

## ADDENDUM NO. 01

**ISSUE DATE:** March 10, 2023

**PROJECT:** NC Transportation Museum - Back Shop Clerestory Repairs  
1 Samuel Spencer Drive, Spencer, North Carolina  
SCO ID#: 21-22909-01A  
Atlas Engineering Job No. J2507

**FROM:** Matt Poisel, PE - Atlas Engineering, Inc.

**TO (via email):** Tony Romaine – NC Department of Natural and Cultural Resources  
Pre-Bid Meeting Attendees and Additional Designated Representatives  
Contractors/Manufacturers Holding Bid Documents

This addendum forms a part of the Contract Documents titled “NC Transportation Museum - Back Shop Clerestory Repairs”, dated February 2023. **Acknowledge receipt of this Addendum in the space provided on the bottom of the signature page of the Form of Proposal.** Failure to do so may subject the Bidder to disqualification.

This addendum consists of 2 pages with 9 pages of attachments, totaling 11 pages.

### REVISION TO PROJECT DURATION:

The project duration has increased to 210 days for base bid work, with the duration for work performed on-site increased to 120 days. The additional time for each bid alternate remains the same.

This change results in changes to the following Project Manual Sections:

### REVISION TO ARTICLE 23 SUPPLEMENTARY GENERAL CONDITIONS:

Article 23 shall now state:

“The Contractor shall commence work to be performed under this Contract on a Notice to Proceed (NTP) date to be specified in written order from the Designer and Owner. The Notice to Proceed date will be determined following execution of the construction contracts. The Contractor shall fully complete all work hereunder within **210** consecutive calendar days from the Notice to Proceed for the contracted work. If the Contractor should fail to complete the Work within the time specified (including approved Change Orders) liquidated damages of \$500.00 per calendar day will be charged to cover the direct costs to NC Department of Natural and Cultural Resources. Refer to the plans and specifications for additional information.”

### REVISION TO SECTION 010100-1.04A CONTRACT TIME AND SCHEDULING

**This section shall now state:**

The contract time from the Notice to Proceed to Final Completion for Base Bid work is **210 days**. The Notice to Proceed date will be scheduled to indicate the start of on-site work with the understanding that the contractor will require some upfront time for exploratory phase, submittals and metal shop drawing process. The Contractor may not mobilize to site or perform work until submittal process has been completed and the Contractor receives the Notice to Mobilize from the Designer. The Contractor will have **120 days** for completion of base bid work from Notice to Mobilize to Final Completion. Performance of the initial Exploratory Phase is considered part of the submittal process and does not require the Notice to Mobilize.

**PRE-BID MEETING MINUTES:**

The attached Pre-Bid Meeting Minutes (6 pages) and copy of the meeting Sign-In Sheet (2 pages) shall become a part of the Contract Documents. Significant questions discussed at the meeting can be found within the meeting minutes.

END OF ADDENDUM

**ATTACHMENTS:**

- Pre-Bid Meeting Minutes – 8 Pages
- Pre-Bid Meeting Sign-In Sheet – 1 Page



## PRE-BID MEETING MINUTES

**1:30 p.m., March 7, 2023**  
**Back Shop Clerestory Repairs**  
**NC Transportation Museum, Spencer, NC**  
**SCO ID#: 21-22909-01A**  
**NC Dept. of Natural and Cultural Resources**

1. **Introduction of Key Members:**

- a. **Owner: NC Dept. of Natural and Cultural Resources**  
NCDN&CR Project Manager: Tony Romaine  
NC Transportation Museum Maintenance Director: Joseph "JR" Ayash
- b. **Designer: Atlas Engineering, Inc.**  
Project Manager: Matt Poisel, PE  
Engineer of Record: Kelli Wilcox, PE, RRC

