



STATE OF NORTH CAROLINA  
DEPARTMENT OF TRANSPORTATION

PAT MCCRORY  
GOVERNOR

ANTHONY J. TATA  
SECRETARY

May 22, 2015

Project: NCDOT Division 1 Camden County Rest Area Refurbishment

State Construction Office ID: 14-11342-01A

Pre-Bid Conference held at NCDOT Division 1 Roadside Environmental Office, 427 Ocean Hwy North, Hertford, NC at 10:00 am on May 19, 2015.

**A Change from the pre-qualification discussion at the Pre-Bid Conference:**

**Only the General Contractor needs to be pre-qualified by NCDOT. Subcontractors do not need to be pre-qualified.**

**Meeting Minutes**

- Welcome and sign-in. Pre-bid sign-in sheet attached.
- Attendance at this pre-bid meeting is not mandatory for bidding.
- The Contract and Bidding Procedures were discussed by Pat Mansfield, Roadside Environmental Engineer and Lisa Keel, NCDOT Architect.
- Bid Date: Sealed Single Prime- Bids will be received until 2:00 PM on June 3, 2015. All Bids opened at 2:00 PM on the same day.
- Location for Bid Opening: NCDOT Division 1 Conference Room, at 113 Airport Drive, Suite 100, Edenton NC 27932.
- Bonds Required:
  - Bid Bond – 5%
  - Performance Bond - 100%- only required from low bidder
  - Payment Bond - 100%- only required from low bidder
  - \*Must use the bond forms provided in the Project Manual(Proposal) – failure is grounds for disqualification of bid.
- Proposal and Contract
  - General Contractor licensed in NC
  - An Officer of the company has to sign after the itemized Proposal for Contract.
- Construction Schedule: Site availability September 8, 2015, items installed and building constructed by December 15, 2015, and the completion date is December 17, 2015 (100 calendar days).

- Work may not be done on the following days: All Sundays, Veteran's Day, Thanksgiving Day through the following Sunday (November 26-29).
- Liquidated damages \$500.00 per calendar .
- 10% Minority Business Participation goal as noted in Article 49, General Conditions. Only the low bidder goes through the Good Faith Effort process, in the event that they do not meet the 10% goal. It is in the Contractor's interest to do this immediately, before bonds are purchased.
- Further information:
  - Addendums received must be initialed (bottom of Form of Proposal signature page).
  - Use the bid forms that are appropriate to the Contractor's business legal structure.
- Please Review Division 1-General Requirements for information about Progress Documentation & Procedures and Submittals. Shop drawings should be complete and checked prior to submittal for review. Electronic submittals are allowed and encouraged.
- The submittal process should begin after the contract is executed, during July and August. This is necessary to meet the construction schedule. The approved submittals will be released the day after the pre-construction meeting. Any submittals needed resubmitting will be returned as possible before the pre-construction meeting, to help meet the schedule.
- Final payment cannot be released until the Affidavit of Release of Liens and payment to suppliers and subcontractors is received (see Article 32, General Conditions for complete requirements).
- NCDOT will perform any construction testing.
- Request for Documents
  - Available on NCDOT Letting Site, Division 1 page.
- Requests for Information
  - By email only to Lisa Keel, [lkeel@ncdot.gov](mailto:lkeel@ncdot.gov)  
Must be received by 1:00 PM Friday, May 22, 2015 to be included in Addendum.
  - Please separate questions about the specs or drawings into two sections so that they may be answered more quickly.
  - Provide the spec section number and paragraph references
  - Provide drawing sheet and detail numbers
  - Include manufacturer's product lit.; reason for substitution; evidence of being equal to product specified; architect's judgement is final. If tile substitution is requested, samples must be received at: Transportation Building, 1 S. Wilmington Street, Room 514, Raleigh, NC 27601, Attn: Lisa Keel.
- The Rest Areas will remain open 24/7; see staging plans for further information and procedures.
- Adjoining Welcome Center will remain open for its regular business hours, and public site access must be maintained. Site must be kept clean, landscape and lawns undamaged.
- A separate landscaping redesign contract will be let and may be constructed concurrent with this project, so contractor and subcontractors are advised that coordination with landscaping contractor is required.

- A site visit to the rest area followed this pre-bid conference.
- Contractor's workers must keep in mind they will be working in close to proximity to the public during construction, and will represent the State of North Carolina to the public. Therefore, no profanity or bad behavior is allowed, and shirts must be worn at all times.
- As the Rest Areas are open 24/7, Contractors are advised to keep their equipment and tools locked up, and the construction fence must be locked to keep kids out of the staging area.

