



## ADDENDUM No. 1 & Pre-Bid Meeting Minutes

Corporate Office  
324 Evans St  
Greenville  
NC 27858  
Tel 252.758.3746  
Fax 252.830.3954

Raleigh Office  
4325 Lake Boone Trail  
Suite 311  
Raleigh  
NC 27607  
Tel 919.784.9330  
Fax 919.784.9331

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<b>Client / Facility:</b>	Craven Community College	<b>TEG Project No.:</b>	20170030
<b>Project Name:</b>	Mechanical Unit Replacement Barker Hall 2 <sup>nd</sup> Floor		
<b>Prepared By:</b>	Procopio Serrano, AIA	<b>Date Prepared:</b>	5/19/2017

ATTENDEES			
Name	Company	Email Address	Phone No.
Cindy Patterson	Craven Community College	<a href="mailto:pattersonc@cravencc.edu">pattersonc@cravencc.edu</a>	252-638-7304
Chris Coffin	Craven Community College	<a href="mailto:coffinc@cravencc.edu">coffinc@cravencc.edu</a>	252-723-8693
Bambi Edwards	Craven Community College	<a href="mailto:edwardsb@cravencc.edu">edwardsb@cravencc.edu</a>	252-638-7317
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Todd Murphrey	Craven Community College	<a href="mailto:murphret@cravencc.edu">murphret@cravencc.edu</a>	252-638-7263
Procopio Serrano AIA	The East Group	<a href="mailto:procopio.serrano@eastgroup.com">procopio.serrano@eastgroup.com</a>	252-758-3746

Contractors Present on site on 5-18-2017			
Name	Company	Email Address	Phone No.
Teddy Lovings	Mechworks	<a href="mailto:estimating@mechworksinc.com">estimating@mechworksinc.com</a>	252-504-3201
Andy Smith	Turnage Corp	<a href="mailto:asmith@turnagecorp.com">asmith@turnagecorp.com</a>	252-727-0740

**Attention:** Please notify the author of any omissions or inaccuracies within ten working days after date prepared. Unless notified, the information contained in the meeting minutes will be considered correct as written.

<b>Purpose of Meeting:</b>	Pre-bid
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### Requirements for Bid:

- All contractors must be properly licensed under the State Laws governing their respective trades.
- All contractors are advised that the Owner has a minority and women participation policy for construction projects. Refer to the specifications for a detailed description of this policy.

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3. Each proposal shall be accompanied by a cash deposit or a certified check drawn on some bank or trust company insured by the Federal Deposit Insurance Corporation, of an amount equal to not less than 5 percent of the proposal. In lieu thereof a bidder may offer a bid bond of 5 percent of the bid executed by a surety company licensed under the Laws of North Carolina to execute such bond conditioned that the surety will upon demand forthwith make payment to the obligee upon said bond if the bidder fails to execute the contract in accordance with the bid bond, and upon failure to forthwith make payment, the surety shall pay to the obligee an amount equal to double the amount of said bond. Said deposits shall be retained by the Owner as liquidated damages in event of failure of the successful bidder to execute the contract within ten days after the award or to give satisfactory surety as required by law.
4. Performance and Payment Bond will be required for one hundred percent (100%) of the contract price.
5. Payment will be made on the basis of ninety percent (90%) of monthly estimates and final payment made upon completion and acceptance of work.
6. Contractor will be required to provide the following safety documents:
  - a. A copy of most recent 2 years of OSHA 300 a Summary Log for Recordables.
  - b. A copy of their company written Safety Plan
  - c. A copy of their Near Miss/Recordable Incident Plan (if not included in safety plan)
  - d. A copy of any specific written safety plans such as fall protection, lock out and tag out etc.
7. No bid may be withdrawn after the scheduled closing time for the receipt of bids for a period of 60 days.
8. List of the following primary subcontractors shall be listed on bid form
  - a. Mechanical subcontractor
  - b. Electrical Subcontractor
9. Awarded Contractor needs to register in the electronic Vendor Portal (eVP) for the Interactive Purchasing System (IPS). There is no cost for this registration. If the contractor qualifies as a Historically Underutilized Business (HUB), the contractor will also need to request HUB Certification through the eVP.

