

Memorandum

TO: BIDDERS

FROM: PENNONI – ROBERT H. GOULD, PE

DATE: April 20, 2026

SUBJECT: **Universal Audenried Charter High School– RTU Replacement
UNCOM25003**

PROJECT SUMMARY

The project scope includes the following:

1. Replace Existing Rooftop Air Handling Units (Per Schedule)
2. Provide New DDC Controls for the following HVAC systems
 - a. Boiler System and Associated Pumps
 - b. Rooftop Air Handling Units
 - c. Exhaust Fans
 - d. Fan Powered VAV Boxes
 - e. Gym Humidifiers
3. Provide electrical power connection to new Rooftop Air Handling Units
4. Provide electrical power To new DDC Control components
5. Provide Fire Alarm Interface to new DDC Controls and Rooftop Air Handling Units
6. Provide Pre-Demolition Air Balancing of Rooftop Air Handling Units. Provide Enhanced Pre-Demolition Balancing of RTU-1A, 1B, 3 and 5 (refer to Contract Documents for detail)
7. Provide Pre-Demolition Balancing for all exhaust fans.
8. Provide Allowance For structural reinforcing for the following Rooftop Air Handling Units:
 - a. RTU-2
 - b. RTU-3
 - c. RTU-4
 - d. RTU-5
 - e. RTU-7
 - f. RTU-8
9. In addition to the Contract Documents, original Record Mechanical and Electrical Documents are also provided for reference.

PROJECT SCHEDULE

- Project solicitation documents to be released on **Monday, April 20, 2026**.
- Project site visit is optional for all bidders and will be scheduled at **9:00AM on Monday, April 27, 2026**.
- Final RFIs to be submitted by **3:00pm on May 1, 2026**.
- Final RFI Responses / Final Addendum due back to Contractors by **4:00pm on May 8, 2026**.
- Bids due by **5pm on May 15, 2026**, to Robert Gould at rgould@pennoni.com via email. Please carbon copy Madison McGovern (mmcgovern@pennoni.com) and Lawrence Threadgill (lthreadgill@universalcompanies.org).
- Project Award by **June 1, 2026**
- End of School Year: June 18, 2026
- Summer School Duration: July 6, 2026, through July 31, 2026
- Teachers and staff return August 18, 2026

ON-SITE WORK HOURS

On site work hours will be limited by student activities. It is anticipated that work can be mostly conducted on site between the hours of 7:00 AM to 5:00 PM, Monday through Friday with exceptions outlined below. On-site work hours are subject to change and requires coordination with the Owner.

- There are no restrictions on working hours between June 22, 2026 through July 3, 2026
- During Summer School, portions of the first floor will be off limits until second shift (3pm to 10pm). There are no restrictions on work schedule on the second and third floors.
- There are no restrictions on working hours between August 3, 2026 through August 17, 2026.
- There are no restrictions on working hours for efforts on the roof and utility rooms.
- From September 1 through Substantial Completion, work hours will be limited to second shift (3pm to 10pm) unless authorized by the Owner.

For portions of the work, plant equipment shutdowns will be required, shutdowns shall be worked continuously unless approved by the Owner. Contractor project management must have designated personnel to work additional shifts as needed and must provide a written plan of shift management to the Owner prior to the start of the shutdown.

All shutdown work must be scheduled with the Owner at least 2 weeks prior to commencement.

DESIGN DRAWINGS

See attached Engineering Contract Documents

PROJECT SPECIFICATIONS

Division 00 Proposal Procurement and Contracting Requirements

1. **Solicitation Instructions:** Universal Companies is requesting all participating bidders review the project scope of work in its entirety and indicate pricing on the provided bid sheet.
2. **Received Bids:** Contractors to provide all received sub-contractor bids associated with project solicitation.
3. **Procurement Forms & Supplements:** All required form and supplement items below must be submitted for your bid to be valid and accepted.
4. **Labor & Equipment Rates:** Contractor's current hourly labor and equipment rates. If Contractor has an existing Master Service Agreement with Universal Companies, written acknowledgement by the Contractor must be made that the latest contract rates apply to bid.
5. **List of Contractors & Subs:** Contractor must provide list of associated sub-contractors providing pricing for
6. **List of Contractor Vendors:** Contractor must provide list of vendors for associated submittal requiring equipment/materials including but not limited to; pumps, tanks, valves, instruments, etc.

