



City of Rocky Mount Addendum 1

Refer ALL Inquiries regarding this RFP to:

Chynice Chapman
Purchasing Manager

RFP # 320-100322CC Albemarle Warehouse Renovations

RFP Due Date: 5/25/2022

Contract Type: Construction Repair

TO: Prospective Bidders

This addendum forms a part of the Contract Documents and modifies the original Contract Documents 4/26/22 as noted below. Acknowledge receipt of this Addendum by inserting the number and issue date of this addendum in the blank space provided on the Bid Form. Failure to do so may subject the Bidder to disqualification.

This **Addendum No. # 1** consists of 1 page and the attached documents. Addendum 1 and attachments may be downloaded from the City of Rocky Mount Purchasing web site at:

https://rockymountnc.gov/departments_services/finance/purchasing/bids

Attachments herein made part of this Addendum:

1. Pre-Bid Meeting Agenda and Minutes
2. Pre-Bid Meeting Attendance
3. Original Proposal/Acceptance Form, pages 5 & 6
4. Exhibit A Sketch

CLARIFICATIONS:

QUESTIONS RECEIVED FROM BIDDERS:

1. **Question:** We see that there are only 90 days allowed for the project. Due to process of submittals, review, and approval and procurement of materials, we feel like that timeframe will not be enough for project of this complexity with today's procurement environment. Could you extend that to 180 days or more perhaps?

Answer: There will be no problem to extend the construction time from 90 days to 180 days due to submittals, review, delivery schedules, etc. In his/her bid form/document, Contractor is to redline (strike though) "90", write in "180." Contractor to place his/her initials and date beside "180."

2. **Question:** Is there any phasing required for this project?

Answer: There is no phasing of this project.

3. **Question:** Will building be occupied during construction?

Answer: The warehouse will be occupied during construction. However, upon commencement of the demo/renovations, the Contractor is to cordon off the work area and erect the necessary signage indicating "no entry" to work area(s). Obviously, entry is/will be permitted for the Contractor, his/her subcontractors, suppliers, inspection personnel, and other personnel approved by Contractor until the C.O. is obtained.

4. **Question:** Per bid form – Alternate 2: can you clarify who will be doing the asbestos survey to determine if asbestos is present? Will this be done before the bid date? If the survey is included in the cost for Alternate 2; should Vendors assume asbestos is present and need clarification if the City agrees to allow it to be painted over? Please clarify. **Answer:**

- a. Bid Item A-2. Contractor is to provide a Lump Sum quote in Bid Item A-2 for window putty replacement based on the assumption that the window putty contains Asbestos.
- b. The base bid is to assume encapsulation of the putty by painting; replacing missing segments with conventional window putty.
- c. Appian will pull a sample of the window putty and have the material tested prior to the Pre-construction Conference. Contractor is not to include cost of window putty testing for asbestos.

5. **Question:** Specs call for in scope of work to repair of existing horizontal pivot windows. Where are they located?
Answer: Horizontal pivot windows are shown on plans as “existing windows” and are the windows located withing the area being renovated. They are listed #2 thru #5.
6. **Question:** Per page E-3 note pointing to light fixtures, it says, “Existing 4’ light fixture to remain, replace existing gT8-12 lamps with new 20W Max LED lamps...” replace existing light fixtures where required Typ”. The note points to two different hatched lights. We are unclear on which lights need lamps replaced and which ones need entire lamp to be replaced. There are two different hatch lines shown which make this unclear to us. Please clarify.
Answer: All existing light fixture lamps are to be replaced with LED type lamps. Fixtures that are not operational shall be replaced. Light fixtures shown with “solid” line type shall be fed by new branch circuit from new emergency panel. Light fixtures shown “dashed” will remain on existing lighting circuit.
7. **Question:** Per page E-3 note on bottom right corner, “General Demo Note” shown below is unclear on what devices, fixtures, etc. need to be removed since it says all. Please clarify what is unused.
Answer: For clarification on “General Demo Note” on plans, if it is not being used, it has to be demolished or remain for future use. Coordinate all with owner prior to construction.

CHANGES TO BID DOCUMENTS:

1. Contact for questions regarding warehouse or work hours are to be directed to Kenneth Hyman, Warehouse Supervisor (252-343-3121).
2. City will move tires, storage, tools, and clothes prior to construction.

