

Attendees:

Shelco – Gray Talley, Brandon Boyer, Frankie Brown
NCSU – Mark Michaelson, Carla Daniels, James Cox
CRA – Andy Cruickshank
Brock Contract – Eric Christian
Bryant Durham – Ken Warner
KAD Construction – Anne-Marie Hyatt
Culinary Depot – Lee Chappell
Sears Contract Inc. – Elijah Farmer
United Restaurant Equipment – Chris Green
JC Electric – Chris Castellucci
WATCO – Kevin Rose
Bolton – Michael Parnell, Will Bolton
Casey Construction – Cruz Jaramillo, Evan Fulghum
That 1 Painter – Deon Shearn
Pullen Boy Hauling – Dannesia Pullen

Distribution:

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All of Building Connected Contacts (Pre-Qualified
Subcontractors & Vendors)

Reported By: Brandon Boyer, Frankie Brown

Meeting Date: Tuesday, August 19, 2025; 1:30PM

Next Meeting: N/A

A Pre Bid Conference & Site Walk was held as indicated above. The following is a recap of the items discussed during this meeting. Everyone is urged to review these minutes and respond to items requiring action on their behalf.

GENERAL

1.01 Power Point Presentation Information

1.01.1.1.1 Shelco Main Points-of-Contact for Bidding Stage:

Frankie Brown – Estimator (fbrown@shelcollc.com)

Brandon Boyer – Senior Project Manager (bboyer@shelcollc.com)

1.01.1.1.2 Required Bid Documents:

1. Sealed Bid
2. Mandatory Bid Form
3. Bid Bond/Payment & Performance Bond (**required if estimated subcontract scope valued at \$150,000 & above)
4. MWSBE Form – ***All Subcontractors Must Provide Regardless of Status***
 - a. **“GOOD FAITH EFFORT”**
 - i. ID Form + Form “B” – Tier 1
 - ii. ID Form + Form “A” – Tier 2
 - b. Must be able to show good faith; retain all emails/communications for potential audit if threshold is not met.
 - c. **Please note, the 10% HUB Requirement is for EACH BID PACKAGE and not just overall project. All subs are required to participate and solicit MBE vendors for materials and labor not being self-performed.**
5. HUB Participation Target Threshold: 10%
6. Bid Opening Location: Administration Services III Building, 2601 Wolf Village Way, Room 101, Raleigh, NC 27607
7. Bid Opening Date & Time: Thursday, September 4th at 2PM
8. Subcontractors may drop off sealed bids at Shelco Office (3600 Glenwood Ave. Suite 300, Raleigh, NC 27612) until Thursday, September 4th at 12PM

1.01.1.1.3 Online Documentation

1. Shelco Building Connected Page:

<https://app.buildingconnected.com/public/584ebb56e7456b10001a6d79>



NCSU Wendell H.
Murphy Football Cent

2. Shelco Bid Advertisement:

3. Shelco Public Bid Opening Link:

<https://shelcollc.zoom.us/j/86126258159?pwd=JrfWwUbm6scSxDfug0g9sxqxTxo0lP.1#success>

4. Any questions regarding the bid invite, etc., please contact Frankie Brown, Estimator, (919)877-2628 or fbrown@shelcollc.com

1.01.1.1.4 Risk Management

1. Bid Bonds & Payment & Performance Bonds required for Bid Packages valued at \$150,000 & higher

2. Shelco may offer bonding assistance or waive bonding requirements (instead utilizing Joint Check Agreement) for sub-vendors on packages less than \$300,000
3. Insurance Requirements: See Contract Documents

1.01.1.1.5 Schedule Overview – **MILESTONE DATES**

1. Pre-Bid Conference & Site Walk: August 19th, 2025 at 1:30PM
2. Subcontractor RFI Due (via email): August 21st, 2025 at 2:00PM
3. RFI Response to Subcontractors Due (via Building Connected): August 28th, 2025 at 5:00PM
4. Public Bid Opening: September 4th, 2025 at 2:00PM (Please note location; doors open at 1:30PM)
5. Re-Bid (**If Required**): September 11th, 2025 at 2:00PM (same location as original bid opening)
6. Anticipated Construction Schedule: 12/22/2025 – 5/29/26

1.02 Alternates

1. Preferred Brand Alternates were reviewed Door Hardware and no objections were made.
2. Subcontractors were reminded to review proposed add alternates and provide a value (even if \$0.00) for each alternate on Bid Forms

1.03 Site Walk Notes

1. Reviewed Site Logistics & Contractor Parking (No Permit Required)
2. FS.01 Floor Plan – Cooler (New on Floor Plan) is existing and is being relocated.
3. VWC Removal within Demo Bid Package; Prep of ETR GWB within Drywall Bid Package
4. All RFI must be submitted via email
5. Photos of existing space will have been posted/uploaded to Building Connected