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**Minority and Women Business Enterprise Plan Special Provisions**

1. Each Bidder must participate in the Minority and Women Business Enterprise Plan and/or show a "good faith effort" to participate. Note that the goal is to have 10% Minority, 6% women.
2. In the specifications you will note the portion that describes the Craven Community College Minority and Women Business Enterprise Plan. Forms are included as a part of the specification.
3. It should be noted that the bidder must provide the completed forms with the bid.
4. Ensure that contractors are HUB certified.
5. See specifications for Affidavit A, and Affidavit B.

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**General On-Site Conditions**

1. An area will be provided for construction staging, port-a-john, dumpster and contractor parking. See attachment.
2. Traffic modifying activities to occur outside of construction Staging area to be coordinated and approved by the Owner.
3. All existing concrete curbs, asphalt, stripping, etc. inside the Staging area shall be protected or repaired to return to current condition at the end of the project.
4. All existing landscaping shall be protected during the duration of the project.
5. Schedule high noise and high vibration activities so as not to interrupt the existing radio station that will remain in operation throughout the project duration. **Avoid such activities from 5:30AM-9:00AM and 3:00PM-6:00PM Monday thru Friday. Such activities may occur any time Saturday and Sunday and any time the campus is closed.**

**Site Visits: One Mandatory site visit is Required.**

1. **CLARIFICATION**, attendance at the pre-bid conference is not mandatory **but a mandatory site visit is**. All interested contractors must schedule a site visit with **John Melville** with Craven Community College. **Available times for Site Visits are Monday 5/22 and Tuesday 5/23 from 10am-11am.** Contractors failing to make a site visit may not have their bids accepted.

**Project Review**

Submit one bid for total project. The project involves Mechanical Unit Replacement, ductwork replacement and revisions, new HVAC controls for new unit and required electrical work. This work is to the main open library portion of the existing 2nd Floor of Barker Hall and required duct work modifications for new testing center updates.

**Phasing:**

1. To be completed in a Single phase.
2. Coordinate with ongoing library finishes replacement and Testing Center Renovations Project. Contractor access stair and dumpster/staging area will be shared.

**Alternates: None**

**Working Hours:**

1. Schedule high noise and high vibration activities so as not to interrupt the existing radio station that will remain in operation throughout the project duration. Avoid such activities from 5:30AM-9:00AM and 3:00PM-6:00PM Monday thru Friday. Such activities may occur any time Saturday and Sunday and any time the campus is closed.
2. The campus is open until 10pm.

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**Time Line**



1. See specifications for project time duration and liquidated damages.
2. Contractors should notify the architect and owner for any “dead” period that contractors see while working on bid.
3. Anticipated Notice to Proceed date: Will be June 13, 2017

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**Permit Fees:**

1. The General Contractor will be responsible for submitting for permit(s) and for all the permit fees that are applicable. It is the responsibility of the General Contractor to inquire and determine all fees for permitting and inspections for the project and these shall be included in the project bid.

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**All questions and concerns:**

1. All questions or concerns must be submitted in **writing using the attached form**. If a question is answered on site by either the owner or architect, it must be followed up in writing using the attached form. Please submit all questions to: Procopio Serrano of the East Group, via **email or fax** at [procopio.serrano@eastgroup.com](mailto:procopio.serrano@eastgroup.com) and/or 252-830-3954 (fax).
2. Thursday, May 25<sup>th</sup> is the last day for questions.