CHANGES TO PLANS:

1. Stall door to be added in front of men’s bathroom utility sink per attached sketch “Exhibit A”.

CHANGES TO BIDDING REQUIREMENTS:

No Change

CHANGES TO CONDITIONS OF THE CONTRACT:

No Change

CHANGES TO SPECIFICATIONS:

No Change

END OF ADDENDUM

Prepared by Appian Consulting Engineers, PA for:	City of Rocky Mount Chynice Chapman Purchasing Manager 252-972-1228
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ROCKY MOUNT, NC
THE CENTER OF IT ALL

PRE-BID CONFERENCE

**ALBEMARLE WAREHOUSE
BREAKROOM RENOVATION**

May 5, 2022

724 Albemarle Avenue - 10:00 am

CITY RFP#: 320-100322CC

MINUTES

1. Welcome, Sign-in and Introductions
2. Project Description
3. Bid Form
4. Permit/ Staging
5. Construction Schedule
6. Change Orders and Field Decisions
7. Record Documents
8. Payment Requests
9. Liquidated Damages
10. Storage of Materials and Security
11. Protection of Existing Utilities
12. Safety
13. Housekeeping
14. Work Hours
15. Miscellaneous
16. Questions

1. Welcome, Sign-in and Introductions

2. Project Description

- 2.1. The scope of work shall consist of providing specific building modifications to the first floor warehouse breakroom located at 724 Albemarle Avenue, Rocky Mount, NC. Work shall include all labor, equipment and materials for the renovation of the existing breakroom and restroom, brick masonry and CMU wall repair, repair of existing horizontal pivot windows, PM&E, fire sprinkler modifications, emergency generator, walls, insulation, flooring, painting, doors, hardware, Life Safety, restroom vanity/ mirror, toilet accessories, interior signage as require by code, etc., all in accordance with the plans and specifications and attached Scope of Work prepared by Appian Consulting Engineers, PA.

3. Bid Form

- 3.1. The Bid Form is included in the Project RFP. Bidders must submit bids on the original bound Project RFP. Bidders desiring copies of the bid documents may download them from the City's website at: https://www.rockymountnc.gov/departments_services/finance/purchasing/bids
- 3.2. Bid bond will not be required.
- 3.3. Minority Business Participation: MBE goal for this project is 5%. Due diligence is required if any work is to be subcontracted. **Certification that work is to be completed by Contractor's own forces means no subcontractors of any kind may work on the project.** Complete all applicable Attachment Forms and Affidavits and include in proposal submittal.
- 3.4. Contractor/ Vendor Registration and E-Verify Affidavit

4. QUESTIONS

- 4.1. Written questions shall be e-mailed to Chynice.Chapman@rockymountnc.gov by **5/13/22 at 5:00 pm**. Contractors will enter "RFP #320-100322CC – Questions" as the subject for the email.
- 4.2. Questions received prior to the submission deadline date, the Purchasing Managers response, and any additional terms deemed necessary by the City of Rocky Mount will be posted in the form of an addendum to the Interactive Purchasing System (IPS), <http://www.ips.state.nc.us>, and the City of Rocky Mount website and shall become an Addendum to this RFQ. No information, instruction or advice provided orally or informally by any City personnel, whether made in response to a question or otherwise concerning this RFQ, shall be considered authoritative or binding. Vendors shall rely only on written material contained in an Addendum to this RFQ.
- 4.3. Inquiries shall be submitted no later than the date and time noted in the project schedule. Questions answered verbally will be followed up by written addenda as deemed necessary; oral interpretations shall have no effect.

5. Scope of Work

- 5.1. Scope of Work includes all labor, equipment and materials for the renovation of the existing breakroom and restroom, brick masonry and CMU wall repair, repair of existing horizontal pivot windows, PM&E, fire sprinkler modifications, emergency generator, walls, insulation, flooring, painting, doors, hardware, Life Safety, restroom vanity/ mirror, toilet accessories, interior signage as require by code, etc.

5.1.1 Contractor shall supply mobilization/demobilization, permits, furnishing all materials, labor, equipment, scaffolding, ladders, and work necessary to construct a finished product as proposed by the specifications and plans.

5.2. PM&E

5.2.1 Plumbing Mechanical, and electrical modifications as noted on plans or otherwise need to complete the work. See plan sheets P-1 thru E-6.

5.2.2 Contractor to stabilize and maintain existing electric panel throughout construction

5.3. Fire Suppression/ Sprinkler: Adjustments to existing fire suppressions/ sprinkler system per NC Fire Codes, etc., to serve warehouse breakroom.

5.3.1. Contractor is to submit sprinkler upfit plans to the Fire Marshal's office for review.

5.3.2. Scope of work does NOT include repairs to existing fire suppressions/ sprinkler system beyond the adjustments required for proposed locker room/ shower facility and equipment storage room in scope of work. (i.e. does not include alarm system.)

