

Wake County Employee Health Clinic  
Raleigh, North Carolina  
April 14, 2022

ADDENDUM NO. 1  
Page 1

HUFFMAN ARCHITECTS, PA  
632 PERSHING ROAD  
RALEIGH, NORTH CAROLINA 27608  
PHONE (919) 270-6455

TO: ALL PRIME BIDDERS OF RECORD

This Addendum forms a part of the Contract Documents and modifies the original Project Manual and Construction Documents dated April 4, 2022. Acknowledge receipt of this Addendum in the space provided on the Bid Form. Failure to do so may subject the Bidder to disqualification. This addendum consists of two (2) pages and two (2) 8 1/2" x 11" attachments. All documents are distributed digitally.

### **DRAWINGS**

Item No.      Description

1. None.

### **SPECIFICATIONS**

Item No.      Description

1. Specification 00 1000 – "Notice To Bidders" – revise the first paragraph to the following:  
  
"Sealed proposals will be received by the County of Wake in the Purchasing Department, Suite 2900, Wake County Justice Center, 301 McDowell Street, Raleigh, NC 27601, up to 2:00 p.m., May 4, 2022, and immediately thereafter publicly opened and read for providing labor, material and equipment entering into Single Prime Contract for the Wake County Employee Health Clinic at Swinburne, located in Raleigh, NC."  
  
2. Specification 01 1000 – "Summary" – under Part 1, Section 1.7, make the following revision:  
  
B. On-Site Work Hours: Limit work in the existing building to the hours of 7:00 a.m. to 6:00 p.m., Monday through Friday, unless otherwise indicated.

### **CLARIFICATIONS**

Item No.      Description

1. The Pre-Bid Conference Meeting Minutes are attached.

**END OF ADDENDUM NUMBER ONE**





**Wake County Swinburne Employee Health Clinic**  
**Project No. 2119**  
**Pre-Bid Conference**

**Date:** April 13, 2022  
**Time:** 10:00 am  
**Location:** Swinburne Building – project work area  
**Attendees:** See Sign-In Sheet (attached)

- A. Introductions.  
John de Haro is the owner's representative on this project for Wake County FD&C.  
Miranda Potthoff with Huffman Architects is the design team project manager.  
Sigma Engineered Solutions is the plumbing, mechanical, electrical, and fire protection engineer.
- B. The project is for a partial renovation of the Wake County Swinburne Building on the first floor, converting existing office and storage space to a new health clinic for Wake County employees. The work includes architectural, plumbing, mechanical, electrical, fire protection, telecom, and security work. The owner will remove all furniture from the work area before construction; power whips may need to be removed by the contractor. The renovation of the Swinburne building will continue to happen in the form of small-scale projects like this one.
- a. The County's fire alarm maintenance contract for the building is with Schneider. The point of contact is Kent Woodard at [Kent.Woodard@se.com](mailto:Kent.Woodard@se.com). It is recommended the successful GC utilize Schneider because if not, Schneider is still required to be engaged during fire alarm work.
  - b. The County's controls vendor for the building is Siemens. The point of contact is Nile Calderon at [nile.calderon@siemens.com](mailto:nile.calderon@siemens.com).
  - c. The County's security consultant is Protus3.
- C. Bids are due on **Wednesday, May 4, 2022 by 2:00pm** at the County of Wake in the Purchasing Department, Room 2900, Wake County Justice Center, 300 South Salisbury Street (or 301 South McDowell Street, Raleigh, NC 27601. All bids will be opened and read aloud. A photo ID is required to enter the building.
- a. Bids must be received no later than 2:00pm on the 4th or they will be rejected.
  - b. All contractors must allow adequate time for parking and to get through the building security. Court begins at 1:00pm and the security line can sometimes remain long until after 2:00pm. Building security includes X-ray machines and metal detectors. Do not have any weapon, knife, or tool of any size with you as you go through security. It will be confiscated.
  - c. The McDowell Street entry is the better entry to use. It is located closer to the Purchasing Department.
  - d. The Wake County Parking Deck is the best option for parking. It is located at 216 W. Cabarrus St., on the corners of Davie, McDowell and Cabarrus streets.
- D. All communication is to go through Huffman Architects (Miranda Potthoff, [miranda@huffmanarch.com](mailto:miranda@huffmanarch.com); Teddy Coleman, [teddy@huffmanarch.com](mailto:teddy@huffmanarch.com)) and must be received in writing. Please thoroughly review all bid documents before submitting questions. Any subcontractor questions must come to the architect through a general contractor. **The cut-off date for questions is Tuesday, April 26, 2022 by 12pm, and the last addendum will be issued by Friday, April 29.** Addenda will be issued to all plans holders via email and posted to the online plan room at [www.planscope.com](http://www.planscope.com) and to the Wake County website at <https://www.wakegov.com/departments-government/finance/current-business-opportunities>.