2. **General Project Information:**

- a. The project is being bid and contracted as a Formal, Single-Prime contract.
- b. Attendance at the Pre-Bid Meeting was **NON**-mandatory. Attendees were all asked to provide their company name and email address in the chat room of the virtual meeting. A copy of the sign-in sheet is attached. Due to a low number of bids received for the original designed project, the project has since been redesigned and re-advertised for bids.
- c. Review of Bid Date, Time, and Format
  - **Bids are due on March 28, 2023, no later than 3:00 P.M. in the office of the NC Department of Natural and Cultural Resources to the attention of Mr. Tony Romaine.** This is a formally bid project and bids will be publicly opened and read in the same location directly following the 3:00 p.m. deadline in accordance with the requirements of the General Statutes of North Carolina.
  - Attendees were made aware that USPS mail must be sent to the Mail Service Center address instead of directly to the building location. Due to COVID-19 impacts, bidders should allow for several extra days for Mail Service Center processing if they choose to send their bids via USPS. Bidders sending bids to the Mail Service Center are highly encouraged to send them early and to call Mr. Romaine ahead of the bid date to ensure that their bids have been received.
    - **USPS Mail Address for Mail Service Center**  
**4605 Mail Service Center**  
**Raleigh, NC 27699-4605**
  - Attendees were encouraged to use UPS or FedEx to submit bids. UPS and FedEx deliveries are to be sent directly to the NC Department of Natural and Cultural Resources at the following address.

○ **UPS & FedEx Address for NC DMN&CR**  
**109 East Jones Street**  
**Raleigh, NC 27601**

- In order to be considered received on time, the bids must be at the NC Department of Natural and Cultural Resources office by the 3:00 p.m. deadline.
  - Carefully follow the Instructions to Bidders included within the Project Manual.
  - Use Form of Proposal provided. Submitted proposal must have original signatures. Photocopied signature sheets or faxed or emailed proposals will not be considered. Bids provided on other forms will be disqualified.
  - Provide two original hardcopies of bid in an opaque, sealed envelope, marked with the project name, bid date and time, SCO ID#, name of the bidder, bidder's contractor license number clearly printed on the outside of the envelope. Please clearly mark "BID ENCLOSED" and "ATTN: TONY ROMAINE" on the outside of the bid envelope and the on the front and back of any additional mailing envelopes such as UPS or FedEx. Please follow these instructions carefully to avoid loss of bids or designation as a non-responsive bidder.
  - Cash Deposit, certified check, or Bid bonds are required for 5% of proposal. If providing a Bid Bond, you must use the State's Bid Bond Form included in the Project Manual. (Do not use AIA or AIA-based Bid Bond Form.) Bid bonds not provided using the State Bid Bond form may cause the bid to be disqualified.
  - Identification of Minority Business Participation and either Affidavit A or Affidavit B must be attached to the bid. Failure to properly complete and include the required MBE documentation may result in disqualification of the bid. Additional information can be found in the MBE Guidelines included within the Project Manual. ***Bidders were reminded that documentation of Good Faith Effort must be provided if MBE requirements are not met.***
  - Performance and Payment Bonds are required for this project. These bonds are not required to be submitted with the bid, but bidder must be sure they are capable of bonding in the amount of the bid provided (including the bid alternates).
  - Bidders were asked to review directions regarding withdrawal of proposals.
- d. Obtaining Bid Documents: Bidders must fully examine the Project Documents and existing site conditions prior to submitting their bid.
- Bid Documents consist of the Project Manual and Project Drawings.
  - A hardcopy of the design documents will be made available to attendees of the pre-bid meeting at no cost. Additional hardcopy sets may be requested from Atlas Engineering for a refundable plan deposit of \$50.00.

