

MEETING MINUTES

Project Name: Memorial Hall (027) Interior Repairs of Water Damage
Agency: University of North Carolina at Chapel Hill
SCO ID: 21-28745-01A
UNC-CH ID: 25117
SFK Project Number: 1390-21
Date of Meeting: February 5, 2026
Date of Recording: February 9, 2026
Meeting Number: Pre-Bid Conference

Attendees:

Name	Company	Phone	Email
Alicia Kirwan	Skinner Farlow Kirwan	984-222-0572	akirwan@sfkarchitecture.com
Errol Simon	UNC-CH	919-903-6169	errol@fac.unc.edu
Imani Rochelle	Production Painting and Decorating	919-215-2475	imani@productionpaintingonline.com
Jake Bowman	Muter Construction	919-404-8331	jbowman@muterconstruction.com
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David Causey	Hamlett	336-894-9646	dcausey@hamlettai.com
Logan McClure	McClure Builders	919-369-9275	logan@mcclurebuilders.com
Bob Holt	Smart Choice Painting		bob@smartchoicepaint.com
Dev Clark	JD Clark Co	336-723-0178	devclark@bellsouth.net
Jerry Poole	J Wayne Poole, Inc	336-275-1611	jwpoffice@jwaynepoole.com
Jesse Poole	J Wayne Poole, Inc.	336-275-1611	jesse@jwaynepoole.com
Hayes Thompson	Kennedy Richter Construction	704-351-8240	hthompson@kennedyrichter.com
Christopher Sparks	Incline Construction	919-819-0640	csparks@inclineconstruction.com
Wes Holyfield	CT Wilson	336-512-5499	Wes.holyfield@ctwilson.com
Marcus Hawkins	Hawkins Plastering	919-380-8644	Plaster41@gmail.com
Alexander G.	SOS General Construction, Inc		Sosconstruction1980@gmail.com
Jose L. Mendez	J&K General Contractor	910-929-7467	jose@jkgc-us.com
Jason Kepley	HM KernCorp	336-668-3213	estimating@hmkern.com

Pre-Bid Meeting

AGENDA

- I. Introductions
 - A. Alicia started the meeting. A sign-in sheet was provided and all attendees are listed above.
- II. This is a formal project utilizing the formal contract and general conditions through SCO and UNC System Office
 - A. **After some discussion at the end of the meeting it was agreed to extend the bid time.** The date and time now issued is **2:30pm February 24, 2026 in the Magnolia Conference room (100A).** This was issued in Addendum no 3.
 - i. Reminder to allow time for parking and paying for parking at the Giles Horney Building.
 - ii. Delivering in person is the best way to assure that your bid is received. You do not have to stay or be present for the bid opening. Notify Errol or Alicia if you intend to utilize another method prior to noon the day of bidding.
 - iii. Parking pass attached.
 - B. Bids received by: Errol Simon, UNC-CH
 - C. Drawings and Specs: Skinner Farlow Kirwan Architecture, 301 Glenwood Avenue, Suite 270, Raleigh, NC 27603, 984-222-0572
 - D. All Questions: Skinner Farlow Kirwan Architecture / Alicia Kirwan, akirwan@sfkarchitecture.com
 - i. Questions must be in writing.
 - ii. Last Day for Questions: Currently this is Tuesday, February 10 at noon. This will change when the bid date is extended.
 - E. Project is a state-owned building –no local permit is required. All work will require designer inspection. All electrical inspections by SCO electrical inspector. This is not anticipated.
 - F. Include all required information on bid forms. Include all forms required by this project to be submitted. Incomplete forms, forms whose documentation cannot be verified, and forms whose information doesn't meet the requirements of the specification will be considered non-responsive bids. Alicia reviewed all of the forms. They were attached to the pre-bid agenda that was distributed as well. Updated HUB forms will be provided with the Addendum 4.
 - i. **Include a Bid Bond** –for 5% of the amount of the bid. **This should be on top.**
 - ii. **Include all MBE information and forms.** See attached information regarding MBE and forms attached.
 - 1. Include either Affidavit A or Affidavit B as applicable with the Bid
 - 2. Be prepared to provide all back-up information as the apparent low bidder
 - 3. Attendance at the pre-bid is counted toward the points required.
 - 4. UNC Chapel Hill abides by G.S. 143-128.2 which has a verifiable 10% goal for participation by minority or socially and economically disadvantaged businesses in the total value of work for each State building project. All contractors, minority and non-minority shall cooperate and in good faith do all things legal, proper, and reasonable to achieve the statutory goal of ten

percent (10%) for participation by minority businesses in each construction project as mandated by GS 143-128.2.