- E. It is not a requirement for the prospective Contractor to be registered as a vendor on the Wake County website to submit a bid, but registration is required to execute contracts. Contractors are strongly encouraged to register so that contracts will go smoothly. Contractors may register via this link: <https://www.wakegov.com/departments-government/finance/vendor-enrollment-and-management>.
- F. The project is being bid as a single prime contract. All contractors must have proper license under the state laws governing their trades.
- G. This is a formal bid contract with formal MBE requirements. Wake County's policy for minority contractor participation is included in the bid documents. MBE forms must be submitted with the bid and the lowest apparent responsible bidder must provide additional information within 72 hours following the bid.
- H. A bid bond, 100% performance bond, and 100% payment bond are all required. The Bid Bond form included in the project manual must be used or the bid may be rejected. This is a standard Wake County document, and the fine print is important.
- I. Contractors must sign and seal bids. Any bids not signed and sealed will be rejected.
- J. There are 4 allowances included in the project. Refer to specification section allowances for more information. Allowances 1 and 2 will be bid by the selected contractor to Wake County's preferred vendors.
  - 1. Allowance No. 1: \$10,000 for structured commercial cabling (telecom)
  - 2. Allowance No. 2: \$20,500 for security installation.
  - 3. Allowance No. 3: \$8,000 for building permit fees.
  - 4. Allowance No. 4: The cost of 2 exit signs as described in Unit Price No. 1.
- K. There is one Unit Price included in the project for installation of new exit signs. This can be found in the project manual and must be listed on the Bid Form.
- L. The selected Contractor will bid the security package to the County's approved vendors. The selected Contractor will be provided the security package for this purpose. This is the process by which the security Contractor will be selected.
- M. The project has been submitted to Wake County for building permit review. The successful contractor will be required to pay for and obtain permits through the County's Permit Portal.
- N. The project will begin when contracts are signed and the Notice-to-Proceed has been issued. Wake County anticipates that the NTP will be issued in early July 2022, pending Board of Commissioners approval.
- O. The total project Contract time is 180 consecutive calendar days from Notice-To-Proceed to Substantial Completion. Final Completion will be 30 Calendar days from the Substantial Completion date. If there are any concerns with material lead times affecting the schedule, the general contractor needs to make the Architect aware prior to the issuing of the final addendum.
- P. The rate of liquidated damages is \$500.00 per calendar day as damages reasonably estimated in advance to cover the losses to be incurred by the Owner by reason of failure of the contractor to reach substantial completion and final completion within the time specified.
- Q. In addition to Item P, \$250.00 per calendar day will be assessed for failure to submit required closeout documents within 30 days after the date of Substantial Completion.
- R. All general and subcontractors should visit the site and become familiar with the conditions. All general and subcontractors should read the General Conditions carefully to become familiar with how the County operates. Additional project walk-throughs before the Bid due date should be coordinated through Huffman Architects (Miranda Potthoff, [miranda@huffmanarch.com](mailto:miranda@huffmanarch.com); Teddy Coleman, [teddy@huffmanarch.com](mailto:teddy@huffmanarch.com)). **An additional project walk-through is set for Tuesday, April 19 at 10:00am.**

- S. It is suggested that all contractors and subcontractors carefully read and understand Section 01 1000 Summary. Please note that since the previous Bid Opening, the project documents have been updated to change Room 1115 to Open Office and Door 1115 to a framed opening, and the quartz countertop at Reception has been re-designed.
- T. The building is open to the public from 8:00am to 5:00pm. Contractor work hours will be between 7:00am and 6:00pm during the work week. Weekends are available for construction with 72-hour notice. If the GC plans to work every weekend, this can be established with the owner before construction begins. Contractors must verify with Wake County Security that working on the weekend is acceptable. All project work areas must be thoroughly cleaned daily.
- U. Delivery vehicles are permitted to unload materials at the building's loading dock, located on the same floor as the work area. It is a 4' loading dock. All material and equipment deliveries must be made between 7:00am and 6:00pm. Deliveries must be coordinated and scheduled 24 hours in advance with Wake County. All deliveries must be on-time and all equipment moved directly to the work area. The loading dock and the building entrance facing Swinburne Street will be the main access points to the work area.
- V. Location of a contractor provided storage pod for storing tools, equipment, and materials will be coordinated with the selected contractor at the Pre-Construction meeting. Some storage, including storage containers, may be able to be accommodated at the loading dock or in the basement.
- W. Debris removal and dumpster location will be coordinated with the selected contractor at the Pre-Construction meeting.
- X. The General Contractor's staff with badge access may park in the employee parking area. All non-badged General Contractor staff and subcontractors are to park in either the public parking area or utilize street parking along Kidd Road. Approved parking locations will be indicated on a plan and provided to the GC.
- Y. Contractors must not obstruct streets or sidewalks at any time.
- Z. Only the Project Manager and Superintendent will be provided badges to access relevant key FOBs in the building. Other Contractor staff will be provided badges for identification only. These will not activate any key FOBs. These will be delivered to the Superintendent, based on the number of badges requested, and must all be returned once project is complete.
- AA. All contractors are urged to review the security procedures of Wake County. A list of all individuals who will be working in the Swinburne building on a regular basis must be submitted prior to the date of Notice-To-Proceed. ID cards will be issued to all workers.
- BB. Only one elevator, the south most elevator (right of atrium), shall be used for freight and personnel transportation and may only be used during the designated construction period. The elevator must remain available to the Owner at all times. The contractor is responsible for protecting the elevator. It is suggested that the contractor take photos of the condition of the elevator before the project starts. The elevator capacity information can be obtained from Wake County. The elevator maintenance company is Schindler Group. All elevators must be in service for public use each day.
- CC. The site and building will be occupied during the entire project. All work performed shall not interfere with the Owner's operations. All contractor personnel must remain in the work areas only.
  - a. Wireless Access Points must remain functional and should be left hanging and demolished around.
  - b. Electrical panels are in a closet at the end of the long corridor adjacent to the work area and loading dock.
  - c. Telecom conduit is to be provided by the electrical sub-contractor, and wiring is to be pulled by the telecom vendor.

