

CONTRACTOR MEETING

Date: 1/27/2026

Organizer:	Daniel McKnight	Subject:	Pre-Bid Meeting
Location:	Pinchbeck Facilities Building	Time:	1/27/2026 - 10:00 AM
Attendees:	Daniel McKnight (RMF Engineering, Inc., PC)		
CC:	Dean Jacobs (University of North Carolina At Pembroke), Mark Vesely (University of North Carolina At Pembroke), Matt Greene (University of North Carolina At Pembroke), Matthew Boatwright (RMF Engineering, Inc., PC), Richard Smith (University of North Carolina At Pembroke)		

Project Notices:

MEETING MINUTES

Actual Start Date: 1/27/2026 10:00 AM

Minutes

GENERAL:

1. Introductions / Sign In
2. Last Day for Contractor Questions: February 2, 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
 - iii. Kiln Area – reuse existing meter/regulator
 - iv. Locklear – Base – reuse existing meter/regulator, Alt 1 – new meter/regulator
 - v. **Connect to existing piping at building and kiln locations**
 - c. Phasing and Sequencing
 - i. Maintain pedestrian building access/egress as shown on C-601/C-602 around Lowry and Locklear
 - 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.

2. Contract Forms
 - a. Form of Proposal and Contract Forms to be distributed with Addendum 01
 - b. Alternates
 - i. Locklear meter
 - c. Unit Prices – ensure bid includes allowance amounts.
 - i. Unsuitable 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
3. Site walk was conducted after reviewing agenda items above.

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.