5. If a General Contractor is a HUB certified contractor, they still must try to achieve 10% minority participation either by sub-contractors or suppliers.
 - iii. **Include the Bid Form** – appropriately filled out, signed and sealed by someone who has authority in the company to sign the papers as defined by the company by-laws.
 1. Ensure that you hold the appropriate license in NC if you are going to act as the general contractor.
 2. Ensure appropriate unit prices are included on the bid form.
 - iv. **Include the affidavits of experience for both the General Contractor and the Historic Plaster Specialist Sub-Contractor.** (see attached) This is required **with the bid**.
 - v. **Include affidavits of schedule adherence** (see attached). This is for the General Contractor. This is required **with the bid**.
- G. General Conditions
- i. Standard Form for Construction Projects for UNC System Projects
- H. Supplementary General Conditions
- i. Performance bond and Payment bond are required
 - ii. Project will begin with physical work on May 12, 2026 and will be completed with work on or before September 16, 2026.
 - iii. **Liquidated Damages are \$1,500 per day minimum.** (this will be corrected in an addendum). This is substantiated by the daily hall rental fees for both rehearsals and performances and contracts that the hall has in place for the 2026 season.
- I. Other items to be aware of
- i. General Contractor -- Certificates of insurance for contract with the language as indicated in the specifications.
 - ii. Temporary Facilities: Errol has confirmed that the owner will provide access to one toilet facility that must be maintained clean. Failure to maintain the toilet will result in the loss of privileges and the contractor will be required to provide their own temporary facilities, location to be determined on site with construction project manager
 - iii. Parking is limited, contractor should expect to drop off materials, tools, etc. and then find parking off campus. There will be two (2) spaces reserved for the project at the loading dock area. These will be the same spaces used for delivery of the scaffold, so note that while scaffolding is delivered the spaces would not be available.
 - iv. The stage is not to be used for storage. The backstage entrance may be used to deliver scaffolding.
 - v. Parking and staging area may be fenced in to protect materials but must not block egress or the fire lane. See attached image

- III. Contractor is responsible for becoming familiar with all requirements of the project prior to bidding – please read summary of work, execution, quality assurance and plaster specifications thoroughly. Please review the drawing documents thoroughly.
 - A. A question was raised regarding RFI time frames. This will be revised per an addendum to shorten the duration.
 - B. A question was raised regarding allowances if they were additive or add / deduct allowances. If necessary, this will be addressed in an addendum.
- IV. Proposed Overall Schedule:
 - A. Contract issued by mid-April 2026
 - B. Mid-April 2026 - Hold pre-construction conference
 - C. Mid-April 2026 – May 12, 2026 Contractor to complete all pre-construction requirements, provide schedule, SOV, all initial submittals for materials, scaffolding plans, protection plans, logistics plans, etc. for review and approval
 - D. May 12, 2026 start physical work
 - i. Alicia elaborated that after the scaffolding is in place the design team will work closely with the historic plaster specialist to review the existing conditions from the finish face.
 - ii. The design team’s expert will work closely with the historic plaster specialist to review proposed repair work and help set standards for expectations to keep the project moving forward.
- V. Summary of Work: Sympathetic repairs to the historic plaster cove ceiling and plaster walls. Cleaning of the backside of the plaster, repairs to tension wiring, painting.
 - A. Hazardous Materials
 - i. The plaster ceiling does not contain hazardous materials as far as the University is aware, see documentation in the specifications.
 1. Asbestos was tested in 2024, none was detected.
 2. Lead is not present in the plaster on the ceiling as it was abated in a previous project. Lead may be present on other surfaces below the curved ceiling. Lead testing will be conducted by UNC and coordinated with the contractor upon erection of the scaffolding. Final clearance testing if required will be provided by UNC-CH. Removal of the waste will be the responsibility of the contractor.
 3. Other than any clearance testing required for lead containing materials, there is no third party testing required. The design team will be inspecting and reviewing the project for compliance with the documents.
 - B. Preparation
 - i. Scaffolding: a “dance floor” scaffold is required. Access to the site prior to May 11 can be arranged for sub-contractors to review conditions, prepare scaffolding plans for review and to document existing conditions. Note chandeliers at lowered condition.

