitted with each Bid.

Bidders shall take care to fill out the Bid Proposal correctly using verified business names and license numbers.

Make sure to list all Alternates and receipt of addendums.

Make sure to include all required paperwork with the bid. (Bid bond, Power of Attorney, Contractor’s Affidavit Concerning Alcohol and Drug-Free Workplace.)

Each Bid submitted must be good for 30 days after the Bid Opening.

100% Performance and Labor and Materials Payment Bonds are required for this project.

There is **no** federal funding on this project and there are **no** prevailing wage requirements.

**Construction Contract / Duration:**

The Construction Contract time period will be \_\_\_\_\_\_ calendar days from issuance of the Notice To Proceed. If bids are favorable, the Owner intends to issue the N.T.P as soon as possible.

Contract to be standard AIA contracts with University of Idaho standard modifications as outlined in the Specifications.

Liquidated Damages will be assessed at $\_\_\_\_\_ per day for not completing work within the 75-day contract period as outlined in the Bidding and Contract Requirements.

The estimated construction cost is $\_\_\_\_\_\_\_\_\_\_\_\_ as published in the Ad for Bid.

**Bid Addenda:**

An Addendum will be issues by (insert date) and will include the meeting minutes and the attendance sheet from this Pre-Bid Conference.

**Permits and Inspections:**

The State of Idaho Division of Building Safety requires Building Permits for all University of Idaho (and State of Idaho) projects. The contractor shall include the cost of the permit in the bid, as well as obtain the permit at the necessary time. The fee schedule for building permits can be found at the DBS website.

The Owner / Design Professional has already processed and paid for the plan review with the Division of Building Safety for this project. The drawings are approved and ready for permit application. The Plan Review ID# will be issued to the successful bidder.

The Owner will hire a qualified special testing agency for all required construction testing on the project. (Soils, concrete testing, welds, etc …)

**Base Bid & Alternates:**

*(Outline Base Bid Scope and any additional Bid Alternates or Unit Pricing.)*

**Project Schedule:**

*(Outline overall schedule and any special requirements.)*

**Construction Laydown and Staging Area:**

*(Design Professional and UI Construction Manage or Project Manager to outline preliminary constraints and requirements for project lay-down and staging area.)*

The construction site and the adjacent staging/storage area must be enclosed by a chain link fence. For smaller projects, or where special conditions exist, this requirement may be waived or modified by written agreement from the UI Project Manager.

**Parking:**

Parking availability is at a premium, and parking enforcement is a critical issue on campus. Violators, including contractors, will be ticketed. Unpaid tickets will be charged to the Contractor.

Construction equipment may be parked within the site confines without a permit.

Construction Permits will be issued to the General Superintendent and the Superintendent for each major subcontractor for their shop pickups. These vehicles must be parked within the site confines or in designated spaces nearby. Construction Permits are issued free by Facilities.

**Questions and/or Discussion:**

*(Document all other questions and discussions raised at the meeting****.)***

**Post Meeting Site Walk-Thru:**

*(Document any additional questions and discussions raised at the project site walk-thru.)*

Reported By:

Design Profession Name, Title

cc: Planholder’s List

 project file

**END OF PRE-BID CONFERENCE AGENDA**