- Electronic copies of the documents may be requested from Atlas Engineering and are free of charge. Bidders are responsible for checking all drawing scales on electronic versions when using them with estimating software and are responsible for making sure that electronic sets are complete.
- Notify the Designer of any questions, concerns, errors as soon as possible, but no later than end of business 11 days prior to the bid (by Friday, March 17th). The last addendum will be issued by 3:00 p.m. on March 21st, 2023.
- Issue of Addendum No. 01 will include a copy of the pre-bid meeting minutes and a corrected Form of Proposal. **Receipt of addenda must be marked on the Form of Proposal** (after signatures). Failure to indicate receipt of addenda may cause your bid to be disqualified.
- Bidders were reminded that they must be familiar with the State's General Conditions and Supplementary Conditions, included within the Project Manual.

3. **Review of Form of Proposal:**

- a. Fill out completely base bid, bid alternates, and unit costs. For base bid and bid alternates use words and numbers – make sure they match!
- b. Base Bid and Bid Alternates 2 & 3 costs must include estimated quantities of unit rate work per Section 012100.
- c. Fill out subcontractors to be used (windows, electrical, etc.). If prime bidder is self-performing one of these work items, please place bidder name in the correct space, don't leave blank. Bidders can list more than one subcontractor if the subcontractor selected will differ based on acceptance of a bid alternate, etc.
- d. Bidders must circle "Add" or "Deduct" for Bid Alternate.
- e. Provide unit rates for listed items. Unit rates will be used in the event that the actual quantity of work performed is more, or less, than the estimate in the base bid.
- f. Attach the required MBE forms (ID of MBE/HUB firms, and either Affidavit A or B) and Bid Bond form. Forms have been included in the Project Manual. **If a contractor will self-perform the work and intends to submit Affidavit B, they must make sure to fill out the Identification of Minority Business Form with “none” and \$0 (not blank) in the places provided. Bidders should take care to carefully follow the MBE requirements and contact the Owner, Designer, or State HUB personnel with any questions or concerns during the bidding process.**
- g. The Owner reserves the unqualified right to reject bids if the bidder fails to insert a price for all of the bid items including the base bid, bid alternates, or unit rates requested, fails to complete subcontractor listing, mark addenda, or provides incomplete or incorrectly completed forms. Don't leave any spaces blank.
- h. The award of the contract will be made to the lowest responsible and responsive bidder on the basis of the base bid and bid alternates, if accepted by the Owner. The bid alternates may be selected if budget is available.

4. **Scope of Work:**

- a. Base Bid works includes:
1. Perform a Pre-Job Damage Survey prior to the start of work. Perform an operational check of all operable louvers prior and document condition prior to start of work. Notify the Designer and Owner if the operational test of the louvers indicates any problems or if any equipment is found to be abandoned, damaged, or non-operational.
  2. Installation, maintenance, and removal of pedestrian protection and work access infrastructure including, but limited to: scaffolding; ladder/stair towers; pedestrian traffic control methods; pedestrian overhead protection; netting/screening to prevent falling debris; exhibit protection; roof system protection; lifting, transporting, or conveying equipment; or other infrastructure as discussed during the pre-bid meeting.
  3. Existing structural member sizes and layout, rough opening layout, and system construction and flashing details must be field verified by the contractor prior to provision of shop drawings and ordering, fabricating, and installation of the new window systems.
  4. Un-mounting, temporary support, and re-mounting of conduit, fire protection systems, and other fixtures on the interior face of the clerestory wall as needed to access the work area. Coordinate and obtain all local and SCO inspections required, if any.
  5. Removal of interior plywood sheathing of clerestory wall. Removal of batt insulation from stud wall cavities. Remediation of any organic growth encountered.
  6. Repair of stud wall framing per Engineer's direction after inspection. Repairs will utilize unit cost allowances.
  7. Repair of deteriorated wood decking utilizing unit cost allowances.
  8. Installation of supplemental framing Z-purlins and flashing below clerestory wall and attachment to existing steel truss framing. Painting of steel members to match existing structural steel.
  9. Removal of existing window systems. Preparation of rough opening to receive new storefront window system, including all weather-barriers, flashings, and other components.
  10. Installation of new storefront window system framing, including all blocking, shims, fasteners, sealants, gaskets, insulation, clips, and other accessories necessary for a watertight installation capable of resisting code loading and obtaining a manufacturer's warranty.
  11. Installation of new glazing systems, including all clips, gaskets, sealants, and other accessories necessary for a watertight installation capable of resisting code loading and obtaining a manufacturer's warranty.
  12. Field water spray-testing of window and repaired louver systems prior to removal of access platforms and installation of interior insulation and sheathing.
    - a. Spray testing will be informal testing performed by the contractor and witnessed by the Engineer.