1. Scaffolding will require two exits minimum for safety. There are 4 exits from the balcony area, these may be the easiest / best places to align scaffolding to create openings.
 2. Contractor to provide fire extinguishers within 75' of any point on the scaffolding.
- ii. There is no storage of flammable materials on site.
 - iii. Fire alarm and smoke detector shut downs will need to be coordinated with UNC
 - iv. Any draining of the sprinkler system will need to be coordinated with UNC and fire watch provided. Try and consolidate work around sprinkler heads to ensure a limited number and duration of shut downs.
 - v. Protection of chandeliers is required. **Subsequent to the meeting, the lowering of the chandeliers will now be in the GC Contract.** Contractor is responsible for hard (plywood) box / cover for the chandeliers. Allow 3-5 feet around the chandeliers for maneuvering and erection of protective measures. This is included in the addendum.
 1. The contact for Production Unlimited is 864-675-6146. They installed the hoist.
 - vi. Protection, and if necessary removal, of any seating for the scaffold erection is required
 - vii. Protection of carpeting is required.
 - viii. Protection of the stage apron is required. Fixed protection within the proscenium opening is required so that absolutely no dust or debris can get onto the stage, curtains, lighting, rigging, etc. Pressurization as necessary for appropriate working conditions for plaster will be required, this negative pressure can be provided by pulling air down from the scaffold and outside. Air scrubbers and airless misters can also be used to help reduce the spread of dust.
 1. After scaffolding is erected, the proscenium curtain will be drawn while work is occurring and the owner will be performing their own work on stage and in the fly loft over the summer.
 - ix. Protection of access to and from the work space is required using Ram Board or other protective cover that cannot be ripped or torn and will not damage the floor below.
 1. We walked the entrance to the south side stair that will be utilized daily by workers on the side of the building.
 2. We walked the entrance from the loading dock that will be used to deliver the scaffolding.
 - x. GC will need to provide their own lighting
 - xi. OSHA compliant work above ceiling/in the attic is required – OSHA compliant boards are required and a certain number of 14' OSHA boards are required to remain at the site. Note that these will only be able to be delivered through the roof hatch, there is no other access for these. Adhere to university requirements for protection of the site when using lift to deliver boards.

- C. Coordination
 - i. Design Team Plaster Specialist: Contractor is to coordinate with the design team once the scaffold is in place for the specialist to review the existing conditions and mark any additional areas for repair as well as review the progress of repairs to ensure adherence to the documents.
 - ii. Owner's light fixture and bulb replacement: coordinate with owner for them to access fixtures and replace bulbs
- D. Architectural –
 - i. Repair of plaster ceiling
 - 1. include removal and replacement of rusted or deteriorated lath.
 - 2. Include repair of decorative plaster grilles at the light fixtures.
 - ii. Cleaning – vacuuming with HEPA filter of the backside of the plaster ceiling.
 - iii. Repair, re attachment, re-tensioning of the suspension wires for the black-iron supporting the plaster ceiling
 - iv. Painting. – Color will be determined once scaffold is completely erected and samples can be provided. The color range for the ceiling will be light blue. Color for trim below the cove will be similar to existing. Color for walls will match existing – paint corner to corner.
- E. Unforeseen conditions-
 - i. The contractor and their team must be able to handle any unforeseen conditions within the time frame of the project. The contractor must have the resources, knowledge, experience and manpower to execute the work and obtain any additional resources whether materials or labor in a timely manner.
 - ii. Labor and materials will be based upon the allowances and unit prices included with the bid.
- VI. Owner Additional Comments
 - A. Questions were raised regarding working hours. Staff confirmed the contractor can have 24 hour access, 7 days per week.
 - B. Questions were raised about exams. The building manager confirmed that there are no exams to be held anywhere in the building. Work inside the building can continue through exam periods.
 - C. Errol is confirming with the university that the sprinkler system can be drained during the work. Contractor to coordinate with UNC-CH for any potential work affecting the sprinklers.
 - D. Questions were raised regarding the controlled environment. This is addressed in the addendum. The mechanical system that serves the auditorium UNC can help support the required environment.
 - E. All speakers and lights/sconces will remain and will need to be protected.

Diagram of site staging area



END OF MINUTES

Attachments:

- 1) Parking Pass

FOLD AND DISPLAY THIS SIDE UP ON DASHBOARD

VISITING

MEMORIAL HALL BO ES

UNC Facilities Services — 103 Airport Dr, Chapel Hill, NC

EXPIRES

Tue Feb24 4:00pm

Valid 2/24/2026 2:00pm - 2/24/2026 4:00pm



To validate scan or go to:

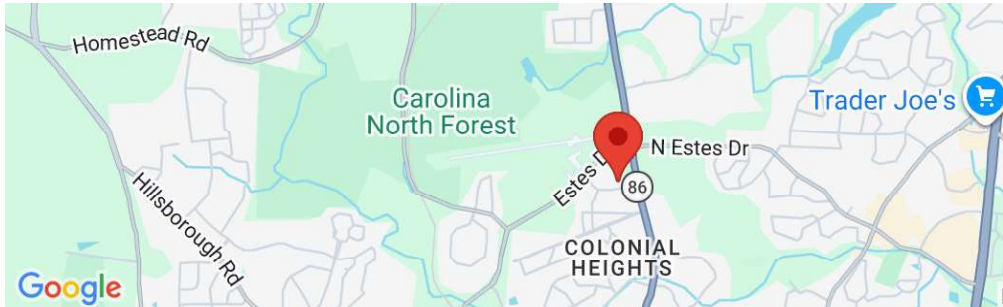
parkingattendant.com/validate

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288 46760



UNC Facilities Services — 103 Airport Dr, Chapel Hill, NC 27599



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