

P R E - B I D M E E T I N G M I N U T E S

Meeting Date/Time: Monday, April 13, 2026 / 2:00 PM (local time)

Phase BN

Project: **MTSU Beasley Hall Renovations – Phase 1**
323 Friendship St., Murfreesboro, TN 37132

SBC #: **366/009-07-2025**

Organized By: Trey Cunningham (GMCA)

Meeting Location: **MTSU Holmes Building, Conf. Room #111, 836 Champion Way Murfreesboro, TN 37132**
 or virtually via Teams link... <https://www.mtsu.edu/campusplanning/construction/>

GMCA Project #: 202507 MBD

Purpose: **Pre-Bid Meeting**

Text in “green” are notes that have been added to the original agenda document.

Meeting Minutes issued 04.14.26.

1. **Project Description:** The renovations of this dorm involve the reconfigurations and expansions of the existing bathroom and shower facilities on all 3 levels; and the renovation of the main lobby & lounge areas on the first level. This is Phase 1 of a 2-phase building renovation. Phase 2 will be a separate project occurring in the summer of 2027. There was a question regarding the scope of the future Phase 2 project next summer. TC explained that it generally involved exterior window replacement, interior finish replacement, and interior lighting replacement (for areas not renovated in this Phase 1 project).
2. **Introductions:** Trey Cunningham w/ Gilbert-McLaughlin-Casella Architects (GMCA); and any other introductions by Design Team members or Owner representatives present at the meeting. Jamie Brewer w/ MTSU will be the Owner’s representative during the bidding phase.
3. **Sign-up Sheet Reminder:** Please add your name, affiliation, and email address to the sign-up sheets. If you’re attending virtually in Teams, please add your information to the Teams’ Chat or email me at tcunningham@gilmc.com. Copies of the sign-in sheet and a list of those who logged-in remotely to the Teams meeting have been added to the end of this document.

Also, there was a conflict regarding the location of this meeting. The project manual incorrectly noted that this meeting was to take place at the site (Beasley Hall). A correction to meet at the Holmes Building was sent to interested bidders that had previously contracted TC. However, several participants still arrived at the site (Beasley Hall) for the meeting. MTSU had a representative at Beasley Hall in case this conflict occurred. Those participants stayed at the Beasley Hall location (because a site tour would be occurring after the meeting anyway) and listened to the pre-bid meeting remotely. Those participants at Beasley Hall were given the opportunity to add their contact information to the sign-in sheets before the site tour.

4. **Bid Opening:** Bids are due by **Wednesday, April 29, 2026, 2:00 PM (local time)** at the MTSU Holmes Building, 836 Champion Way, Murfreesboro, TN 37132. Deliver Bids to Conference Room #111. Bid opening will occur in that same room.
5. **Availability of Electronic Documents and Addenda:** Electronic Construction Documents (Drawings & Project Manual) are available by emailing Trey Cunningham at tcunningham@gilmc.com; or via

download from numerous plan rooms listed in the Invitation to Bid in the Project Manual. To date, no addenda have been issued. But there will be an upcoming addendum regarding responses to State Fire Marshal comments and minor corrections (issue date TBD).

A Hazardous Materials Survey is also available. But based on this report, no areas of the building that are part of this phase's renovation work appear to contain hazardous materials.

Below is a link to download the current construction documents...

<https://gilmc.sharefile.com/share/getinfo/s54193c9fc74044019540d1f6dc273841>

It was also noted that there are existing archival drawings available for reference upon request.

