



ADDENDUM NO. 1

February 21, 2017

JOB ORDER CONTRACTING

Fiscal Year 2018

UNIVERSITY OF ARKANSAS FACILITIES MANAGEMENT

The following supplement is hereby made to the project referenced above:

SECTION 00130 - INVITATION TO SUBMIT PROPOSALS:

Page 00130-1/2, Item 2: Clarification: The deadline for proposals is 2:00 pm local time on TUESDAY, February 27, 2018.

SECTION 00310 – JOB ORDER CONTRACT (JOC) EXECUTION GUIDE:

Page 00310-1/8, Item 2.A: Delete the sentence that states “For work self-performed by the Contractor, the Contract shall primarily use the latest available calendar year issue of RS Means Facilities Construction Cost Data and the Cost Works electronic version, with updates as applicable, as a basis for unit cost.”

Replace with the following: “The general intent of the JOC program is to have the JOC contractor obtain a minimum of three (3) bids from qualified subcontractors for any portions of work for which subcontracting is deemed to be practical at the sole discretion of the FAMA Director of Design & Construction. The JOC contractor, if qualified to self-perform the work, may submit a sealed bid to be considered with the subcontractor bids. The total price for that portion of work shall be based on the lowest responsive bid multiplied by the Contractor’s coefficient (multiplier.) For other work in which subcontracting would be impractical, and where the JOC contractor will self-perform the work, pricing shall be in accordance with the latest available calendar year issue of RS Means Facilities Construction Cost Data and the Cost Works electronic version, with updates as applicable, as a basis for unit cost.”

FOR INFORMATION ONLY: PRE-PROPOSAL CONFERENCE MINUTES

A non-mandatory pre-proposal conference was conducted on February 13, 2018. The meeting minutes, as well as the sign-in sheets, are attached for information purposes only. The attached minutes do not change or imply changes to the Request for Proposals. All comments and questions during the conference were taken under advisement by the University of Arkansas. All original provisions of the RFP will remain in effect unless specific changes are incorporated by addendum.

RESPONSES TO QUESTIONS SUBMITTED BY PROPOSERS:

The following questions were received. Answers follow each question listed.

1. Section 00310, Para 2. A. (end of first paragraph) states: "For work requiring subcontracts, the Contractor shall contact a minimum of three qualified subcontractors to provide bids. Total price for subcontracted work shall be based on the lowest responsive bid multiplied by the Contractor's multiplier." Is this referring to non-pre-priced work or all work?

Answer: See Section 00310 clarification language provided in this addendum.

2. Section 00310, Para 2. C. notes: "**PLEASE NOTE: There will likely be occasions where the contractor is asked to provide materials, equipment, and/or subcontract pricing for work by direct bidding. In these cases, the same "coefficient" will apply.**" Is this referring to non-pre-priced work? If so, what percentage of work performed, in this manner, does the University of Arkansas anticipate being priced using the above described method? In your example in the previous paragraph you used coefficient of 1.01 to illustrate how the coefficient is used. In this example, would you expect the contractor to perform work at a 1% mark-up?

Answer: See Section 00310 clarification language provided in this addendum. The contractor's coefficient shall be the price multiplier (mark-up) for bids as well as tasks priced using the UPB as detailed in Section 2.A of Section 00310.

3. Section 00310 Para 3 C. (3) states: "A worker with overall project supervisory authority is to be present on each job site at all times. Supervisory costs are to be part of the Contractor's coefficient and will not be reimbursed as a separate labor cost." If the supervisor must be a direct representative of the JOC contractor, will multiple projects taking place in close proximity require multiple supervisors?

Answer: The intent of the JOC Program Specifications is to require supervisory responsibility for all jobs by the JOC Contractor, including a single point-of-contact (POC) for each job. One individual (e.g. a project manager, superintendent, coordinator, etc.) may serve as the supervisor and POC for multiple jobs depending upon the complexity and size of the projects. The cost of project supervision shall be included in the contractor's coefficient.

4. Section 00310, Para 3. D. states: “The use of Subcontractors does not alter UPB unit costs or Contractor Coefficient.” Does this imply that our UPB coefficient becomes our multiplier, to include contract requirements and OH&P, to be applied directly to our subcontractor quotes?

Answer: See Section 00310 clarification language provided in this addendum. The contractor’s coefficient shall be the price multiplier (mark-up) for bids as well as tasks priced using the UPB as detailed in Section 2.A of Section 00310.

