

**ADDENDUM NUMBER: ONE**

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**PROJECT:** City of Rocky Mount Third Floor Train Station Renovations  
 101 Coastline Street  
 Rocky Mount, NC 27801

**PROJECT NO:** 21013

**DATE:** August 20, 2021

**OWNER:** City of Rocky Mount

**ARCHITECT:** Oakley Collier Architects, P.A.  
 109 Candlewood Road  
 Rocky Mount, North Carolina 27804  
 (252) 937-2500

**PREVIOUSLY ISSUED:** None

**TO ALL CONTRACTORS:**

This Addendum is hereby made a part of the Contract Documents to the same extent as if originally included therein. This Addendum must be acknowledged on the Form of Proposal and shall be placed with the Contract Documents.

Drawings Dated August 6, 2021 and Project Manual dated March 2021 for this project are hereby modified, corrected, or supplemented as follows:

**Substitution Requests**

Subject to requirements of plans and specifications, the following manufacturers are approved to bid:

<b>Section</b>	<b>Section Title</b>	<b>Manufacturer / Product</b>
None		

**General**

**Item 1 Addition**      **Pre-Bid Meeting Minutes**  
 Pre-bid meeting minutes and Sign-in sheet

**End of Addendum**





## Pre-Bid Meeting Minutes

### 3<sup>rd</sup> Floor Train Station Renovations City of Rocky Mount

101 Coastline Street, Rocky Mount, NC 27804

Architect's Project No. 21013

August 19, 2021 @ 10:00am

#### ***Attendees:***

Richard Davenport	CDI
Aaron Harris	City of Rocky Mount
Brad Lewis	City of Rocky Mount
Michael Baughn	City of Rocky Mount
Allen Lambert	Daniels & Daniels
Bert Long	HG Reynolds
Thomas Bender	Pemberton
David Griffin	Oakley Collier Architects
Andrew Glover	Oakley Collier Architects
Scott Thompson	Team Construction
Marcus Amerson Sr.	YES Real Estate Construction

#### ***Meeting Minutes***

- **BID DATE – SEPTEMBER 9<sup>TH</sup>, 2021, @ 2:00 P.M.**
- **LAST DAY TO SUBMIT QUESTIONS – SEPTEMBER 1<sup>ST</sup>, 2021, @ 5:00 P.M.**
- **ADDENDA WILL BE EMAILED NO LATER THAN – SEPTEMBER 2<sup>ND</sup>, 2021, @ 5:00 P.M.**

1. Sign-in sheet distributed.
2. Meeting opened.
3. Introductions of Project personnel and Owner representatives present were made.
4. General brief description of the project.
  - a. Interior renovations to approximately 3,460 square feet of existing space.
  - b. Reconfiguration of existing spaces
  - c. Includes plumbing, mechanical, and electrical.

- d. Includes alternate work.
- e. Consultants were acknowledged
  - i. PME – Atlantec Engineers.
- 5. General bid requirements were discussed as follows:
  - a. Bid date: September 9<sup>th</sup>, 2021, 2:00pm, Frederick E. Turnage Administrative Complex, Atrium.
    - i. Mail – Frederick E. Turnage Administrative Complex
- 6. Bid day documentation were discussed as follows:
  - a. Proposal form.
  - b. Bid bond or certified check is required.
  - c. Bid envelope should be sealed with the following information on the outside of envelope.
    - i. Bid forms shall include name and address, license #, and name of project.
  - d. An executed Performance Bond and Payment Bond for 100% of the contract is required.
  - e. Any bids with qualifying notes or comments will be rejected.
  - f. Mailed bids must be put in a double envelope with “Attention Aaron Harris: Sealed Bid Do Not Open” written on the outside envelope.
  - g. The City of Rocky Mount has a 10% minority participation goal
- 7. Unit Prices were discussed as follows:
  - a. No Unit Prices
- 8. Alternates for the project were discussed as follows:
  - a. Alternate G-1, repair of exterior doors.
  - b. Alternate G-2, Repainting of exterior roof brackets.
  - c. Alternate G-3, Repair and repainting of walls and ceilings in ground floor waiting area.
  - d. Alternate G-4, Ground floor toilet repairs.
- 9. Allowances for the project were discussed as follows:
  - a. Door Hardware - \$1,000 per leaf per door purchase, delivery, and installation of door hardware. Also include \$4,000 for replacement of the revolving door hardware.
- 10. The project completion period is 120 days.
- 11. Liquidated damages are in place, at \$500 per day.
- 12. Product substitutions must follow procedure outlined in the specifications. Contractor is to bid per plans and specifications or submit proper substitution requests.
- 13. All questions need to be submitted electronically, in writing to the Architect. Responses that require modifications or clarifications to the bidding documents will be given in writing, via addendum. Submit all questions via e-mail to David Griffin at [dgriffin@oakleycollier.com](mailto:dgriffin@oakleycollier.com). Last day for questions is September 1<sup>st</sup>, 2021, at 5:00 p.m.
- 14. To download the bid documents and specifications, go to:  
<https://oakleycollier.sharefile.com/share/view/b966b1e9387244d7>
- 15. Addenda will be emailed to everyone no later than September 2<sup>nd</sup>, 2021, @ 5:00 p.m. Acknowledge receipt of all addenda on bid form.
- 16. Q/A period:
  - a. It was noted that the contractors would have to coordinate the restroom work with the owner to ensure facilities were always available. The owner stated the public could use

the restrooms at the adjacent city building if needed on temporary basis. The contractor was informed they are on to start any toilet room work until all material are on site to minimize the time needed to restore the facilities.

17. Meeting adjourned to walk-through.

***The minutes of this meeting are an official communication from the Architect. Should you disagree in whole or in part, you should notify the writer upon receipt.***