6. **Applicability of all documents in bid preparation.** Bidders are solely responsible for misinterpretations resulting from using an incomplete set of documents.
7. **Owner prohibits the use of services of illegal immigrants:** Bidder is required to attest to this acknowledgement in the Bid Form in the Project Manual.
8. **Unless confirmed in writing by Addendum,** no changes are binding, and no interpretations or clarifications are reliable.
9. **Sequence and Timetable for Questions** of interpretation or clarification and issuance of Addenda.
 - a. Bid Questions from General Contractors due before **Wednesday, April 22, 2026, 2:00 pm.**
 - b. Architect to Issue Responses & Addenda no later than **Friday, April 24, 2026, 2:00 pm.**
10. **Requests for Interpretation or Clarification:** Must be emailed to Trey Cunningham (tcunningham@gilmc.com) prior to the deadline noted above. All subcontractor questions should be channeled through a general contractor.
11. **Proper bid submittal requirements:**
 - a. **Bid Form** (in the Project Manual)
 - b. **Construction Bid Envelope** including identification of Subcontractors and filling in the Subcontractor name or Bidder name if any work is required for a category (instructions and form included in the in the Project Manual)
 - c. **Bid Security** (requirements listed in the Instruction to Bidders in the Project Manual). **It was clarified that the bid bond should be addressed to Middle Tennessee State University (not the State of Tennessee). This clarification information will be formally incorporated into the construction documents in the next addenda.**
 - d. **Drug-Free Workplace Affidavit** (form included in the Project Manual)
12. **Alternates & Unit Prices:** None related to this project.
13. **Special Administration:** No commissioning agency will be engaged by the Owner. However, there are HVAC test & balance requirements listed in the mechanical documents.
14. **Contract Time:** The contract time and liquidated damage information was inadvertently left off the Bid Form in the Project Manual. The Contract Time will be **70 calendar days** for all scopes of work noted in the Contract Documents. Also, the liquidated damages will be **\$1000 per day**. This information will be formally issued in the next addendum. **The 70 days must fall within the university's summer break. Construction can start May 11, 2026; and must be completed by July 24, 2026. This**

clarification information will also be formally incorporated into the construction documents in the next addenda.

15. **General Conditions Article 11:** Review insurance requirements (in the Project Manual).
16. **Builders' Risk Insurance:** Review requirements in General Conditions Article 11 (in the Project Manual).
17. **General Conditions Article 7:** Review requirements regarding changes in the Work including limits on costs for Direct Payroll Expense, overhead, and profit (in the Project Manual).
18. **Site access, construction staging areas:** Some parking spaces will be available next to the building. Staging, laydown, and dumpster areas will be available next to the building. The exact number of available parking spaces and the areas of site construction zones will be discussed with the Contractor after the contract is awarded. All construction personnel are expected to maintain proper courtesy and decorum while on campus.
19. **Conditional or qualified bids** are unacceptable.
20. **Requirement to visit the site:** Bidders are required to become familiar with the local conditions under which the work is to be performed and to correlate all observations with the requirements of the Bidding Document. Bidders may schedule follow-up site visits by emailing their request to Jamie Brewer at Jamie.Brewer@mtsu.edu and copying Trey Cunningham at tcunningham@gilmc.com.
21. **Permitting:** GMCA is currently responding to the SFM comments to secure SFM approval. We will submit to the City of Murfreesboro once the SFM approval is obtained.
22. **Site/Building Review:** This will occur directly after this meeting. Beasley Hall is located at 323 Friendship St., Murfreesboro, TN 37132.
23. **Substitution Request:** Substitutions will not be reviewed or approved prior to the Bid, unless specific circumstances are brought to the attention of the Architect regarding extended lead times, significant cost savings, or unavailability. If applicable, procedures and forms are in the Instructions to Bidders (in the Project Manual).
24. **Questions:** Please provide your name and affiliation with the question.
 - a. There was a question regarding special inspections... TC responded that there were no special inspections required by this project. However, TC noted that related to structural issues, the existing concrete slabs will need to be x-rayed where new penetrations are designated to be created. This clarification information will be formally incorporated into the construction documents in the next addenda.
 - b. Additional clarifications and responses to questions were noted above in the related subject categories.

END

MTSU Beasley Hall - Phase I **SIGN-IN**

Name	Company/Affiliation	Email Address	Phone #
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Matthew Evans	Tandem Construction	Matthew@TandemConstructionLLC.com	931-607-9077
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Justin Couture	Grace Contracting	Justin@GCTeam.com	231-420-8524
Jerry Pinrod	Grace Contracting	Jerry@GCTeam.com	
Nelson Smith	Punchout Pros	jsmith@punchoutpros.org	(615) 534-0715
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Jason Smith	Tibbets	J.Smith@Tibbets-Electric.com	615-612-8500
Mike Irwin	Fellowship Construction	mirwin@fellowshipconstruction.com	615-412-4416

The following people also logged-in remotely using the Teams meeting access:

Name	Email
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