5. Section 00310 Para 4. B. (2) b. ii. states: “Subcontractor bid tabulation of all bids/quotes obtained from subcontractors, including subcontractor names and bid amounts, with accepted bid highlighted. If non responsive bids are received, the word “nonresponsive” may be substituted for the bid amount.” The language indicates that this work will be considered as a cost plus proposal. Will this be required on all proposals? Is this considered a part of the UPB proposal package? Can it be notated as “Not used” in a complete UPB?

Answer: See Section 00310 clarification language provided in this addendum.

6. Can the UPB be used for pricing on all work that has an identifiable, applicable, work line item within the UPB, subcontracted or otherwise?

Answer: See Section 00310 clarification language provided in this addendum.

7. Is it the intent of the University of Arkansas to declare all subcontractor work as non-pre-priced work? Can/should the unit price process be used to price all projects, with the exception of the project tasks not found within the UPB?

Answer: See Section 00310 clarification language provided in this addendum.

8. Section 00410 Para [9] states in part: “THE FOLLOWING MULTIPLIER IS TO BE USED WHEN PRICING WORK USING THE UNIT PRICE BOOK (UPB) METHOD (CURRENT ISSUE OF RS MEANS FACILITIES CONSTRUCTION COST DATA) AND/OR APPLIED TO SUBCONTRACTS.” Is this the same multiplier referenced for use with subcontractor’s bids collected per Section 00310, Para 2.?

Answer: See Section 00310 clarification language provided in this addendum. The contractor’s coefficient shall be the price multiplier (mark-up) for bids as well as tasks priced using the UPB as detailed in Section 2.A of Section 00310.

9. The jobsite superintendent is to be included in the coefficient, not the job cost. Is this correct? This is difficult because the magnitude of the job orders will vary substantially.

Answer: See answer to Question 3 above.

10. Is the contractor required to maintain a separate project superintendent for each individual project? Or can the superintendent manage multiple projects, depending on complexity?

Answer: See answer to Question 3 above.

This addendum consists of four (4) pages of written documentation plus attachments. Except as modified by this addendum, the original proposal documents shall remain in effect.

This addendum must be acknowledged in the space provided on the Proposal Form.

Georgeta Galbraith
Construction Coordinator
University of Arkansas
Fayetteville, Arkansas

MEETING MINUTES

PRE-PROPOSAL CONFERENCE for JOB ORDER CONTRACTING (JOC)

Fiscal Year 2018
University of Arkansas Facilities Management
February 13, 2017

1. Welcome

Dan Clairmont, Director of Engineering & Construction at Facilities Management (FAMA), opened the Pre-Proposal Conference at approximately 2:05 p.m. Tuesday, February 13, 2018. Dan will be the primary project facilitator along with several construction coordinators who will be the points of contact between engineers, architects and contractors. The construction coordinators will help the contractors coordinate access, outages, schedules and other issues.

2. Selection Process and Timeline

There will be minutes as well as an addendum distributed after the meeting to address questions.

For questions regarding the RFQ, please send them to Geta Galbreath at the email address provided in the RFP.

Questions submitted after February 20 may not be answered.

The Bid Opening is currently scheduled for February 27 at 2:00. The submitters were reminded to submit proposals to the following address and NOT to FAMA:

Office of Business Affairs
University of Arkansas
Room 321, Administration Building
1125 W. Maple Street
Fayetteville, AR 72701

3. Proposal Requirements

Ten copies of your proposals are to be submitted on February 27, one for each member of the reviewing committee. In addition to the ten copies, please submit a flash drive with your proposal.

The proposals will be reviewed between the 28th of February and March 7, when the selection committee will meet to review scores and make their selection of four contractors. The actual contract start date will be July 1, 2018. Any projects let between now and July 1 will be given to the current contractors. Any new jobs after July 1 will go to the newly selected contractors.

4. Proposal Evaluation Criteria

60% - Contractor's proposed coefficient
20% - Statement of Qualifications and Capabilities
20% - Work Plan

Please review all requirements and SOQs and address all aspects, particularly your personnel and safety plans.

5. Scope

It was noted by Dan that over the last four years approximately \$60 million in contracts was distributed across the four current JOC contractor, including 270 job/task orders averaging about \$250,000 per job. Some projects were as small as \$20,000. Some were as large as \$750,000. The limit is \$750,000 per job. That includes change orders, contingencies, etc. However, the UA cannot guarantee the same amount will be spent over the next four years.

Starting July 1, the new JOC contracts will be one-year contracts with the UA having an option to extend up to three more years. Contractors are reviewed and renewed each year based on performance and other criteria.

Types of work may include horizontal, infrastructure, mechanical, renovations, labs, administration facilities, parking garages, road repair and other projects. The JOC program is intended to be a rapid response program. There will be various levels of design provided to the Contractor. Plans and specifications will be provided to varying degrees depending upon the complexity of the project.

