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Mandatory Pre-Bid Meeting Minutes

PROJECT: NCDOT DIVISION III - Castle Hayne Multi-Unit Office Building

PROJECT NO. SCO #15-12499-02A

LOCATION: 5501 Barbados Blvd., Castle Hayne, NC

DATE: February 22, 2018

TIME: 10:00 AM

MEETING ATTENDEES: (See Attached Sign-In Sheet)

AGENDA:

1. Sign-In Sheet
2. Bidder's Information Sheet
3. County is New Hanover
4. Introductions
5. Project Details
6. Tour Site
7. Questions and Answers

The meeting was called to order at 10:00 AM by Margaret K. Chalk, of Burnette • Chalk Architecture & Planning, PA, project architects. It took place in the NCDOT Division III Conference Room, 5501 Barbados Boulevard, Castle Hayne, NC. A sign-in sheet was distributed to all in attendance (copy attached), and bidder's contact information sheets were completed by those intending to bid.

Introductions were made:

- Mike Mountcastle, NCDOT Raleigh Office, Project Manager and Structural Engineer;
- Mike Stroud, Stroud Engineering, MEP Engineer;
- Richie Brown, Stroud Engineering, Civil Engineer;
- Louis Delozier, NCDOT Division III Facilities Project Manager;
- Lloyd Royal, NCDOT Engineer in charge of letting bids;
- Margaret (Maggie) K. Chalk, Project Architect.

Mike Stroud stated that Jimmy Fentress or Luke Menius, from the Wilmington office of Stroud Engineering, will do the site inspections during construction.

The Architect announced a correction to the project location as shown on documents: it was originally planned for Pender County (Burgaw), but is now to be built in New Hanover County (Castle Hayne). This correction is to be made on the cover of the Project Manual, and on drawing sheets #1-of-1, #C2-of-6, and

#C3-of-6. She also informed the meeting attendees about telephone calls from suppliers with questions that require visits to the site. Substitutions requests were discussed. Deadline for submittal of substitution requests is ten (10) days prior to bid date. Final Amendment will be issued seven (7) days prior to bid date. Addendums will be emailed to meeting attendees.

Architect explained that project design is intended to match the existing Division III Main Office Building. Meeting attendees were offered the opportunity to tour the building with Louis Delozier, and the intended construction site, and return to the conference room meeting with questions.

The following answers were provided to questions from participants:

1. Construction time is 300 days; Liquidated damages are \$1000.00 per day (see Project Manual).
2. MBE Requirements apply: use HUB Certification forms found in the Project Manual for submittal with proposal. Mike Mountcastle discussed the fact that HUB certification which applies is through the Department of Administration, not NCDOT.
3. Contractors do not need to be pre-qualified with NCDOT to bid on this building.
4. Mike Mountcastle will confirm if Level 1 or Level 2 certification is required for erosion Control during construction. Contractor's Site Superintendent needs to be Level (2) certified.
5. Owner has cleared building site and setup erosion control measures. General Contractor is to mend as necessary, and maintain during construction.
6. Site work not completed by owner is to be added to General Contractor's Scope of Work. This will require a revision to the itemized **Work by Owner** and **Work by the General Contractor** as found in Section 01-1000 of the Project Manual. A re-statement of **Work by Owner** and **Work by General Contractor** will be prepared by Richie Brown, Civil Engineer, and published in Addendum No.1.
7. No local permits are required for this building, but NC State Construction Office Inspection is required for electrical.
8. Existing conditions survey (Sheet 1-of-1) was topo'd shortly after owner had completed site clearing; drawing sheet in bid documents reflect this, and does not reflect current site conditions as of today. Lloyd Royall and Louis Delozier think General Contractor is to begin work with site as it is right now. Richie Brown will confirm this with NCDOT Division III.
9. Richie Brown will check with Cape Fear Utilities (CFPUA) concerning impact/utility fees for this project, and let us know.
10. No capital development fees apply.
11. Project Manual Section 11-1200 - Traffic Control does not require police presence. Lloyd Royal will provide edited section for inclusion in Addendum No. 1.
12. Construction testing fees will be paid by the owner.
13. Bid Opening: Sealed Bids will be accepted and opened at 3:00 PM EST, March 15, 2018 in the same Division III Conference Room we are meeting in today (5501 A Barbados Blvd., Castle Hayne, NC).
14. Requests for information may be submitted no later than ten (10) days prior to bid (March 6, 2018).
15. Plans and Specifications are available from the Architect or on line at:

NCDOT.GOV → BUSINESS → PROJECT LETTING → DIVISION 3 →

End of Report