Division 01 General Requirements

1. **Proposals:** Before submitting a proposal, Contractor shall examine the job site and surrounding locations. Contractor shall be fully responsible for all conditions relevant to the Job Site and its surroundings
2. **Construction Progress Schedule:** The Contractor shall submit within 5 days of award a base line schedule to Universal Companies for approval. Changes to the Baseline Schedule shall only be made via approved Contract Change Orders. Schedule Criteria: The schedule shall identify and show all activities required to complete the

project and their dependency relationships. The Contractor alone shall remain responsible for adjusting forces, equipment, and work schedules to ensure completion of the work within the required completion date. All scheduled steam outages and/or interruptions shall be included within the contractor's submitted construction schedule for approval. Universal Companies shall not be liable for any work stoppage due to other outside entities and/or circumstances beyond Universal Companies' control.

3. **Project Management:** Contractor must maintain a project manager throughout the project who will serve as a primary point of contact, visit the site daily to monitor progress and meet with the Universal Companies project team, submit requests for information and process client responses, provide inspection notices and project progress/schedule updates.
4. **Change Orders:** Universal Companies reserves the right to make, at any time during the work, such changes in quantities and such alterations in the work as are necessary to satisfactorily complete the project and/or meet the project schedule. Time and material change orders require a submitted amount not to exceed that by the contractor and the contractor is required to submit daily T&M tickets to Universal Companies for review and approval. Should the contractor fail to submit daily time and material tickets, Universal Companies reserves the right to audit the project and determine the additional cost based on the project audit. No change order of work is to be performed until the Universal Companies project engineer and/or project manager has executed and/or submitted in writing a change order to the contractor. Upon failure of the Contractor to immediately provide adequate project safety measures, Universal Companies may, without further notice to the Contractor, perform or supplement any of the above and deduct all the costs from the Contractor's payments.
5. **Variations:** Any variations from the approved detailed design drawings or submitted materials must be submitted to Universal Companies for approval. Variations must trigger the RFI process and be approved by it. It shall be the Contractor's responsibility to propose.
6. **Contractor Safety & Notification:** Contractor shall comply with all applicable laws and regulations relating to the safety of persons or property, or to the protection of persons or property from damage, injury, illness or loss. The Contractor shall also follow all other local and national government codes, and the Contractor shall erect and maintain all necessary safeguards for such safety and protection. Contractor shall make use of such methods of work as are best adapted to preserve the existing utilities and/or improvements and shall restore and make good any damage which may be done during the construction, irrespective of whether such damage shall be due to negligence or to the inherent character of the work.
7. **Pre-Construction Meeting:** Prior to commencing site setup activities, the Contractor and the Contractor's Designated Competent Person, contractor's safety personnel, Project Manager and all subcontractors that shall play a critical role in the project shall meet with the Universal Companies project management team at Universal Companies's Philadelphia office. The pre-construction conference shall include, but not be limited to, the discussion of the contractor's means and methods to perform all work in a safe manner and to identify all potentially hazardous activities. **Project Safety Requirements:** Upon award, contractor shall compile and provide a specific Job Safety Plan for the project and must submit it to Universal Companies for review a minimum of two business days prior to the scheduled project kick-off meeting. The safety plan must be specific to the project, be prepared and signed by the contractor's safety officer and must identify all safety risks and hazards for all phases of the project that can be identified at the time of award. The safety plan must also determine and document how each specific risk and hazard will be mitigated. This overall safety plan will be required in addition to daily JSA's. The safety plan must include, but not be limited to, the following:
8. **Job Site Safety Analysis (JSA):** A Job Safety Analysis (JSA) review shall be carried out prior to starting work each day, or prior to any significant work activity identified as "non-routine work activity".. The Contractor shall submit the JSA to the Universal Companies Energy project management team for written approval prior to commencing the activity. The completed contractor's JSA form(s), safety discussion sheet(s) and any necessary permits (confined space permit, hot work permit, etc.) must include a specific identification project number and location of work to be performed. Copies of all completed JSA forms, safety discussion sheets and permits must be provided

to the Universal Companies project engineer and or Universal Companies project manager for the project record prior to commencement of activity.

