

rotmanarchitecturePA

May 5, 2021

**PRE BID CONFERENCE MEMORANDUM**

**Project:** NC DOT IT/BOT Control Room AV Renovations  
1 South Wilmington Street  
NC DOT Transportation Building Annex  
Raleigh, NC  
SCO ID#19-20471-01A

**Location:** NC DOT Transportation Building Annex  
Raleigh, NC

**Date:** May 4, 2021

**Purpose:** Review Bid Requirements and Existing Site Conditions

**Attending:** David Rotman, Rotman Architecture, PA, David Varel, NCDOT, Interested bidders

**Minutes:**

1. **Sign-in Sheet for Attendees:**  
All official correspondence issued during Bidding to Contractors will be via e-mail using the information you have provided, so it is imperative to sign the sheet and to print legibly. Planroom contact information will also be used so anyone registered as a planholder will also receive the Meeting Notes, and all official correspondence.
2. **Introductions - Owner Representatives and Design Team:**  
  
NC DOT: Project Manager – David Varel  
  
Rotman Architecture, PA Designer – David Rotman, AIA  
  
Optima Engineering Electrical Engineer – Amanda Brooks, PE  
Mechanical Engineer – Evan Connell, PE
3. **Minority Business Participation:**  
Forms have been provided in the Project Manual for you to utilize as part of your Bid. If you have questions, please contact Rotman Architecture, PA for clarification.

4. Project Description:  
The Work of Project is defined by the Contract Documents and consists of the following: The work includes, but is not limited to, the combination of several rooms to create a new AV control room suite and associated mechanical and electrical work in the area. The buildings will remain fully occupied during construction.
5. Allowances:  
The project does not include allowances.
6. Unit Prices:  
The project does not include unit prices.
7. Alternates: -  
The project does not include any alternates.
8. Bidding Information  
Project to be bid single prime by a General Contractor. The *FORM OF PROPOSAL* requires the GC to list the Mechanical, and Electrical Subs to be used on the project.  
As stated in the *ADVERTISEMENT FOR BIDS* and the *NOTICE TO BIDDERS*; sealed proposals will be received by The NC DOT in the main auditorium, first floor, NC DOT Headquarters Building, 1 South Wilmington Street, Raleigh, NC 27601 up to 3:00 PM on Thursday, May 25, 2021. Please follow the instructions specified in the *NOTICE TO BIDDERS* and *INSTRUCTIONS TO BIDDERS*, and on the *FORM OF PROPOSAL*.  
Bids shall be delivered in a sealed envelope with the name of Contractor, Contractor's License Number, project name, and date/time of bid opening printed on the outside of the envelope. Bids submitted electronically will not be accepted. We require that the Bid Bonds shall be in a separate envelope attached to the bid envelope and marked Bid Bond on the outside along with the above information so we can confirm receipt of three valid bids prior to opening. Doors leading from the lobby to the conference room will be locked and NO bids will be accepted after bid period is closed.
9. Required Submittals for Bidding  
Review the *INSTRUCTIONS TO BIDDERS* found in the Project Manual to ensure compliance .  
Completed Bid Form - *FORM OF PROPOSAL* including acknowledgement of all Addenda issued.  
The bidder shall include with the bid proposal the form *Identification of Minority Business Participation* identifying the minority business participation it will use on the project and shall include either *Affidavit A* or *Affidavit 8* as applicable. Forms and instructions are included within the Proposal Form in the bid documents. Failure to complete these forms is grounds for rejection of the bid. (GS143-128.2c Effective 1/1/2002.)  
A performance bond and a payment bond will NOT be required for one hundred percent (100%) of the contract price.
10. Questions from Contractors related to Bid Documents  
All questions and requests for clarification shall be submitted in writing to David Rotman at Rotman Architecture, PA via e-mail to [rotmand@rotmanarchitecture.com](mailto:rotmand@rotmanarchitecture.com).
11. QUESTION DEADLINE: To ensure a fair bidding process, questions and/or clarification requests by any general contractor shall be received prior to Monday, May 17, 2021 at 4:00 p.m., this deadline will allow for a complete response to all bidders, and meet the 7-day prior to bid rule for an Addendum to be issued.
12. Addenda  
The last day for an Addendum to be issued will be Tuesday, May 18, 2021. NOTE: All Addenda issued require acknowledgement of receipt on the *FORM OF PROPOSAL* or the bid may be considered non-responsive. NOTE: Nothing stated at this PRE-BID meeting, or contained in the minutes of this PRE-BID meeting, shall change the work detailed in the project documents unless a subsequent addendum is issued formally changing the item.

