



FACILITIES MANAGEMENT & CONSTRUCTION

PRE-BID MEETING AGENDA

1. Project Information

USA Job Number	
Project Name	
Bid Number	
Date	
Time	
Location	Procurement Services, 650 Clinic Drive, TRP 3 Suite 1400, Mobile, AL 36688
Procurement Contact	Robert Brown Ph: (251) 460-6151

2. Attendance & Introductions

Attendees are required to sign in on the sheet being circulated.

University Personnel

- Buck Kelley – Chief Facilities Management Office
- Trent Davis – Associate Director of Engineering, Design, & Construction
- David Strain – Project Manager
- Elizabeth Russ – Project Manager
- Trip Puckett – Project Manager
- Will Keeney – Project Manager
- William Guess - Senior Dir, Safety & Environmental Comp
- Debbie Bryars – Fire Marshal (AHJ)

Design Team

- (To be listed per project)

3. Healthcare Construction Environment

This project will occur within an active healthcare environment where patient care continues uninterrupted. Contractors must understand that healthcare construction involves requirements beyond standard commercial construction.

The following key processes will be completed following award and are introduced here for bidder awareness. Detailed requirements are defined in the Contractor Handbook.

Key Regulatory Concepts

- **PCRA (Pre-Construction Risk Assessment)**
 - Identifies potential impacts to patients, staff, and operations before work begins
 - May influence project phasing, access routes, and work sequencing
- **ICRA (Infection Control Risk Assessment)**
 - Defines required infection prevention controls: containment, airflow management, cleaning protocols
 - Controls based on type of work and proximity to patient care areas
- **ILSM (Interim Life Safety Measures)**
 - Required when fire alarm, suppression, or egress systems are impacted
 - May include fire watches, enhanced inspections, or temporary egress measures

Infection Control (ICRA)

- Physical containment barriers and sealed work areas may be required
- Air flow direction and pressure monitoring may be required
- Debris removal routes and cleaning protocols will be defined prior to construction
- Controls will be scaled to work type and adjacent patient population risk

Life Safety (ILSM)

- Egress routes and life safety systems must be maintained throughout the duration of work
- Fire watches or additional protection measures may be implemented as warranted
- All ILSM requirements will be established during pre-construction planning

Environment of Care (EOC)

- Construction may affect noise levels, dust, vibration, and odors in adjacent areas
- Patient flow and departmental operations may be impacted and require coordination
- Work activities may be restricted or rescheduled based on operational conditions

4. Bid Requirements

Bids Due	
Bid Delivery	Procurement Services (see address above)
Drawings	Available from Procurement Services
Addendum	
Alternates	
Unit Prices	
Owner Provided Items	
Bid Bond	Required if bid exceeds \$50,000
Payment & Perf. Bond	Required if bid exceeds \$50,000
Tax Status	University is Tax Exempt. Contractors procure their own Certificate of Exemption through Dept. of Revenue.
Sales Tax Accounting	To be included with Proposal Form

No alterations shall be made to bid proposals unless modified by Addendum. Questions and clarifications must be submitted in writing as an RFI a minimum of 48 hours prior to bid.

Substitution approvals, if granted, will not be effective until published by the Engineer in an Addendum. Pre-Bid approval of another source will not be considered after 96 hours prior to bid.

5. Schedule

Contract Duration	60 Calendar Days from Notice to Proceed (NTP)
Weather Days	Per Special Conditions Article 8
Rain Day Criteria	Rainfall must exceed 0.20" in a 24-hour period. Unusually severe weather must exceed 5-year monthly average.



6. University Requirements

- The University will NOT pay for materials stored off campus or deposits.
- Safety and Environmental Compliance Office (Bill Guess) will be involved in all safety activities.
- Contractor is responsible for accepting all their own deliveries.
- On-site storage/laydown area per drawing (to be noted per project).
- USA is a Non-Smoking Campus. Smoking is permitted in personal vehicles only.
- University restrooms and food services are off limits to contractor personnel.
- Strict adherence to the Zero Tolerance Policy is required.
- Contractor is responsible for protecting all existing utilities.
- Contractor to provide daily cleanup of work areas.
- Contractor to video/photograph any existing damage to sidewalks, curbs, landscaping, etc. prior to start of work.
- Refer to the Handbook for Contractors/Vendors for complete requirements.

7. Safety, Security & Professional Conduct

- Access control and badging requirements apply to all contractor and subcontractor personnel.
- Patient privacy requirements (HIPAA) must be followed at all times.
- Work will occur in occupied areas; professional behavior is required at all times.
- Pedestrian and emergency vehicle access must be maintained throughout the project.
- Notification to emergency services (Police, Fire, Rescue, Ambulance) regarding any access impacts is the contractor's responsibility.

8. Traffic Control & Site Logistics

- All construction activities must be coordinated with USA Facilities.
- Contractor and subcontractors are to park vehicles only in areas designated by USA Facilities.
- Material delivery staging and site logistics will be coordinated with the Project Manager.
- Particular attention is required to pedestrian routes during construction activities.

9. Utility Shutdowns

Utility shutdowns in a healthcare environment require advanced coordination and approval. Work affecting active systems must be planned carefully to avoid impact to patient care areas.

- Minimum 72-hour advance notice required to USA Facilities for any utility shutdown.
- Multiple departments and systems may be affected; shutdown procedures will identify all stakeholders.
- USA Dig Permit must be approved before any digging anywhere on campus.
- Contractor must call 811 before digging anywhere on campus.
- Project-specific shutdown procedures and escalation pathways will be established during pre-construction.

10. Inspections & Submittals

- Above Ceiling Inspections: Power must be on and all plumbing tested with water before requesting inspection (DCM requirement).
- Submittals, Pay Applications, and CORs shall be sent directly to the Project Manager, the Architect/Engineer, and maryrileywalton@southalabama.edu.

11. Meetings & Site Visits

- Pre-Construction Meeting will be scheduled following determination of low bidder and project award.
- Owner / Architect / Contractor (OAC) progress meetings will be held biweekly or per project requirements.
- Project Observation & Site Visits: Conducted on average once per week or as progress requires.
- Coordination meetings or project huddles may be implemented as needed based on operational conditions.

12. Project-Specific Items (Developed Post-Award)

The following will be defined and formalized during the pre-construction planning process:

- PCRA, ICRA, and ILSM documentation
- Affected departments and stakeholder notification list
- Specialty clinical area requirements and restrictions
- Utility shutdown procedures and approval chain
- Inspection and permitting requirements
- Communication and escalation pathways



13. Questions & Comments

Questions and clarifications from prospective bidders will be addressed only through written Addenda distributed to all prospective bidders.

14. Notes (Taken During Pre-Bid Meeting)