5.4 Generator: Contractor shall furnish all materials, labor, equipment, and work necessary to install the proposed 60kW Emergency Generator (natural gas) with 200 amp transfer switch as proposed by the specifications and plans.

6. Work Performed by City:

6.1 City will relocate existing tables, chairs, tools, and storage prior to and after construction.

6.2 City to provide and install refrigerator and lockers after completion of construction.

6.3 PHONE/ COMMUNICATION/ DATA WIRING. However, Contractor shall install CATV outlet boxes as shown on the plans and 1" conduit in the walls from the outlet to a point above the drop ceiling elevation and terminate as specified by NEC. If the City elects to install data wiring during construction, Contractor shall coordinate and not close up the open walls until those trades wired as directed by City.

7. Add Alternates

7.1. Window Putty Alternates

8. Permits/Staging

8.1. Building plans are approved by the City. Contractor is responsible for: obtaining and paying for building permit; calling for and coordinating inspections with the City's Building Inspections Department at the applicable times required by the City Inspectors; obtaining approval from Inspections on this scope of work.

8.2. Construction Staging: The City will provide exterior staging area within fenced area. Contractor to coordinate with Kenneth Hyman regarding location. The City does not provide security and is not liable for any theft or damage to construction materials stored on site.

9. Construction Schedule

- 9.1. Two (2) copies of the completed RFP response shall be sent to Chynice Chapman, City of Rocky Mount Purchasing Manager. RFP response proposals shall be sent via US Mail, FedEx, UPS or hand delivered. Faxed and emailed RFP responses will not be accepted.
- 9.2. Response proposals are due to the City of Rocky Mount Purchasing Manager, 331 South Franklin Street, Rocky Mount, North Carolina, 27804, by **2:00 PM** local time, **May 25, 2022**.
- 9.3. Notice to Proceed will be issued after approval of the contract award by the Rocky Mount City Council. Notice to Proceed is expected to be issued in June.
- 9.4. Substantial completion should be **90** consecutive days from Notice to Proceed.

10. Change Orders and Field Decisions

- 10.1. The Inspector or Engineer may authorize minor field changes so long as the change does not result in a change in contract price or completion time. Any change that results in a change in contract price or completion date must be approved by change order. The Contractor must identify and notify the City in writing of any change affecting the contract price or time in a timely manner. Except in emergency conditions, the Contractor may not proceed with work requiring a change order until the City executes a change order. Contractor is responsible for submitting change order on form 00 63 63-1 along with any supporting information necessary to justify the change.

11. Record Documents

- 11.1. The Contractor is responsible for keeping one set of record documents. The Contractor shall keep the record set of drawings updated on a daily basis. A complete set of record drawings must be submitted to the City prior to final payment.

12. Payment Requests

- 12.1. The Contractor should submit a payment request form to the City for approval or use the City's standard form. The cut off date is the 25th day of the month and the Contractor should submit to the Inspector to verify quantities. The payment request must be signed by the authorized party and be complete to insure timely payments. There will be no payment for stored materials.

13. Liquidated Damages

- 13.1. Liquidated damages are \$200.00 for each day that expires after the time specified in Attachment D: Supplementary General Conditions until the Work is substantially complete.

14. Storage of Materials and Security

- 14.1. The Contractor is responsible for finding locations to store materials. The Contractor is also responsible for making sure that materials purchased for this job are stored in secure areas.

15. Safety

- 15.1. Contractor is to be familiar with and abide by all local, state and federal safety requirements.

16. Housekeeping

- 16.1.** Contractor to keep all areas clean throughout construction and not obstruct City operations of the facility.

17. Work Hours

- 17.1.** Construction will be limited to warehouse hours, which are 7:30 am to 4:00 pm Monday through Friday, or as approved by the City.

18. Miscellaneous Items

- 18.1.** Damage caused by negligence will be the responsibility of the Contractor to repair.
- 18.2.** Site visits by Contractors and Subcontractors may be possible during operational hours. Contractors should coordinate with Kenneth Hyman.
- 18.3.** Contractor may use existing loading dock during construction, if desired.