13. Completion Time & Liquidated damages  
Work for the project shall be completed within 60 (Sixty) calendar days after notice to proceed, as stated in the Supplementary General Conditions found in the Project Manual.  
Anticipated date of the Notice to Proceed is June 15, 2021, and final completion shall occur on or before August 15, 2021.  
Liquidated Damages: As stated in the Supplementary General Conditions, liquidated damages of \$100/day shall apply if project exceeds contract duration.
14. Obtaining Plans and Specifications
15. Contractors in need of bid documents may download these free of charge by requesting documents from David Rotman via e-mail to rotmand@rotmanarchitecture.com. Printed Sets for this project are available upon deposit of \$200.00 per set [refundable at conclusion of bidding if drawings are returned in good, usable condition within ten (10) days after the bid date].
16. Work Restrictions - Building Security  
Contractors shall be permitted to work during normal business hours 8:00-5:00 pm in the building. Additional hours may be available upon request with 72 hours notice to NC DOT. Contractors shall not disrupt ongoing building operations or users as a condition of their access to loading docks, driveways, elevators, and other building related access items. Coordination with Building Occupants, and Work Restrictions.
17. Use of Building Services for Construction: Power and Water  
The Contractor shall be allowed to use the existing building's freight elevator, water service and electrical service for this project within the limits specified in the project manual. Refer to Section 01 50 00-TEMPORARY FACILITIES AND CONTROLS. Access to these services is NOT guaranteed. In the event these services are not available, contractor is responsible for providing them to the project.
18. Shutdowns of Existing Building Services  
As noted in Section 000800 - GENERAL CONSTRUCTION REQUIREMENTS, all utility shutdowns shall be scheduled well in advance by the Contractor with the NC DOT Project Manager. Expected duration shall be noted in the request.
19. Insurance  
Contractors are to provide & maintain insurance of the types and minimum coverage amounts as specified by the General Conditions, Article 34 - Minimum Insurance Requirements.
20. Confirmed electronic delivery of plans and specs to all bidding construction contractors present. Advised that prebid was voluntary.
21. DSR reviewed architectural and MEP scope of work with attendees. Conducted a walkthrough of the space, including exterior access and loading access with all bidders.
22. Contractors asked if they could visit the site with subs. DSR responded that they could and the contractors should coordinate their onsite activities with the local DOT staff.
23. The parking lot adjacent the building on New Bern Place will be available to the contractors for access. Parking for two vehicles and one dumpster space will be reserved for the use of the contractor during construction. Contractor shall be responsible for securing permits and any permit fees.
24. Discussed standards of behavior and decorum required of all contractors and visitors to the NC DOT Building. All present indicated that they are familiar with these requirements and the consequences of failing to uphold these standards.
25. DSR noted that there had NOT been a survey for lead paint or for asbestos in the suite on the floor of this building. Asbestos or lead paint may be present and contractors are notified that they should be cautious during demolition. Notified contractors that any review or survey is not absolutely comprehensive and is not a guarantee that there are no hazardous materials present. In the event there is any suspicion that materials being disturbed as part of the work may be hazardous, the contractor is directed to stop and request review by the designer to verify the safety of any materials being disturbed.
26. No performance and payment bond is required for this contract.

27. There is a 10% HUB participation goal. Contractors are reminded to carefully review the requirements of the State of NC MBE/HUB participation guidelines attached as part of this contract, and ensure full compliance therewith, including submission of required affidavits with bids.
28. BIDDERS QUESTIONS
- a. Is there roof work involved? Answer – No, no roof work is anticipated as part of this contract.
  - b. Are the P & P bonds required? Answer – No P & P bonds are required for this contract.
  - c. What is the name of the company that does Fire Alarm Maintenance in the building? Answer Johnson Controls/Simplex.
  - d. What would the owner do if the lead times for materials exceeded the duration of the contract? Answer – If this is determined by the low bidder to be the case, NC DOT will alter the schedule to make the scope of work feasible, most likely by releasing procurement of materials and delaying the mobilization to the job site to permit the materials required to be available.
  - e. Will you share the prebid sign in? Answer – Yes, see attached to this memorandum.
  - f. Is attendance at the prebid meeting required or optional? Answer – Prebid attendance is not mandatory as a condition to bid, but it is encouraged.
29. The foregoing conveys our understanding of the items discussed and the conclusions reached during this meeting. This information will be deemed an accurate documentation of the discussions held, and decisions made, during this meeting, unless notice to the contrary is brought to our attention within 72 hours of receipt.

**ROTMAN ARCHITECTURE, PA**



David S. Rotman, AIA

DSR/mlb 024002

Enclosure: Pre Bid Sign in Sheet

cc: All Attendees  
All Interested Bidders  
NCDOT: Varel