

ADDENDUM NUMBER: ONE

PROJECT: City of Rocky Mount
Business Services Center Renovations
224 South Franklin Street
Rocky Mount, NC 27804

CRM NO: 320-270422CC

PROJECT NO: 21049

DATE: May 31, 2022

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 May 3, 2022, and Project Manual dated May 2022 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:

Section	Section Title	Manufacturer / Product
None		

General

Item 1 Addition **Pre-Bid Meeting Minutes**
The attached pre-bid meeting minutes and sign-in sheet from May 16, 2022, shall be included in their entirety as part of this addendum.

Item 2 Clarification **Dates Notice to Bidders**
The last day for questions for this project is May 30, 2022. The final addendum for this project will be issued May 31, 2022.

Specifications**Item 1 Change****Form of Proposal**

Delete the current Form of Proposal included in the project manual in its entirety and replace with the attached Form of Proposal.

Item 2 Add**Unit Price**

A unit price has been added in the attached Form of Proposal.

Contractor is to provide a unit price for the purchase of material and installation of tapered roof insulation if needed for the new membrane roof installation. The unit price shall be bid on a Square Foot cost for repair/replacement of existing insulation or as needed for positive drainage modifications. New material unit price is to be bid as one square foot of 1" thick insulation.

The contractor shall include **300 SF** of insulation for repair/replacement in the base bid and specify the unit price should additional material be required.

Drawings**Item 1 Clarification****Sheet D1.1**

All walls located in existing restrooms are masonry not metal stud as noted.

Item 2 Add**Sheet D1.1**

Add to demolition note twelve, "Remove existing base cabinet and all related fixtures to allow for access for plumbing line replacement, piping, and water heater. Replace base cabinet. Repair cabinet and countertop if damaged during removal."

Item 3 Change**Sheet A1.1**

Remove renovation note ten in its entirety.

Item 4 Change**Sheet A6.1**

Do not provide blinds as noted in the storefront schedule.

Item 5 Clarification**Sheet A6.1**

Apply tinting film to all new storefront specified in the storefront schedule.

Item 6 Clarification**Sheet BD1.1**

Architectural sheet reference D1.1: See attached bulletin drawing BD1.1 for clarification of demolition of existing sidewalk and removal of existing landscaping.

End of Addendum

FORM OF SINGLE PRIME GENERAL CONTRACTOR PROPOSAL

Business Services Renovations
City of Rocky Mount
RFP 320-270422CC
Architect's Project #21049

Bidder: _____

Date: _____

The undersigned, as Bidder, hereby declares that the only person or persons interested in the Proposal as principal of principals is or are named herein and that no other person than herein mentioned has any interest in this Proposal or in the contract to be entered into; that this proposal is made without connection with any other person, company or parties making a bid or proposal; and that it is in all respects fair and in good faith without collusion or fraud. The Bidder further declares that he has examined the site of the Work and the Contract Documents relative thereto and has read all special provisions furnished prior to the opening of bids; that he has satisfied himself relative to the work to be performed.

The bidder proposes and agrees if this Proposal is accepted to contract with the City of Rocky Mount in the form of contract specified, to furnish all necessary materials, equipment, machinery, tools, apparatus, means of transportation, and labor necessary to complete the construction of the Business Services Renovations, in full accordance with the plans, specifications, and contract documents, to the full and entire satisfaction of the City of Rocky Mount with a definite understanding that no money will be allowed for extra work except as set forth in the General Conditions and Contract Documents for the sum of:

SINGLE PRIME CONTRACT:

BASE BID

_____ Dollars (\$)_____

Subcontractors:

License No.

Plumbing Subcontractor: _____

Mechanical Subcontractor: _____

Electrical Subcontractor: _____

GENERAL CONTRACT:

UNIT PRICES

Unit prices quoted and accepted shall apply throughout the life of the contract, except as otherwise specifically noted. Unit prices shall be applied, as appropriate, to compute the total value of changes in the base bid quantity of the work all in accordance with the contract documents.

GENERAL CONTRACT:

Unit Price No. 1: Roof Insulation (1" Thick) (Unit) sq ft Unit Price (\$)_____

Cost for 300 Square Feet included in Base Bid Price(\$) _____

ALTERNATES

Should any of the alternates as described in the contract documents be accepted, the amount written below shall be the amount to be "added to" or "deducted from" the base bid. (Strike out "Add" or "Deduct" as appropriate.)

GENERAL CONTRACT:

Alternate No. G-1: Storefront Removal and Replacement

(Add)(Deduct) _____ Dollars (\$) _____

The Bidder further proposes and agrees hereby to commence work under this contract on a date to be specified in a written order of the Architect and shall fully complete all work within 180 consecutive calendar days from date of commencement established in a Notice to Proceed.

BIDDER further agrees to pay as liquidated damages, the sum of \$500 for each consecutive calendar day thereafter as provided in Section 15 of the General Conditions and Article 8 of the Supplemental General conditions.

The undersigned further agrees that in the case of failure on his part to execute the said contract and the bond within ten (10) consecutive calendar days after written notice being given on the award contract, the check, cash or bid bond accompanying this bid shall be paid into the funds of the Owner's account set aside for the project, as liquidated damages for such failure; otherwise the check, cash or bid bond accompanying this proposal shall be returned to the undersigned.

Attach certified check, cash or bid bond to this proposal.

Respectfully submitted this _____ day of _____ 20_____.