The current contractors working with the University are treated almost as an extension of the University staff, working with FAMA every day. They have a good relationship with clients and staff.

6. Job Order Process

JOC contractors for specific Job Orders are not selected based on the question “whose turn is it?” Instead, FAMA looks at several factors to select a JOC contractor, including familiarity with the facility or area. Criteria may include good past relationships between the client and the contractor, the Contractor’s past performance and response time, and the contractor’s current workload. It is important for the contractor to maintain a good relationship with the client. It is also important to maintain a good relationship with the coordinators and facilities staff. Proposal response time is very important. Some jobs come up on short notice with a short window. It is recommended, although not required, that the contractor have a full-time person taking care of the University contract.

The contractor may have the opportunity to be involved in pre-construction and the design process. There may be value engineering required to evaluate and reduce costs. FAMA and the JOC contractor will work very much as a team. FAMA expects the contractor to get three subcontractor bids on major work packages if possible. The intent of the JOC program requirements is to obtain bids as much as possible instead of just using the RS Means to price the work. If the JOC contractor can self-perform certain work, the intent of the JOC program requirements is to require the JOC to provide sealed bids on self-performed work to compete with subcontractor bids. FAMA is looking for the lowest price from qualified contractors.

Paperwork: There is a significant amount of paperwork that is required for work at the University, although attempts to streamline the process. Basically, the JOC contractor will submit a proposal. If FAMA agrees with the price, FAMA will issue a Letter of Intent.

Close-out: FAMA requires submittals, as-built drawings, warranty information, O & M manuals and training. FAMA will withhold five percent retainage until close-out documents are provided.

7. Expectations

Coordination and communication are very important. The mission of the university is education and research, not construction. The contractor must get out of the students' way, not the other way around. Flexibility is necessary to work around schedules, class times, and research.

Safety is paramount, and safety of employees, students, faculty and staff are non-negotiable. Peak work surge times are during the summer, winter break, and spring break. Work that can be most disruptive are generally planned for those periods. Response time during those periods is critical. Although not standard, night and weekend work may be required to be incorporated into pricing. FAMA will try to make sure the Contractor is aware of night and weekend work when the project is being bid for pricing purposes. All JOC contractors should be aware of periods such as football season, Wal-Mart week, and graduation. Parking on campus is a challenge. There are limited parking passes, and JOC contractor employees may need to park off campus. Similarly, laydown and dumpster areas are limited, especially on the main campus. Materials must be stored on campus before payment, and again space is limited. FAMA and the JOC contractor will need to work through these issues on a case by case basis.

The JOC contractor will need to coordinate with the City of Fayetteville and public utilities on a regular basis.

James Ezell reminded the group to have the bid bond in the submission packet to submit the bid packages on time. All bids must be delivered to the Administration Building, Room 321. Bids are due at 2:00. If the bid package is late, it will not be accepted.

8. The following questions were asked by attendees:

- Question: When you self-perform, are you encouraging us to seek bids to bid against ourselves?

Answer: For larger trade work, FAMA will expect JOC self-performed work to be bid against qualified subcontractor bids. Using RS Means may be acceptable for smaller, miscellaneous self-performed work.

- Question: Can you be more specific about what will be allowed to RS Means and what won't?

Answer: FAMA will take this question under advisement and provided clarification by addendum. FAMA's intent is to make sure the UA is getting competitive bids and good coverage for all the different specialties.



Pre-Proposal Conference Attendee List

JOB ORDER CONTRACTING
Fiscal Year 2018

University of Arkansas Facilities Management
Tuesday, February 13, 2018; 2:00 p.m.

302 E. Millsap Road • Fayetteville, Arkansas 72703 • (479) 443-3404 • www.olssonassociates.com

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Aaron McDonnell	VCC, LLC	PHONE: 501-370-4720 E-MAIL: amcdonnell@vccusa.com



UNIVERSITY OF ARKANSAS

JOB ORDER CONTRACTING PRE- PROPOSAL MEETING

Meeting date: February 13, 2018

Meeting location: FAMA Main Conference Room

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1 Ben Bess	Flynco, Inc.	benjamin.bess@flynco.com	501-565-1228
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5 Lori Homstad	DHOMSTAD@BudgetBlinds.com	LHOMSTAD@BudgetBlinds.com	479-263-0945
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8 CRAIS PELTIER	Turnkey Const	CPELTIER@TKCMGT.COM	479-202-2117
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UNIVERSITY OF ARKANSAS

JOB ORDER CONTRACTING PRE- PROPOSAL MEETING

Meeting date: February 13, 2018

Meeting location: FAMA Main Conference Room

NAME	COMPANY	E-MAIL	PHONE #
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