- DD. Any utility shut-downs must be coordinated with John de Haro, with a minimum of 7 days' notice. Any utility shutdowns that require GSA personnel on site must be completed by 11:00pm. Contractor is to witness and confirm utility shutdown before proceeding. Wake County GSA operates a second shift which ends at 11pm. The contractor shall obtain an approved Life Safety/Mechanical Systems – Impairment Authorization Form from Wake County prior to any shutdown.
- EE. The GC must put the fire alarm system in test mode during construction hours. It is preferred that the GC puts only the affected zone in test mode, if possible. GC to coordinate with Wake County GSA and complete required fire alarm training. **It is advised that the contractor renews requests for long-term shut-downs, including putting the fire alarm into test mode, on a weekly basis.**
- FF. The Swinburne Building is a non-smoking facility. No smoking is allowed within the building. There are no tobacco products, including vaping, allowed on County Property. Weapons of any kind, illegal drugs, and explosives are prohibited at all times.
- GG. The Owner will allow contractors reasonable use of electric and water services with all connections and extensions to be by the contractor. The General and Subcontractors will be required to use portable toilets. The location outside of portable toilets will be determined at the Pre-Construction meeting.
- HH. The contractor will be provided a conference room within the Swinburne Bldg. to be utilized as a project office for the duration of the project. The conference room will also be utilized for progress meetings. The provided conference room must be kept clean and organized.
- II. Time is critical to the project. Contractor will be required to submit a construction schedule and stick to it. Monthly schedule updates are required.
- JJ. A complete itemized and detailed breakdown of all labor, equipment, and material prices for any change order is required.
- KK. The successful contractor must name a superintendent and project manager. The project manager must be available between 8:00am and 5:00pm. The superintendent is required on site any time construction personnel are working in the building.
- LL. The contractor is responsible to coordinate all trades. Coordination between trades and contractors is critical for a successful project.
- MM. It is the responsibility of the General Contractor to make sure all areas between the work zones and the building's main entrances, including the elevators, are kept clean to the best of their ability during work hours and completely cleaned at the end of each work day.
- NN. Egress and Accessibility must be maintained throughout the construction period during the building's operational hours.
- OO. Safety Data Sheets for chemicals used during construction are to be readily available on site should the need arise to reference in case of an emergency. SDS must be stored in GC's field office at all times.
- PP. The Contractor shall utilize dust capturing sanding equipment for gypsum board sanding to prevent accumulation of dust in the existing ductwork and throughout the facility. The Contractor must ensure that filter media is in place on all intake vents and regularly cleaned; it must be replaced once it reaches the end of its manufacturer-recommended lifespan.
- QQ. The County expects all work to be of a great quality and expectations for project documentation are high. All General and Subcontractors should closely review all the documents, especially the General Conditions, Supplementary General Conditions, all front end documents, and Division 1 sections to become familiar with how the County operates and to understand the expectations for this project.

RR. QUESTIONS / COMMENTS:

- **Use of a designated conference room is not required – the contractor may use the work area itself as a project office and for progress meetings.**

These minutes represent my understanding of the pertinent issues discussed. Any corrections or additions to these minutes should be submitted to the Architect within five (5) days of the distribution or the minutes shall be deemed an accurate representation of the issues discussed.

Minutes Prepared by:  
Teddy Coleman, Assoc. AIA

# HUFFMAN ARCHITECTS

632 Pershing Road  
Raleigh, North Carolina 27608

**Wake County  
Swinburne Employee Health Clinic**

**April 13, 2022 10:00AM  
Pre-Bid Conference**

X	NAME	COMPANY	PHONE	E-MAIL
1	Teddy Coleman	Huffman Architects	919.972.9949	<a href="mailto:teddy@huffmanarch.com">teddy@huffmanarch.com</a>
2	John de Haro	Wake County FD&C	919.856.6361	<a href="mailto:john.deharo@wakegov.com">john.deharo@wakegov.com</a>
3	DAVE LEWIS	LEWIS BELL LLC	919-868-2085	DAVE@LEWISBELL.COM
4	Sharon Lee	Davidson & Jones	919-719-7705	sharon@dj1918.com
5	John de Haro	WC FDC	919.856.6361	john.deharo@wakegov.com
6	Jesse Marshall	Riggs Harrod Builders	919.687.0111	jess@riggsharrod.com
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				