9. **Project Lift Plans:** The contractor shall provide a certified lift plan for all lifts requiring a crane. Lift plans shall be developed in accordance with Owner lift plan requirements and must be signed and certified by the contractor and their lift sub-contractor. Prior to all lifts, the Owner the Owner shall be notified 1 day prior and a JSA and lift plan coordination meeting shall occur on site the day of the lift. The Owner Safety Coordinator shall approve all lift plans prior to commencement.
10. **Confined Space Training Requirements:** The contractor and or employer of the personnel entering under the confined space permit shall certify that the training required by which are set forth in OSHA standards for confined space has been accomplished. The written submitted certification shall contain each employee's name, the signatures or initials of the trainers, and the dates of training. The certification shall be available for inspection on site along with the confined space permit.
11. **Fall Protection and temporary ladder/scaffold requirements:** Contractor shall take every precaution to prevent falls when working at height that exceeds OSHA limits. All workers must wear a harness prior to physical barricades being set up to prevent workers from falling into the excavation. Temporary ladders must be set up according to OSHA standards. Fall protection must be worn when using temporary ladders that haven't been setup according to OSHA standards in regard to being fixed with enough of the ladder extending above the walkway and integrated properly with guardrails, having proper pitch, being setup to the manufacturer's instructions, and are extended beyond specific industry specified length. Temporary platforms and ladders must be inspected daily by a competent person and shall be appropriately tagged.
12. **On-Site Material Handling:** All equipment and/or materials delivered to site must be inspected by the contractor for defects and/or damage prior to acceptance for use. Appropriate dunnage to be provided by and used by Contractor in applicable circumstances (i.e. piping laydown, material storage, equipment storage, etc.).
13. **Project Safety Meetings:** The contractor shall make the project manager, site superintendent, contractor's safety officer and any subcontractor personnel available for weekly meetings to review safety conditions and needs for the project site, planning for the next phase of activity, progress of the project. Universal Companies's project engineer, project manager, and others will attend each meeting.
14. **Contractor Barricades:** Contractor shall be totally responsible for safety measures taken by them during the progress of the work. A construction schedule. The project construction schedule shall include but is not limited to All work activities, outages, and key milestones for all tasks.
15. **Product Data Material Submittals:** Collect product data into a single submittal for each element of construction or system. Product data includes printed information such as but not limited to shop drawings, manufacturer's installation instructions, catalog cuts of the following: Pumps, tanks, switchgear, transformers, traps, valves, pipe supports, etc.

Miscellaneous

16. **Storage and Handling:** Equipment and material placed on the job shall remain in the custody of the contractor until final acceptance whether the contractor has been reimbursed for the equipment and or material. The contractor is solely responsible for the protection of the equipment and material against damage from any source.
17. **General Procedures:** The Contractor shall maintain, protect and be responsible for the safety, stability and integrity of all buildings or structures and improvements situated within the zone of influence of his work. Improvements adjacent to the work shall be protected and made safe from settlement or other damage that may be caused by the work under contract.
18. **Operational Procedures:** The Contractor shall make use of such methods of work as are best adapted to preserve the existing improvements and shall restore and make good any damage which may be done during the construction, irrespective of whether such damage shall be due to negligence or to the inherent character of the work.
19. **Contractors Responsibility:** Contractor to temporarily relocate or remove any existing landscaping, city inlets, traffic signs, traffic signals, signal foundations, light poles, sign or banner poles, bollards, or other structures and/or facilities exposed which will be affected by the project activities. Any removed and or relocated items shall be restored and or replaced as needed with review and approval of plans by relevant entity. All coordination with owners of infrastructure that requires temporary removal, or replacement will be the responsibility of the contractor.
20. **Equipment Protection:** Contractor to install appropriate protective staging within manhole(s) to protect all steam and condensate piping and equipment from damage during all phases of the project. Protective staging is to be installed prior to commencing any demolition activities. Submittal of protective staging required for approval before work activities.
21. Contractor to remove all insulation from the manhole piping and inspect for any ACM or PACM on the pipe, within the steam pipe conduits and within the manhole structure. If ACM is discovered, Contractor is to stop work activities, notify Universal Companies project team, and immediately arrange for abatement of contaminated material according to regulations set forth by the City of Philadelphia. The contractor is responsible for all necessary ACM abatement. Universal Companies to provide certified hygienist throughout any required abatement activities and waste as required.

Division 02 Metals

22. **Steel Coatings:** Any permanent structural or miscellaneous steel installed by contractor that will be exposed must be paint and shall be applied according to the manufacturer's standards and recommendations.
23. **Penetrations** through all walls, floors, and roof shall be appropriately sealed to provide and maintain a watertight installation. Contractor shall be responsible for the repair and or replacement of all penetration sleeves through concrete.



PRICING BREAKDOWN:

Rooftop Unit Replacement: \$ _____
Controls Upgrade: \$ _____
Total System Balancing: \$ _____

Base Bid Total: \$ _____
RTU-1A, 1B, 3 and 5 Ductwork Repair (Allowance): \$ _____
Structural Reinforcement (allowance): \$ _____

Bidder Name: _____
Individual Submitting Bid: _____
Signature: _____
Date: _____

Contractor to submit on separate sheet hourly labor and equipment rates associated with this project bid. Labor and equipment rates submission must include all subcontractor labor and equipment rates.

The project bid sheet must be completed and submitted with valid labor & equipment rates for all contracting parties, for the bid to be valid.

All line items to be completed and filled out with definitive values and/or titles. No lines to be left blank and or indeterminable under risk of submitted bid being invalid and rejected.

Please do not hesitate to contact me with any questions regarding this bid submission.