13. Installation of new batt insulation in stud cavity walls of clerestory.
  14. Installation of new stained plywood sheathing to match existing interior finish of clerestory walls.
  15. Final cleaning of all installed surfaces.
- b. Bid Alternates:  
The following bid alternates are requested for this project.
- Bid Alternate 01: Provide a pressure plate closure piece at all joints between louvers along the east elevation. Perform work in accordance with requirements from the base bid scope of work. Provide additional sealant, fasteners, and other repairs to the existing louvers detailed on Sheet 304 for all locations of louvers at the clerestory.
  - Bid Alternate 02: Remove and replace all windows at the clerestory along the east elevation, between column lines 14 and 27 and all associated work necessary. Perform work in accordance with the requirements for the base bid scope of work.
  - Bid Alternate 03: Remove and replace all windows at the clerestory along the east elevation, between column lines 2 and 14, and all associated work necessary. Perform work in accordance with the requirements for the base bid scope of work.
- c. Specified Window System Requests for Substitution.
- Requests for substitutions) must be received by no later than end of normal business on March 14, 2023 to allow for time to review and issue applicable addenda. Requests must come from a bidder and not from a system manufacturer.
- d. Visiting the Site: Bidders may visit the site and roof following the meeting. Bidders may visit the interior but must be escorted with the group. Lift access to the clerestory windows on the interior side will not be provided following the meeting. An exterior ladder will be available to access the roof following the meeting. Bidders may return to the building to perform additional observation, but must contact JR Ayash in advance at 704-636-2889 ext.248 to coordinate access.
5. **Work Hours/Coordination Items:**
- a. *There are conflicting durations listed in the project manual, the Supplementary General Conditions do not match the duration listed in Section 010100-1.04. A revision of the supplementary General Conditions will be issued in Addendum 01. **The contract time from the NTP to Final Completion for Base Bid work is 210 days.** The Notice to Proceed date will be scheduled to indicate the start of on-site work with the understanding that the contractor will require some upfront time for exploratory phase, submittals and window shop drawing process. The Contractor may not*

mobilize to site or perform work until the submittal process has been completed and the Contractor receives the Notice to Mobilize from the Designer. The Contractor will have **120 days** for completion of base bid work from Notice to Mobilize to Final Completion. Performance of the initial Exploratory Phase is considered part of the submittal process and does not require the Notice to Mobilize. Liquidated damages per calendar day. Acceptance of Alternates will increase the contract time by the following amounts:

1. Acceptance of Alternate 01 will add **15 days** to the contract time above the base bid.
  2. Acceptance of Alternate 02 will add **60 days** to the contract time above the base bid.
  3. Acceptance of Alternate 03 will add **45 days** to the contract time above the base bid.
- b. ***Please note that additional time was added during the Pre-Bid meeting, and the contract time is different than the times listed in the Supplementary General Conditions and Section 010100 of the Project Manual. The times listed above are correct.***
- c. Coordination with Building Schedule: The Owner will occupy the premises during the period of construction for the conduct of their normal operations. Limit the use of the premises for construction operations, to allow for Owner occupancy to the building and adjacent buildings through the duration of the project. The contractor shall schedule and coordinate work with the designated point of contacts at NCDNCR and the project contact with the building.
- d. Staging and Storage: Review the attached maps for access area for materials and workers.
- e. The Contractor must follow all requirements of the NCDNCR and the NC Transportation Museum including, but not limited to, entrance to the site and building by workers and delivery vehicles, coordination with interior occupants for purpose of safety, storage and protection of equipment and vehicles, and coordination of construction scheduling around the events of the building as applicable.

