

## CONTRACTOR MEETING

Date: 2/3/2026

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**Organizer:** Daniel McKnight      **Subject:** Pre-Bid Meeting #2  
**Location:** Lowry/Locklear, RMF Virtual      **Time:** 2/3/2026 - 2:00 PM  
**Attendees:** Daniel McKnight (RMF Engineering, Inc., PC)  
**CC:** Matt Greene (University of North Carolina At Pembroke)

**Project Notices:**

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**MEETING MINUTES**

Actual Start Date: 2/3/2026 2:00 PM

**Minutes**

**ATTENDANCE:** Matt Greene, Craymon Strickland, Greg Hunt, Whitney Locklear, Mya Sencenbaugh, Daniel McKnight

**GENERAL:**

1. Introductions / Sign In
2. Last Day for Contractor Questions: February 6, 2026
3. Minutes/Final Addendum issued: February 12, 2026
4. Bid Date: **February 19 @ 3:00PM** at  
Pinchbeck Facilities Building  
128A Facilities Drive  
Room 104  
Pembroke, NC 28372

**PROJECT DOCUMENT REVIEW:**

1. Overall Project Site / Project Scope
  - a. New 4" HDPE NG – Alignment Overview
  - b. Connections:
    - i. Lowry – new regulator, reuse ex meter
    - ii. Generator - new regulator and meter, demo aboveground connection along building
      1. **UNCP to confirm whether University wants to retain piping or if it is to be disposed of by contractor.**
    - iii. Kiln Area – reuse existing meter/regulator
    - iv. Locklear – Base – reuse existing meter/regulator, Alt 1 – new meter/regulator
  - c. Phasing and Sequencing
    - i. Maintain pedestrian building access/egress as shown on C-601/C-602 around Lowry and Locklear

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- ii. Bidders can assume normal hours outages – it should not be necessary for outages to occur on nights or weekends.
  - d. Restore hardscape to existing condition layout
    - i. One exception is that the existing concrete pad at the Lowry gas meters will be demo'd and restored as asphalt.
    - ii. Question raised re: demo partial width sidewalk at Locklear/Kiln area. RMF to follow up.
- 2. Contract Forms
  - a. Form of Proposal and Contract Forms to be distributed with Addendum 01
    - i. AD-01 (Form of Proposal only) was released to previous pre-bid attendees. RMF to distribute AD-02 (full Contract Forms, *including* Form of Proposal) to all who attended either pre-bid meeting.
  - b. Alternates
    - i. Locklear meter
  - c. Unit Prices – ensure bid includes allowance amounts.
    - i. Unstable soil (include 25 CY Allowance in Base Bid)
  - d. Guidelines for MBE Participation
    - i. 10% HUB Goal
    - ii. Must submit Affidavit A or Affidavit B, follow up with C or D after bid

**CONTACT INFORMATION:** Daniel McKnight  
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These minutes are a summary and the writer's interpretation of the proceeding and are not a transcript. Any changes or clarifications shall be forwarded to the writer within five (5) days of issue. Unless changes are forwarded, we must assume that all participants are in basic agreement with the above minutes and they will be recorded in the official record.