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**Addendum No. 2: Note: All information above is considered part of the addenda 2 and the contract documents.**

**Clarifications and Revisions.**

1. **Clarification:** The GC may use building power.
2. **Clarification:** Removal of reworking of ceiling grid to facilitate the installation new mechanical ductwork and equipment and removal of old equipment will be by the General Contractor in this bid.
3. **Clarification:** Existing roof is still under warranty. All roof work to completed by an authorized roofing contractor that will not void warranty.
4. **Clarification:** Contract duration has been **reduced** from 90 days to **60 days**. Please ensure that the time period that the mechanical unit is down and the new one is up is reduced to a minimum. See revised Bid Form 00400 attached.
5. **Clarification:** Trane is an acceptable manufacturer for the VAV terminals. The specs list Metalaire and Titus as well. Trane is listed in the Spec as well as Carrier, Daikin and York/JCI.
6. **Clarification:** The existing ceiling in the existing mechanical room will be removed. No additional ceiling will be reinstalled. Ensure that all existing conduit, light fixtures, and devices called out on the drawings to remain are properly supported from the structure or walls. Maintain a smoke tight construction at the top walls between adjacent spaces and mechanical room.

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**Drawing Revisions.**

1. **Added New Sheet G3.1:** New Contractor Staging Plan. See attachment.

**Specification Revisions.**

2. **00400 Bid Form:** Revised bid form to show revised contract time to 60 Days. See Attachment.

Sealed Bids (hard copy) are due **Tuesday May 30, 2017 at Brock Administration Building, Room 222, 800 College Court, New Bern NC** on the Campus of Craven Community College. Single prime bids will be accepted up until 2:00 PM EST. The bids will, immediately thereafter, be publicly opened and read aloud.

Complete Plans, Specifications and Contract Documents will be available free from the **Craven Community College Website**, Full set of printed copies will also be available from DPI, Digital Printing and Imaging, in Greenville NC **at cost of printing**, contact

**Digital Print & Imaging, Inc**  
 115-a Red Banks Rd.  
 Greenville, NC 27858  
 252-321-3800  
 greenville@dpiinc.net

**Attachments:**

Added G3.1, 00215 Document Request Form, Revised 00400-Bid Form

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MECHANICAL UNIT REPLACEMENT BARKER HALL 2<sup>ND</sup> FLOOR**

**SECTION 00215 - DOCUMENT CLARIFICATION REQUEST (DCR)**

**PART 1 - GENERALD**

**1.1 DESCRIPTION OF WORK**

- A. Work Specified This Section:
  - 1. This Section specifies administrative and procedural requirements for disposition of Document Clarification Request (DCRs) during the Bidding Phase.

**1.2 SUBMITTALS**

- A. Submit each request (DCR) on the form included this in section.
- B. Provide only one request on each form.
- C. Email DCR form to Dennis Peterson at [dennis.peterson@eastgroup.com](mailto:dennis.peterson@eastgroup.com).

**PART 2 - PRODUCTS (NOT APPLICABLE)**

**PART 3 - EXECUTION**

**3.1 CONDITIONS:**

- A. Submit requests to the Architect as soon as possible.
- B. DCRs will be received up to seven (7) calendar days prior to the Bid date. DCRs received after that date will not be reviewed.

**3.2 ARCHITECT'S ACTION:**

- A. The Architect will review the information requested.
  - 1. If, after researching the issue, if the information is found within the Contract Documents, then no formal response will be forth coming.
- B. The Architect's response will be in the space provided on the DCR form included this in section.



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00215 – DOCUMENT CLARIFICATION REQUEST (DCR)  
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<b>DOCUMENT CLARIFICATION REQUEST</b>		<b>Date:</b>
Attention: Procopio Serrano, AIA	Submitted By:	
The East Group, PA 324 Evans Street Greenville NC 27835		
Subject:		
Specification Number:		
Drawing Sheet Number:		
<b>INFORMATION REQUESTED</b>		
Signed: _____		
<b>RESPONSE</b>		
<input type="checkbox"/> See Drawings/Specifications _____		
<input type="checkbox"/> See Addenda to be issued		
<input type="checkbox"/> Other		

Answered By: \_\_\_\_\_

Date: \_\_\_\_\_

**END OF DOCUMENT 00215**

