

Pre-Bid Agenda Tappan HVAC Improvements

- Circulate Attendance Sheet
- A/E to take Meeting Minutes

FCO Checklist

- Bid Date, Time and Location
- Responsive Bidder Requirements (Bid Day Requirements)
 - DFWP Enrollment
 - Commitment to Participate in EDGE Business
 - Assistance Program Form
 - Bid Guarantee or Bond
- Other Requirements to Execute Contract
 - EEO Certificate
 - BWC Certificate
 - General Liability Insurance
 - Proof of Licensure for Electrical, HVAC and Plumbing
Completed “Anti Terrorist Declaration Form”
- Miscellaneous
 - EDGE: GFE Form
 - Prevailing Wage Requirements
 - Certificate of Good Standing from Ohio
 - Secretary of State if Contractor is in Ohio

PM Checklist

- Introduce design team and provide contact information
 - A/E Contact
 - Prater Engineering Associates
 - PH: 614-766-4896
 - Fax: 614-766-2354
 - Andrew Prater – aprater@praterengr.com – Main contact
 - Brian Ogle – bogle@praterengr.com – Secondary contact
 - George Campbell – gcampbell@praterengr.com – Construction Administrator.

○ PM or A/E provide overview of project

1.02 General Construction Contract

- A. The Mechanical Contractor is the Prime Contractor for this project.
- B. Provide drywall and stud soffit and chases to enclose all new ductwork in finished spaces as noted on the drawings.
- C. Remove and reinstall lay-in and plaster ceilings to allow installation of ductwork.
- D. Install new drywall and base around new fan coil units in the basement.
- E. Install access doors in chases and ceilings to allow installation of ductwork and access to fire dampers and manual balancing dampers above drywall ceilings.
- F. Protect and clean the construction site as described in specification section 23 05 94 – Protection and Cleaning.

1.03 HVAC Contract

- A. Install new ductwork and registers to provide ventilation air to all of the corridors on the first, second and third floors.
- B. Install new VAV boxes, ductwork, piping valves, controls, etc. to provide ventilation air to the first floor, second floor and third floor corridors
- C. Install new fan coil units to serve the public areas in the lower level.
- D. Air and water balance all new and existing (as noted) air devices, VAV boxes and fan coil units.
- E. Remove, clean and reinstall all exhaust air registers before balancing.
- F. Clean interiors of the two (2) existing exhaust fans before balancing.
- G. Install new controls for new VAV boxes and fan coil units. Revise sequences for two (2) existing VAV boxes.
- H. The HVAC Contractor shall be responsible for fully coordinating the new work with the existing conditions and shall be responsible for the minor relocation of any existing electrical wiring, sprinkler or HVAC piping that is required for installation of his equipment.
- I. Include any minor details essential to successful operation and any other items specified or shown on the Drawings.

- J. Core drill ductwork holes in floors to allow installation of ductwork.
- K. Provide periodic and final cleaning of building. Provide protection of furniture, carpeting, floor finishes and wall finished, etc.

1.04 Electrical Subcontractor

- A. The Electrical Subcontractor will be a subcontractor to the prime contractor for this project.
- B. Relocate power and data wiremold, wiring, fire alarm devices, cameras, boxes and light fixtures to allow installation of new ductwork and chases.
- C. Install new power to the new fan coil units and VAV boxes.
- D. Provide labor and materials necessary for the electrical connections, disconnecting means, etc. associated with the new VAV boxes as shown on the drawings and revisions of wiring to allow installation of new chases and soffits.
- E. Coordinate with the temperature control contractor for conduit requirements and paths associated with the controls contract to insure a complete installation that meets or exceeds the Miami University standards.
- F. The Electrical Contractor shall work in conjunction with the Mechanical Contractor to insure a complete installation of the new electrical system including final conduit locations, piping, ductwork, etc.
- G. Include any minor details essential to successful operation and any other items specified or shown on the Drawings.
- H. Furnish all labor, materials, tools, incidentals and details necessary to provide the complete electrical connections, ready to operate, including but not limited to the items listed under the Electrical Specification Indexes.
- I. Include temporary and final electrical work associated with ceiling removal and replacement.

1.05 Temperature Control Subcontractor

- A. Furnish all labor, materials, tools, incidentals, and details necessary to provide temperature control system, revisions and additions ready to operate, including but not limited to the items listed under the Temperature Controls Specification Indexes. Temperature Control Contractor shall be a Subcontractor to the HVAC prime contractor.
 - B. Provide all control valves, temperature sensors, etc. to be installed by the HVAC contractor.
 - C. Include any minor details essential to successful operation and any other items specified or shown on the Drawings.
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- Review project schedule, milestone dates
 - Start of Construction May 16 2022
 - End of Construction July 29 2022
 - Review University restrictions on working hours such as quiet week.
 - Review Parking Procedures
 - Review Safety & Security Responsibility
 - Typically under General Contractor. Provide temporary barriers/signs, etc. to protect public
 - Review Site Construction Requirements
 - Submit plan for approval showing fence placement, staging area, dumpster, trailers etc.
 - Review logistics plan. This contractor is responsible for the fence for the entire site.
 - Green area and trees inside fence must be maintained and protected
 - No storage under drip line of trees
 - No storage outside of construction fence.
 - State Inspections
 - Each prime contractor obtains and schedules required inspections.
 - Project Clean-Up
 - Per Contract Documents
 - Salvage Materials
 - Nothing may be burned or sold on site
 - Deliveries
 - Must be received at project site. MU will not accept deliveries for job sites.
 - Review Procedure for Asking & Responding to Questions Prior to Bid
 - All questions must be in writing (fax or email)
 - All questions must go through the FCO or PM who will forward to A/E as necessary
 - Conduct Group Site Tour

- Individual tours may be scheduled as requested