



Pre-Bid Meeting Minutes

Business Services Center City of Rocky Mount

224 South Franklin Street, Rocky Mount, NC 27804

CORM Project #320-270422CC BSC Renovations
Architect's Project No. 21049

May 16, 2022 @ 10:00am

Attendees:

Brad Lewis	City of Rocky Mount
Michael Baughn	City of Rocky Mount
Chynice Chapman	City of Rocky Mount
Donnie Coffey	HG Reynolds
David Griffin	Oakley Collier Architects
Andrew Glover	Oakley Collier Architects
Franki Joyner	Oakley Collier Architects

Meeting Minutes

- **BID DATE – JUNE 7TH, 2022, @ 2:00 P.M.**
 - **LAST DAY TO SUBMIT QUESTIONS – MAY 24TH, 2022, @ 5:00 P.M.**
 - **ADDENDA WILL BE EMAILED NO LATER THAN – MAY 27TH, 2022, @ 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 and Exterior renovations to toilets, roof, and storefronts
 - b. Reconfiguration of existing spaces
 - c. Includes plumbing, mechanical, and electrical.
 - d. Consultants were acknowledged
 - i. PME – Engineered Designs
 5. General bid requirements were discussed as follows:
 - a. Bid date: June 7th, 2022, 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 Chynice Chapman: 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 – Storefront Caulk Removal and Replacement. The contractor shall stipulate a sum to be added to the Base Bid for the re-caulking of the existing exterior storefront. Alternate shall include all cost associated with the removal and replacement of caulking for all existing exterior storefront systems for the entire building.
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 per leaf for new storefront door for panic hardware.
10. The project completion period is 180 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 City of Rocky Mount Purchasing Office. Responses that require modifications or clarifications to the bidding documents will be given in writing, via addendum. Submit all questions via e-mail to Chynice Chapman at Chynice.Chapman@rockymountnc.gov. Last day for questions is May 24th, 2022, at 5:00 p.m.
14. To download the bid documents and specifications, contact aseaman@oakleycollier.com to request plans.
15. Addenda will be emailed to everyone no later than May 27th, 2022, @ 5:00 p.m. Acknowledge receipt of all addenda on bid form.
16. Q/A period:
None
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.