19. Questions

Prepared for City of Rocky Mount

By Appian Consulting Engineers, PA

TRJ/DCR, 5/5/22



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THE CENTER OF IT ALL

PRE-BID CONFERENCE

**ALBEMARLE WAREHOUSE
BREAKROOM RENOVATION**

May 5, 2022

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1. Welcome, Sign-in and Introductions

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- 2.1. The scope of work shall consist of providing specific building modifications to the first floor warehouse breakroom located at 725 Albemarle Avenue, Rocky Mount, NC. Work shall include all labor, equipment and materials for the renovation of the existing breakroom and restroom, brick masonry and CMU wall repair, repair of existing horizontal pivot windows, PM&E, fire sprinkler modifications, emergency generator, walls, insulation, flooring, painting, doors, hardware, Life Safety, restroom vanity/ mirror, toilet accessories, interior signage as require by code, etc., all in accordance with the plans and specifications and attached Scope of Work prepared by Appian Consulting Engineers, PA.

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7.1. Window Putty Alternates

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- 18.2.** Site visits by Contractors and Subcontractors may be possible during operational hours. Contractors should coordinate with Nate Williams or Jason Glover.
- 18.3.** Contractor may use existing loading dock during construction, if desired.

19. Questions

Prepared for City of Rocky Mount

By Appian Consulting Engineers, PA

TRJ/DCR, 5/4/22



AGENDA SIGN-IN SHEET

[illegible]

ATTACHMENT A: PROPOSAL/ACCEPTANCE FORM

for

ALBEMARLE WAREHOUSE BREAKROOM RENOVATION

320-100322CC

The scope of work shall consist of providing specific building modifications to the first floor warehouse within the City's Water and Sewer building located at 724 Albemarle Avenue, Rocky Mount, NC. Work shall include all labor, equipment and materials for the renovation of the existing breakroom and restroom, brick masonry and CMU wall repair, repair of existing horizontal pivot windows, PM&E, fire sprinkler modifications, emergency generator, etc., all in accordance with the plans and specifications and attached Scope of Work prepared by Appian Consulting Engineers, PA.

The undersigned, as bidder, proposes and agrees if this proposal is accepted to contract with the City of Rocky Mount for the furnishing of all materials, equipment, and labor necessary to complete the construction of the work described in these documents in full and complete in accordance with plans, specifications, and contract documents, and to the full and entire satisfaction of the City of Rocky Mount for the sum of:

Item No.	Description	Unit	Price
Base Bid			
1	Mobilization/demobilization, permits, furnishing all materials, labor, equipment, scaffolding, ladders, and work necessary to construct a finished product as proposed by these specifications and plans, including: renovation of the existing breakroom and restroom, brick masonry and CMU wall repair, repair of existing horizontal pivot windows, etc. See plan sheets APB-1 thru N-1.	LS	\$
2	Plumbing, mechanical and electrical modifications as noted on plans or otherwise needed to complete the work. See plan sheets P-1 thru E-6.	LS	\$
3	Adjustments to existing fire sprinkler system per NC Fire Code, etc.	LS	\$
4	Furnishing all materials, labor, equipment and work necessary to install the proposed 60kW Emergency Generator (natural gas) with 200 amp Transfer Switch as proposed by these specifications and plans. See plan sheets P-1 thru E-6.	LS	\$
GRAND TOTAL BASE BID			\$

Add Alternates:			
A1	Window Putty Alternate Bid 1: If window putty is found to be in a poor condition necessitating complete removal and replacement, provide bid alternate for complete window putty removal and replacement. Cost to cover complete removal, disposal and replacement with new putty.	LS	\$
A2	Window Putty Alternate Bid 2: If window putty is found to be asbestos containing material (ACM) <u>and</u> the City wants to remove the material, provide bid alternate to coordinate removal (abatement) with an asbestos remediation company. However, if City decides that encapsulating the window putty is an acceptable alternative, then encapsulating cost (painting) is considered part of base bid. See plan sheet N-1.	LS	\$

In submitting this Bid, Bidder represents that Bidder has examined and carefully studied the Bidding Documents, the other related data identified in the Bidding Documents, and the following Addenda, receipt of which is hereby acknowledged.

<u>Addendum No.</u>	<u>Addendum Date</u>
_____	_____
_____	_____
_____	_____

Respectively submitted this _____ day of _____ 20_____

(Contractor's Name)

Federal ID#: _____

By: _____

Witness: _____

Title: _____
(Owner, partner, corp. Pres. or Vice President)_____
(Proprietorship or Partnership)

Address: _____

Attest: (corporation)

Email Address: _____

(Corporate Seal)

By: _____ License #: _____

Title: _____
(Corporation, Secretary. /Ass't Secretary.)

