



Pre-Bid Meeting Minutes

2nd and 3rd Floor Renovations

City of Rocky Mount

331 South Franklin Street, Rocky Mount, NC 27804

Architect’s Project No. 20022

September 8, 2021 @ 10:00am

Attendees:

- | | |
|------------------|---------------------------|
| Will Adams | Adams Carpet One |
| Larry Gutshall | Basepoint |
| Wayne Richardson | Capital Drywall |
| Wes Waller | Carolina Bay Construction |
| Aaron Harris | City of Rocky Mount |
| Michael Baughn | City of Rocky Mount |
| Parin Bodiwala | CMC Building Inc. |
| Ryan Watson | CT Wilson |
| Andy Cruz | Daniels & Daniels |
| Dillon Rose | DJ Rose |
| Alan Coble | EME Industrial |
| Tim Randall | Farrior & Sons |
| Rebecca Holbrook | Focus Design Builders |
| Jackie Johnson | Group III |
| Bert Long | HG Reynolds |
| Jason Kepley | HM Kern |
| Torian Crouell | IMEC Group |
| Jeffrey Stain | J Kester & Rose |
| Addison Taylor | Precision Walls |
| David Griffin | Oakley Collier Architects |
| Andrew Glover | Oakley Collier Architects |
| Artie Pressley | TCC Enterprises |
| John Williams | Watson Electric |

Meeting Minutes

- **BID DATE – SEPTEMBER 23rd, 2021, @ 3:00 P.M.**
 - **LAST DAY TO SUBMIT QUESTIONS – SEPTEMBER 16th, 2021, @ 5:00 P.M.**
 - **ADDENDA WILL BE EMAILED NO LATER THAN – SEPTEMBER 16th, 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 6,100 square feet of existing space.
 - b. Reconfiguration of existing spaces
 - c. Includes plumbing, mechanical, and electrical.
 - d. Consultants were acknowledged
 - i. PME – Atlantec Engineers.
 5. General bid requirements were discussed as follows:
 - a. Bid date: September 23rd, 2021, 3:00pm, 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. Unit Price No. 1 – Data Outlet and Conduit – 5 units data outlets as delineated in construction documents.
 - b. Unit Price No. 2 – Duplex Receptacle Circuits – 5 receptacles as delineated in construction documents.
 8. Alternates for the project were discussed as follows:
 - a. No Alternates
 9. Allowances for the project were discussed as follows:
 - a. Door Hardware - \$800 per leaf per door purchase, delivery, and installation of door hardware. Also include \$3,500 for the second-floor stair access door.
 10. The project completion period is 150 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. Last day for questions is September 16th, 2021, at 5:00 p.m.
14. To download the bid documents and specifications, go to:
<https://oakleycollier.sharefile.com/share/view/418f2d42196d4a80/fo8c2565-1950-4051-8085-5bd71ea9445f>
15. Addenda will be emailed to everyone no later than September 16th, 2021, @ 5:00 p.m. Acknowledge receipt of all addenda on bid form.
16. Q/A period:
 - a. Access areas were discussed. The contractor can use the respective back stair towers to access the 2nd and 3rd floor. Do not block the stair towers due to egress. The Lobby can be used as a staging area. There will be limited use of the elevator. Should the elevator need to be used the contractor will be responsible for any damages and keeping the elevator clean.
 - b. The contractor is allowed to work after hours.
 - c. Contractor is to coordinate parking with the owner.
 - d. Employees will have access and do not need to go through security.
 - e. The 4 cubicles on the 2nd floor will stay. The rest of the furniture will be gone prior to the contractor starting work.
 - f. Contractor is to coordinate salvaging casework with owner.
 - g. The General Contractor is responsible for all permits.
 - h. The contractor is allowed to use the public restrooms.
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.



PRE-BID Meeting Sign-In Sheet
 September 8, 2021 @ 10:00 a.m.

Name	Company	Telephone	Email
✓ Ariane Frazzini	TC RENDRUS	919-496-3111	artefr@small.com
✓ Jason Kepley	HM Kern	336-668-3213	jkepley@hmkern.com
✓ Jackie Johnson	GROUP III Mat.	252-577-3333	jackie@groopiii.mat.com
✓ Rebecca Holbrook	Focus Design Builders	919-453-0200	rebecca@focusdesignbuilders.com
✓ John T. Williams	Watson Electric	252-756-4550	john.williams@watsonelec.com
✓ Larry Gotshall	BASEPOINT INC	252-477-7549	basepointe@aol.com
✓ Marge Richmond	Capital Development	252-909-4499	mrichmond@capital-dev.com
✓ Dilla Rose	D Rose	252-442-6122	DRose@D.Rose.com
✓ Torion Cozwell	IMEC Group	252-617-0985	tcozwell@imecgroup.com
✓ TIM RANDALL	FARRIOR & SONS, INC.	257-753-2005	tim@farriorandsons.com
✓ Jeffrey Stain	J Kester & Rose	252-876-1204	JEFF@JKRCONTRACTING.COM
✓ Raoun Watson	CT Wilson	919-619-2368	raoun.watson@twilson.com
✓ Bert Long	H.G. Reynolds	252-492-1071	blong@hyreynolds.net
✓ Alan Coble	EME Industrial	336-664-0003	acoble@emendustrial.com
✓ Addison Taylor	Precision Walls	252-341-6404	ataylor@precisionwalls.com
✓ Wes Waller	Carolina Bay Construction	919-429-4240	W.Waller@carolinabayconstruction.com

Will



PRE-BID Meeting Sign-In Sheet
 September 8, 2021 @ 10:00 a.m.

Name	Company	Telephone	Email
Will Adams	Adams Carpet One	858-205-2996	WAdams@adamsCarpetOne.com
✓ Andy Cruz	Daniels & Daniels Construction	919-778-4525	estimating@dan-dcc.com
✓ Parin Bodiwala	Cmc BUILDING, INC	919-491-8031	parin@cmcbuildinginc.com