

**Addendum 1
For**

***Olivia Raney Local History Library
Roof Replacement
Wake County, NC***

TO: PRE-BID ATTENDEES

FROM: Chris Coutu, PE – Atlas Engineering, Inc.

SUBJECT: Addendum 1 – Pre-Bid Meeting Minutes

DATE: April 21, 2021

General Notes:

A pre-bid meeting was held on-site at the Olivia Raney Local History Library in Raleigh, North Carolina on April 20, 2021 at 10:00 a.m. to discuss the roof replacement project.

This Addendum contains the following document(s):
Pre-bid meeting minutes (3 pages)

This Addendum shall become a part of the Project Manual for the above referenced project and shall be securely attached to the front cover of the project manual maintained by the Contractor.

Each bidder shall be responsible for notifying his subcontractors and/or vendors of the contents of the Addenda.

Revised or newly issued bulletin drawings (if any) contained in this Addendum shall supersede and take precedence over any conflicting information in the original drawings. Modified or newly issued sheets for the Project Manual contained in this Addendum shall supersede and take precedence over any conflicting information in the original Project Manual.

Identify all addendums on the bid proposal form. Bids not identifying addendum receipt will not be accepted for consideration.

End of Addendum



PRE-BID MEETING MINUTES

MEETING DATE: April 20, 2021 at 10:00 a.m.

PROJECT: Olivia Raney Local History Library Roof Replacement
Wake County, NC
Atlas Engineering Job No. J2471

ATTENDEES:

Patrick McHugh
Chris Coutu
Lloyd Bullard
Marshall Hutchens
John Carver
Kelly Howel
Paul Hart
Austin Dailey

REPRESENTING:

Wake County Facilities Design & Construction
Atlas Engineering, Inc.
DLT Roofing, Inc.
JT Murphy
JT Murphy
LaFave Construction
Owens Roofing
HM Kern

- Introduction of Key Project Team Members were made:
 - Designer: Atlas Engineering, Inc., Project Manager: Chris Coutu, PE
 - Owner: Wake County, Project Manager: Patrick McHugh
- A sign-in sheet was circulated.
- The project manual and drawings in PDF were distributed by e-mail to the contractors prior to the meeting.
- The project involves the removal of the existing metal roof system and replacement with a new metal roof system.
- The form of contract is Informal, Single-Prime. All contractors shall have the proper licensing under the State laws governing their trades.
- Review of Bid Date, Time, and Format on the Notice to Bidders:
 - **Bids are due on May 5, 2021 no later than 3:00 P.M.** Bids will be received in the County of Wake Purchasing Department, Suite 2900, Wake County Justice Center, 301 McDowell Street, Raleigh, North Carolina 27601. Bids will be immediately thereafter publicly opened and read aloud via online meeting.
 - Provide one original hardcopy of the bid in an opaque, sealed envelope, marked as follows:
Sealed Bid Enclosed
Attn: County of Wake Purchasing Department,
Project: Olivia Raney Local History Library Roof Replacement,
Bid Date & Time: May 5, 2021, 3:00 pm.
Name & Address of Bidder:
Contractor's License No.:

