



ADDENDUM NO. 1

April 12, 2022

JOB ORDER CONTRACTING

Fiscal Year 2023

UNIVERSITY OF ARKANSAS FACILITIES MANAGEMENT

FOR INFORMATION ONLY:

The proposal opening will occur in an online meeting immediately following the submittal deadline, Tuesday, April 19, 2:00 p.m. The opening may be viewed at:

Microsoft Teams meeting

Join on your computer or mobile app

[Click here to join the meeting](#)

Or call in (audio only)

[+1 479-431-0936,,157368582#](#) United States, Fort Smith

Phone Conference ID: 157 368 582#

[Find a local number](#) | [Reset PIN](#)

FOR INFORMATION ONLY: PRE-PROPOSAL CONFERENCE MINUTES

A non-mandatory, online pre-proposal conference was conducted April 6, 2022. The meeting minutes, as well as the attendance list, 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.

RESPONSE TO QUESTIONS SUBMITTED BY PROPOSER:

Questions: Milestone Construction asked:

- 1) Is there a range historically for this coefficient?
- 2) Does the coefficient include all personnel fees?

UA Answer: Historically, coefficients have been between 7% and 10%. All costs associated with management and supervision of the program and individual job orders are covered by the coefficient.

This addendum consists of two (2) 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.

Approved for release April 12, 2022 by:
Dan Clairmont, Director, Engineering and Construction
Facilities Management
University of Arkansas

MEETING MINUTES

Online PRE-PROPOSAL CONFERENCE for JOB ORDER CONTRACTING (JOC)

Fiscal Year 2023

University of Arkansas Facilities Management

April 6, 2022

1. Welcome and introductions

Dan Clairmont, Director, Engineering & Construction at Facilities Management (FAMA), opened the online conference at approximately 2:00 p.m., Wednesday, April 6, 2022. He and Kristen Knight, Associate Director, Contracted Services in Engineering & Construction, introduced themselves. They oversee the university's JOC program.

Dan welcomed the contractors present. All were identified to insure we had record of all participants. That list is provided at the end of these minutes.

The intention is to select four JOC General Contractors. Successful contractors will become an essential part of the UA team, especially FAMA, and workload will require being on campus daily. We are looking for partners to work with us and our clients to get the jobs done.

The agenda for this meeting was shown on screen and discussed. Participants are to be emailed a copy of it following the meeting.

2. Selection Timeline and Procedures

Questions and requests for information following the meeting must be submitted no later than Noon, Thursday, April 14, 2022 to Geta Galbraith as indicated in the RFP. These minutes will be sent out as an addendum to the RFP.

Any final addendum will be issued by COB Friday, April 15, 2022.

The coefficients are submitted and scored. The only subjective portion will be the submittal of past performance and other information that has been requested. A pre-con service must be available and is included in the contractor's coefficient, but we do not use it every time. Looking for general estimates not detailed estimates like larger projects have.

3. JOC contract scope and types of projects

Over the last four years we had Job Orders worth \$76.8M across four Job Order Contractors. There is no reason to expect a decline, but we cannot guarantee that.

The statutory dollar limit is \$750,000 per Job Order. Due to this limit, each Job Order's project cost is usually not greater than \$700,000-\$720,000. It is hoped the state legislature will increase this limit due to rising construction costs.

The contract starts July 1, 2022. This is for one year with options to renew annually for three additional years.

There are a wide range of projects, including horizontal, infrastructure/deferred maintenance, any type of renovations, roofing, demolitions, roads, and sidewalks. These projects vary in size and sometimes you will not be working with a full design set.

4. The Job Order Process

- a. Job Orders are assigned to a Contractor based on:
 - i. Familiarity with the facility and/or scope of work
 - ii. Relationship to the end user
 - iii. Past Performance/responsiveness, and
 - iv. Balance of workloads
- b. Early involvement/preconstruction
- c. Proposal development/Bidding
 - i. Expect that projects are bid
 - ii. Per contracts and state statutes, target 3 bids per specialty
 - iii. Self-performed work is to have a sealed bid in advance of subcontractor bid openings
- d. Letter of Intent
- e. Contract Submittal
- f. Execution
 - i. Mission of the university is to support education and research, not construction.
 - ii. Safety of your employees, students, faculty and staff are non-negotiable.
 - iii. A construction coordinator is assigned to each Job Order. Communication and coordination with campus stakeholders are CRITICAL - construction coordinator will guide you through it but must be kept informed.
 - iv. You work for FAMA "Coordinators". Need to keep end users happy but they do not process payment, make contract determinations, or assign new work.
 - v. Flexibility to work around schedules, class times, research.
 - vi. Most jobs will be day hours. Although not standard, may require nights/weekend work to be incorporated in bids.
 - vii. Surge times for the university are Christmas break, spring break, and summer. Plan in advance to surge during these times.
 - viii. Work constrained during football games, Walmart week, move out/move in, research activities, other events.
 - ix. Parking is limited, know that going in. Park off campus and shuttle employees. Parking passes limited in number. Passes and tickets are part of coefficient.
 - x. Laydown area and dumpster spots are hard to come by on main campus.
- g. Close Out
 - i. Hold 5% retainage until close out documents are in

5. Kristen Knight shared the screen of FAMA website Campus Construction page and encouraged all to review it. She also mentioned the IDIQ contracts we have for various disciplines, including AV/IT, automatic temperature controls, fire and safety, duct cleaning, and test and balancing, and structured cabling.
6. Questions and Answers
 - a. Matthew Stovall asked for clarification regarding subcontractor bidding for JO projects.
Dan Clairmont: Bid packages are to be issued, hopefully for each specialty package.
 - b. Matthew Stovall inquired about what the coefficient was to include.
Dan Clairmont: The Table 310-1 attachment in the RFP is very specific on what is and isn't in your coefficient. Your coefficient must be enough to cover those things.
 - c. Matthew Stovall asked: Would each Job Order Contractor be bidding against the other JOCs?
Dan Clairmont: No. Job Orders are assigned based on past performance, current workload, areas of particular expertise, etc.
7. Meeting adjourned approximately 2:25pm, April 6, 2022.



Job Order Contractor Pre-proposal Conference

Meeting date: April 6, 2022

Meeting location: Online

NAME	COMPANY
1 Ricky Byrd	Caddell Construction
2 Chad Crouch	Flintco
3 Zach Moore	Caddell Construction
4 Jordan Ligon	C.R. Crawford Construction
5 Stanley Hunt	EWI Constructors
6 Denise Frazier	EWI Constructors
7 Addison Woker	EWI Constructors
8 Matthew Stovall	Legacy Construction
9 Ann Carrell	UA Facilities Management
10 Tricia Shaw	Flintco
11 Kevin Langston	Flintco
12 Nicole Contente	MGS Construction
13 Tori McClanahan	Caddell Construction
14 Lainie Cleghorn	Caddell Construction
15 Larry Knight	Caddell Construction
16 Kristen M. Knight	UA Facilities Management
17 Mandy Rowden	Flintco
18 Daniel Clairmont	UA Facilities Management
19 Lance Norsworthy	Milestone Construction
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