Name of firm or corporation making bid

WITNESS:

By: _____

Proprietorship or Partnership

Title: _____
(Owner, Partner, Pres., V. Pres.)

Address: _____

License No: _____

Federal ID No: _____

(Corporate Seal)

ATTEST:

By: _____

Title: _____
(Corp. Sec. or Asst. Sec. Only)

Addenda received and used in computing bid:

Addendum No. 1 _____ Addendum No. 3 _____

Addendum No. 2 _____ Addendum No. 4 _____

For All Official Notices:

Name and Title

Name of Firm/Corporation

Street Address, City, State and Zip

Telephone and Fax Numbers

Pre-Bid Meeting Minutes



Business Services Center

City of Rocky Mount

224 South Franklin Street, Rocky Mount, NC 27804

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

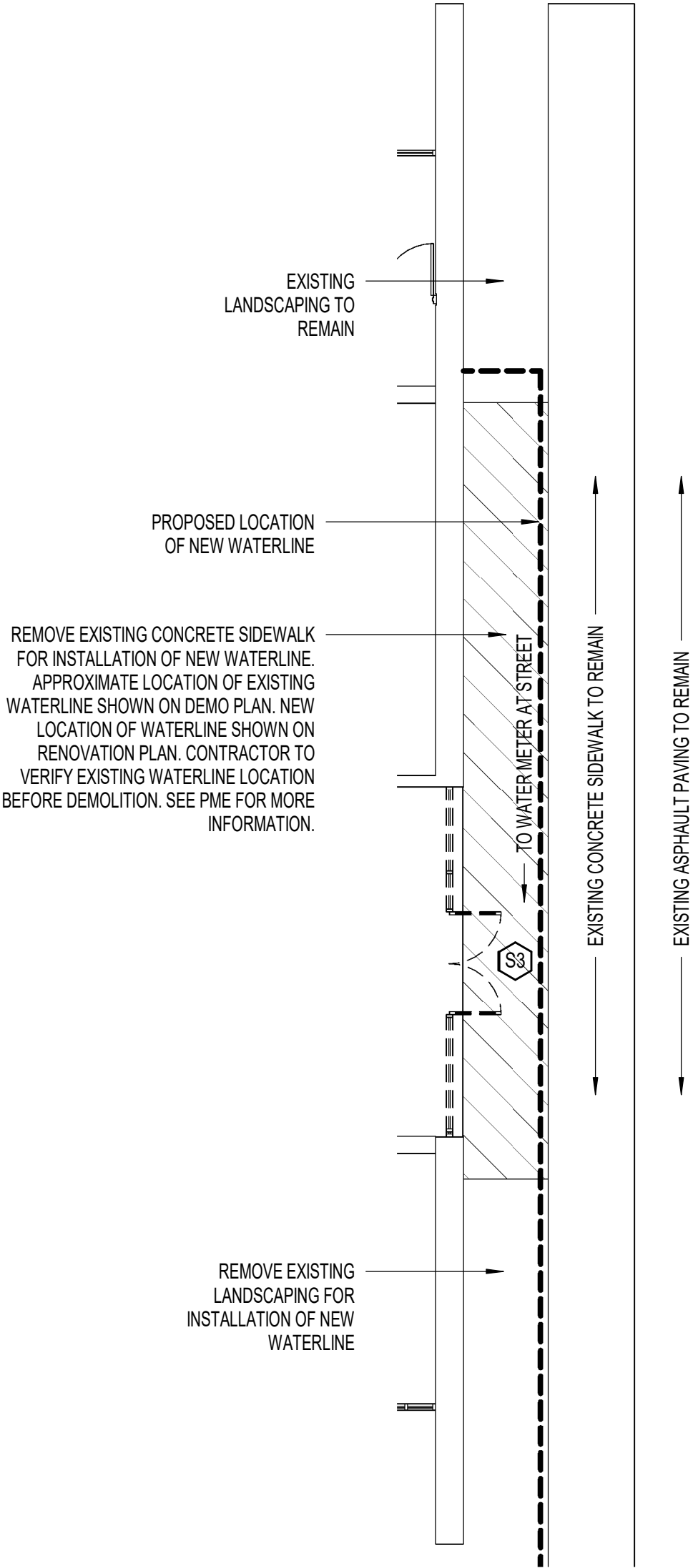
6. Bid day documentation were discussed as follows:
 - a. Proposal form.
 - b. Bid bond or certified check is required.
 - c. Bid envelope should be sealed with the following information on the outside of envelope.
 - i. Bid forms shall include name and address, license #, and name of project.
 - d. 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.



May 16, 2022 @ 10:00 a.m.

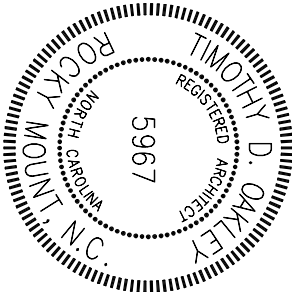
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1
BD1.1

FIRST FLOOR PLAN - SIDEWALK AND WATERLINE REVISION

1/8" = 1'-0"



RENOVATION PLANS FOR:

CITY OF ROCKY MOUNT
BUSINESS CENTER

224 SOUTH FRANKLIN STREET
ROCKY MOUNT, NC 27804



109 Candlewood Road, Rocky Mount, NC 27804
(P) 252.937.2500 (F) 252.937.2525

Date	Project No.
05/31/22	21049
Drawn By	Sheet No.
ABG	
Checked By	BD1.1
TDO	
Sheet Title	
BULLETIN DRAWING	