- If sending the bid by UPS or FedEx clearly mark outer envelope/packaging as well to aid the Owner in getting the documents to the correct person. Make sure that the bid is included in an opaque envelope inside the FedEx or UPS packaging. It is the responsibility of the bidder to deliver his bid to the correct place/person, prior to the announced time for the bid opening.
- Contractors must allow adequate time for parking and to get through building security. Building security includes metal detectors and x-ray machines. Do not carry knives, weapons, or tools of any kind when proceeding through security as they will be confiscated.
- The McDowell Street entry is the better entry to use; it is located closer to the Purchasing Department.
- Use the Forms provided in the project manual.
- **A Bid Bond in the amount of 5% of the bid is required for this project. One hundred percent (100%) Performance, and Payment Bonds are also required.**
- Owner reserves the unqualified right to reject bids if the bidder fails to insert a price for all of the bid items including the base bid, bid alternate, or unit rates requested.
- The Owner reserves the right to reject any or all bids and to waive informalities.
- The award of the contract will be made to the lowest responsible and responsive bidder on the basis of the base bid and bid alternate accepted by the Owner.
- The successful bidder must be a registered Wake County vendor to start the electronic contract process. Refer to Project Manual for information.
- No bids may be withdrawn within 90 days after bid opening.
- Notify the Designer of any questions/concerns as soon as possible, no later than 7 days prior to the bid. All questions must be in writing (email accepted). **All questions regarding the bid documents or product substitutions are due to the designer by end of business April 26, 2021.** Last addendum will be issued by 5:00 p.m. April 28, 2021.
- The Form of Proposal and HUB requirements are included in the Project manual located just after the Bid Forms.
 - **Wake County has established a goal of 10% participation on building construction and repair projects. The successful bidder will be required to submit form MBE-6 prior to final payment certifying the amount of work performed by minority businesses.**
- Bidders may visit the site following the pre-bid meeting. Additional visits by bidders can be performed at their discretion but must notify Patrick McHugh prior to accessing the site to allow for coordination if access to the building is required. Bidders must fully examine the Project Documents and existing site conditions prior to submitting their bid. It remains the responsibility of the Bidder to obtain sufficient information as required to submit a bid.
- The library houses valuable documents. Insurance coverage in the amount of \$2,000,000 for coverage of valuable records is required. Refer to the Supplementary General Conditions.
- Project scope review:
 - Section 010100 – Summary of Work was reviewed for general work scope. This section is not all-inclusive and individual sections should be reviewed by the bidder.
- There are Base Bid unit rate allowances included for this project that are identified in Section 012100 of the Project Manual. The allowances include:
 1. Wood blocking replacement – 800 board-feet
 2. Insulation board replacement – 900 square feet
 3. Thermal barrier and Plastic sheeting replacement – 900 square feet

- There are three bid alternates for this project that are identified in Section 012300 of the Project Manual. The alternates include:
 - Alt. 01 – Elimination of the ½” fiberglass faced cover board and underlayment (lump sum Deduct).
 - Alt. 02 – Installation of additional snow guards (lump sum Add).
 - Alt. 03 – Removal of existing 4” thick rigid insulation and replacement with two (2) 2” thick layers of rigid insulation in staggered layers (lump sum Add).
- Contract Time:
 - Contract time will be 90 days from Notice to Proceed to Substantial Completion. A Notice to Proceed date is anticipated to be announced for early June.
 - There are liquidated damages in the amount of \$250 per calendar day past the date of Substantial Completion during the 30-day period after the contract completion date. Liquidated damages in the amount of \$100 per calendar day beyond this 30-day delay period will be implemented. Refer to the supplemental General Conditions.
 - The contract time will not be increased based on acceptance of Bid Alternates.
- Staging and storage areas for the project were reviewed and further discussed at the site.
 - Parking will be available in the parking spaces adjacent to the staging area. If space within the staging area permits, then the contractor’s pickup truck may be parked within the fenced area.
 - If access to the work area will require driving over concrete sidewalks for delivery of materials, then these walks should be protected to prevent damage. Perform a pre-job damage survey prior to start of work to document existing site conditions.
 - Damages to the site and building due to construction activities will require repairs the cost of which are to be borne by the Contractor.
- Temporary power and water will be provided by the Owner. The contractor will be responsible for additional power required if available power is insufficient. The contractor may use the library water hose bib but must disconnect while not in use. The porta-john will be located within the staging area.
- All materials shown on the detail drawings are considered to be new unless otherwise noted.
- The contractor will coordinate with the Owner for any electrical work required.
- The contractor may work weekends, but Mr. McHugh must be notified a minimum of 72 hours in advance. Normal work hours are from 7:00 am to 7:00 pm.
- The contractor must have a superintendent on site anytime work is being performed.
- No tobacco products, including vaping, are allowed on County property. Weapons of any kind, explosives, or illegal drugs are prohibited on the property.
- Addendum No. 01 will include the pre-bid meeting minutes and sign-in sheet.
- **Receipt of all addenda must be marked on the Bid Proposal Form.**

END OF MEETING MINUTES