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Meeting Agenda

Date: Thursday, October 08, 2009

Pre-bid Meeting

Kentucky Highlands Investment Corporation Business Accelerator

440 Old Whitley Road

London, KY 40741

Project Data

- | | |
|--|------------------|
| 1. Bid Opening Date: | October 27, 2009 |
| 2. Official Opening time: | 3:00 pm |
| 3. Last Day for written RFI submission | October 19, 2009 |

Introduction

Owner Representatives

Kentucky Highlands Investment Corporation

362 Old Whitley Road

London, KY 40741

Point of contact

Architect

Owens Architects

1271 Rice Road

Lawrenceburg, KY 40342

project web page: www.owensarchitects.com/khicincubator.htm

Architect of Record: Jeffrey L. Owens AIA

email: jeff@owensarchitects.com (preferred method of communication)

Phone: 859-983-2801

Fax: 502-839-7249

Project manager: Lee Ezell

email: lee@owensarchitects.com (preferred method of communication)

Cell Phone: 859-265-0072

I. **Review of General & Special Conditions/General Contractor Requirements**

A. **EDA Project**

Economic Development Authority requirements are contained in division one of the specifications.

B. **Bonds**

Bid bond is required at the time of bid submission 5% of the bid amount certified check or money order made out to Kentucky Highlands Investment Corporation. Performance and payments bond will be required equal to 100% of the contract amount.

C. **Wage Rate Project**

The wage rates are in the specifications.

D. **LEED Project Requirements**

The project will be obtaining a LEED silver accreditation. Forms For contractor data submittal requirements are included in the specifications. Specifications sections indicate the LEED submittal requirements.

E. **Permits**

The building permit has been issued by the city of London. All other permits will be the general contractors responsibility to submit and secure including the cost.

F. **RFI Request For Information**

No Verbal Communication will be binding to the contract all request for information must be submitted in writing to Owens Architects. Do not phone for questions to be submitted for consideration. Email is the preferred method of submission. Each request must reference the drawings or specifications that require clarifications. These request will be considered and a written addendum response will be given and will be binding to the contract and distributed through the Lynn Imaging site to all plan holders.

The last day for written addendum distribution is 7 days prior to bid opening so questions submitted after October 19 will not receive a response.

G. Substitutions

There will be no pre-approval of products for consideration. Submission of standard items for approval, or submittals offering substitutions or asking for waivers of the specifications are at the Contractor's risk. Such deviations should be pointed out on the submittal. Disapprovals for failure to comply and the time required for re-submittal are not considered justification for time extension.

H. Commissioning

The commissioning will be limited to the prerequisite for LEED accreditation and will be the contractors responsibility to provide.

I. Materials testing

This will be conducted by independent provider but will be the general contractors responsibility to provide as required by specifications.

J. Special Inspections

The contractor will be responsible for providing special inspections as required by officials with jurisdictions

K. Labor Laws

General Contractor is responsible for establishing, maintaining, and documenting labor practices in accordance with state and federal regulations. Submissions as required by regulating agencies shall be made as required with copies supplied to Owens Architects.

L. Stamp Shop Drawings

There are component system within the design that require stamped shop drawings.