

Pre-Bid Meeting Minutes Rolesville Town Hall Renovations February 4th, 2020, 2:00pm

The following items were discussed at the Pre-Bid Meeting:

1. Town Staff has stated the Estimated Budget is \$100,000.00
2. The plans have been submitted to Wake County for permitting.
3. The Town of Rolesville will pay for the building permit directly, no allowance shall be included in the base bid. The General Contractor is responsible for any other fees associated with permitting, this will include ALL re-inspection fees.
4. There are allowances listed in the spec book. Allowances indicated are for the material cost. GC shall include all labor/ installation costs associated with these allowances in their base bid.
5. All Bidding/ Construction Documents are being provided electronically. Bidders are responsible for all printing necessary for bidding and construction.
6. The Construction Start Date is on or about March 2nd, 2020, and the Construction Completion Date is May 1st, 2020 when the project is to be substantially complete.
7. Liquidated Damages in the amount of \$500 per day will be assessed for each construction day after May 1st, 2020.
8. All questions and clarifications are to be sent by email to Joe Armistead at joe@baxterarmistead.com not to the Owner or Engineers. Do not ask questions after 5:00pm on February 13th.
9. Bonds are required.
10. See the Instructions to Bidders for insurance requirements.
11. See the Instructions to Bidders for Pay Request submittal requirements. Pay Requests shall be submitted monthly to the Owner's Representative on a mutually agreed regular date.
12. Any necessary field investigations by contractors and subcontractors can be scheduled with JG Ferguson and shall occur between the hours 9:00am to 4:00pm, Tuesday February 11th. Request can be emailed to architect, who will forward to Mr. Ferguson.
13. Reference the Life Safety Plan, Sheet T-1, all greyed area shall be off-limits to construction personnel, unless escorted by Town staff. In an effort to keep Town Hall from being unsightly during the construction period, it is asked that all construction traffic/ vehicles utilize the back of building.
14. While it preferable for all construction to occur during normal Town Hall business hours, upon requests, Town Staff will work to accommodate some

- after hours. This must be scheduled/ approved with JG Ferguson.
15. Existing restroom facilities located at the front, may be utilized by construction personnel during the project.
 16. The question was asked regarding existing deck heights? Building is a pre-engineered structure with a single sloped roof from front to back. Existing building drawings indicate the high eave at 16'-5", low eave height at 14'-0". This is a general guide; **THIS HAS NOT BEEN FIELD VERIFIED!**
 17. Sealed proposals will be received until 2:00 PM, Wednesday February 19, 2020 at the Rolesville Town Hall, 502 Southtown Circle, Rolesville, NC 27571 for single prime bids of the Rolesville Town Hall Renovations.