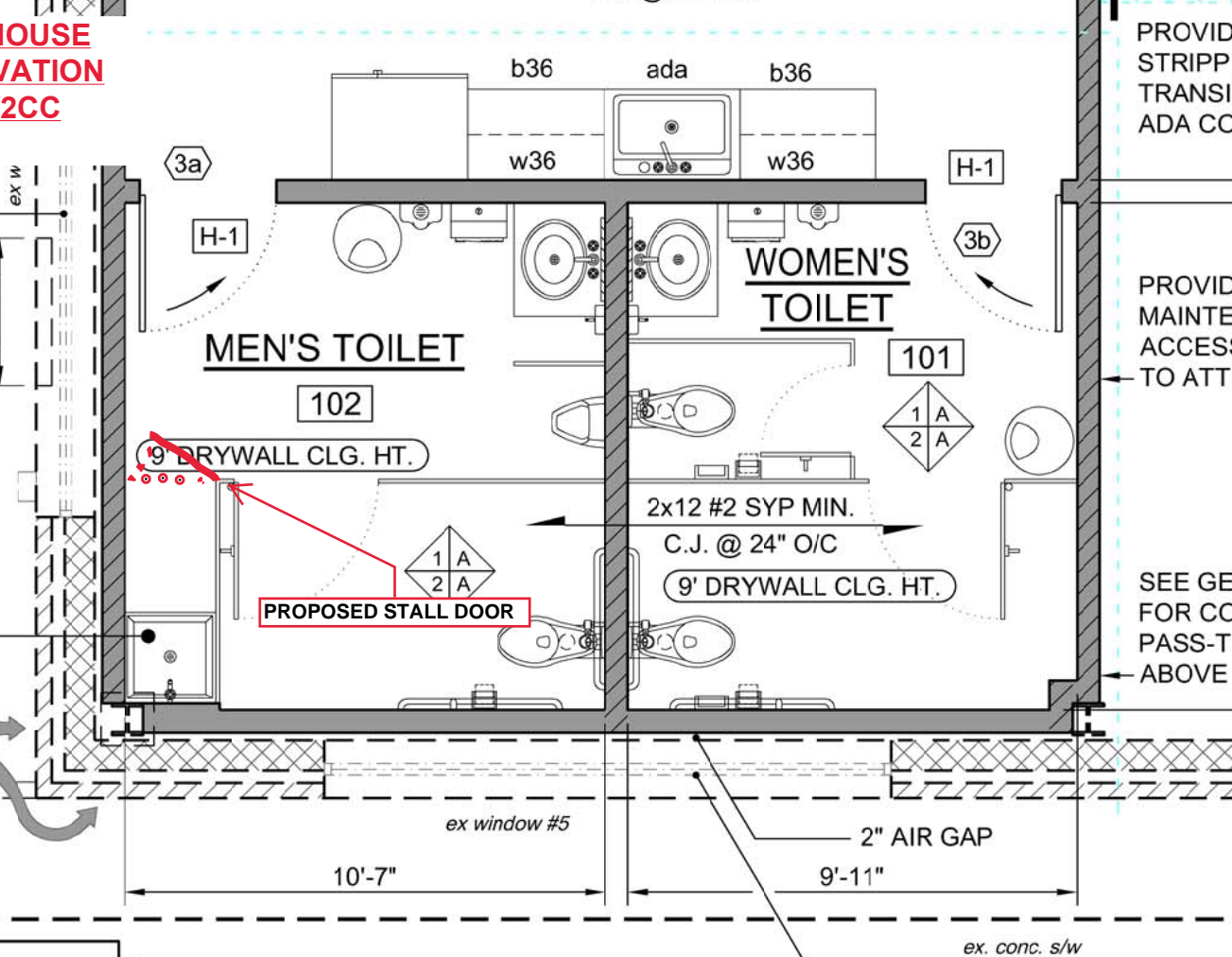
**ALBEMARLE WAREHOUSE
BREAKROOM RENOVATION
CRM RFP# 320-100322CC
EXHIBIT A SKETCH**

WINDOWS - HEAT
SISTANT WHITE
UNTED ON PRO. WALL
RECTLY BEHIND
NDOW - SEE GENERAL
RUCTURAL NOTES ON
PAIR/RECONDITIONING
QUIREMENTS

ex pipe
sleeve

DOOR SINK W/BIB
E GENERAL
RUCTURAL NOTES FOR
SONRY CRACK REPAIR

ex w
c.s. access



PROVID
STRIPP
TRANSI
ADA CO

PROVID
MAINT
ACCESS
TO ATT

SEE GE
FOR CO
PASS-T
ABOVE