The Contractor must communicate and coordinate with Chris Stanton , (252) 426-5041  
 Cell: (252) 562-2925. [csstanton@ncdot.gov](mailto:csstanton@ncdot.gov)

- Site lighting and Vending Building power must remain operable during construction. If the power is knocked out to a light, it must be back on and the light operating by nightfall, to provide needed security.
- Lisa Keel and Ben Burke discussed the general building requirements:  
 Project Description. 1560 sq. ft. existing restroom building renovation. All tile and plumbing fixtures, and most lighting, is being replaced. No walls or doors will be moved. All gypsum wall board in public areas will be removed and replaced, much of it will receive new tile; a new gypsum wall board ceiling will be added on top of the existing ceiling in all public areas, after it is prepared. The height of the existing concrete floor most likely varies under the existing tile, and the contractor and tile installer must take this into account with the bid. The tile installer must include in their bid provisions for dealing with a varying existing concrete floor, and installation of wall tile, knowing this is a renovation and surfaces may vary.

At the site the hairline fracture in the ceramic tile was examined and discussed, as well as mechanical requirements in the mechanical room and pipe chase.

**Questions and Answers from Pre-Bid Conference:**

Q: Will local permits need to be filed?

A: No.

Q: Explain Demolition Key Note D-10 requiring the architect to be present when tile and wall sheathing is removed in rooms 106 & 107?

A: This is due to the horizontal hairline fracture in the tile. The cause has not been determined (no uneven building settling) and the underlying condition needs to be examined. At the site it was discussed that this may follow the line of the backerboard seam.

Q: Should the wood covers over the existing gable end louvers be repaired?

A: No. Removing them and replacing the existing louvers with new louvers that don't leak will be added to the addendum.

Q: Who is conducting inspections?

A: NCDOT will provide inspections. The electrical work will be inspected by the State Construction Office electrical inspector (Mike Ward), who must be given a week's notice of

the need for inspection. A monthly construction progress meeting will be held, and Division 1 will have a representative on site each day. Any Saturday construction work must be coordinated with Chris Stanton so a Div. 1 inspector can be present.

Ben Burke, the PME engineer, needs at least 48 hours advanced notice to schedule his required inspections (underslab, rough-in, etc.)

Q: Should the 5 picnic shelters be included in the Add Alternate #1, Exterior Painting?  
A: Yes.

End of Meeting Minutes. The items discussed in these Minutes shall be considered part of the contract. Participants are requested to provide written responses to the Architect for any corrections or additions to these minutes.

By: Lisa L. Keel, AIA

Copy: Participants; posted on NCDOT web site

Attachment: Scan of Pre-Bid Conference Sign-In Sheet (in 2 scans)

PRE-BID CONFERENCE SIGN-IN SHEET  
Project: NCDOT DIV. 1, CAMDEN COUNTY REST AREA REFURBISHMENT  
Date: May 19, 2015 Time: 10:00 AM  
NCDOT LOCATION: Div. 1 Roadside Environmental Office, 427 Ocean Hwy North, Hertfo

NAME	FIRM	ADDRESS
1. LISA L. KEEL	NCDOT	1 S. WILMINGTON ST. RALEIGH
2. Anthony L. Peete	Anthony Peete Electrical	304 Roanoke Dr. Halifax, NC 27839
3. Mike Spencer	Sussex Development	109 South Lynnhaven Road suite
4. Chris Morris	A.R. Chessen	138 Rich Blvd. Eliz. City, NC 2
5. Ralph Laurel	Courand Brothers	800 Industrial ave. Ches
6. Ben Burke	Burke Design Group	3305-109 Durham Dr. via
7. Jennifer Pitts	NCDOT	Roadside Environmental
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	PHONE	FAX	E-MAIL
11/16/14	919-707-4548		llkeele@ncdot.gov
NC 27839	252-536-8497	866-805-6861	PeteElectrical@gmail.com
end suite 200	757-422-2400	757-423-0398	mspico@svcsanddevelopment.com
city, NC 27909	292-338-9171	292-338-9172	chrismorris@archesson.com
chess, VA	757-543-7521	757-543-4589	bids@conradbrothersinc.com
Dr. via	919 771-1966	719 779-0826	benburke@nc.rr.com
mental unit	919-707-2932		jpitts@ncdot.gov

Complete email for Conrad Brothers (cut off above) : [bids@conradbrothersinc.com](mailto:bids@conradbrothersinc.com)