**6. General/Owner Items:**

- a. Deliveries: Contractor must be present to accept and unload deliveries.
- b. Insurance Requirements/P&P Bonds: Be sure that insurance certificates will meet State Requirements, especially for cancellation clauses, endorsements, and builder's risk coverage.
- c. Review special requirements at the NC Transportation Museum.



**7. Questions and Answers from Pre-Bid Meeting:**

Q1: What are the requirements for scaffolding?

A1: It is the responsibility of the Contractor to determine the requirements of the scaffolding to meet their needs for access and all OSHA safety requirements. It is anticipated that only one level of work platform would be needed to complete the window replacement and structural repairs associated with window replacement. The Owner is amenable to adjustments in phasing and extent of scaffold, provided that one-half of the building floor area is un-obstructed at all times.

Q2: For Bid Alternate 01, can all the associated work be completed from the exterior of the building?

A2: Yes, all work for Bid Alternate 01 can be performed from the exterior.

Q3: Can a lift be used for the in-place mockup or will scaffolding need to be used?

A3: There is no requirement for an in-place mock-up for this project. The initial Exploratory Phase demolition is intended for the Contractor to be able to view the rough opening size and have sufficient information to create accurate shop drawings. The opening where windows were removed during the Exploratory Phase can be temporarily closed with an opaque weather-tight barrier (plywood & weather barrier) until the new window system can be installed as part of Base Bid work. The interior of this bay can be access by an articulating lift, however maneuverability of the lift is limited.

Q4: Is the Z-purlin used in structural repairs a standard size Z-purlin?

A4: Yes, however the angled top flange may need to be prefabricated to match the existing roof slope. The intent is for this Z-purlin to be a standard size.

END OF MEETING MINUTES

ATTACHMENTS:

Site Access, Staging, & Storage Map – 1 Page

# NC Transportation Museum Back Shops Clerestory Repairs

## Site Access, Staging, & Storage



# Sign - In Sheet Pre-Bid Meeting

Back Shop Clerestory Repairs - NC Transportation Museum (SCO#: 21-22909-01A)

March 7, 2023 1:30 PM

|   |                         |                            |  |                  |
|---|-------------------------|----------------------------|--|------------------|
| 1 | <b>Company</b>          | <b>Attendee Name</b>       | <b>Email</b>   | <b>Phone No.</b> |
|   | Atlas Engineering, Inc. | Matt Poisel, PE            | <a href="mailto:matt@atlasnc.com">matt@atlasnc.com</a> | 919-961-0417     |
|   | Role DESIGNER           | <b>Additional Contact:</b> |  |                  |

|   |                         |                            |  |                  |
|---|-------------------------|----------------------------|--|------------------|
| 2 | <b>Company</b>          | <b>Attendee Name</b>       | <b>Email</b>   | <b>Phone No.</b> |
|   | Atlas Engineering, Inc. | Tim Ford, EI               | <a href="mailto:tim@atlasnc.com">tim@atlasnc.com</a> | 336-745-1983     |
|   | Role DESIGNER           | <b>Additional Contact:</b> |  |                  |

|   |                          |                            |  |                  |
|---|--------------------------|----------------------------|--|------------------|
| 3 | <b>Company</b>           | <b>Attendee Name</b>       | <b>Email</b>                                       | <b>Phone No.</b> |
|   | Carolina Class 12 Window | Tom Bell                   | <a href="mailto:tom@ccwinc.com">tom@ccwinc.com</a> | 336-553-2852     |
|   | Role ESTIMATOR           | <b>Additional Contact:</b> |  |                  |

|   |                  |                            |  |                  |
|---|------------------|----------------------------|--|------------------|
| 4 | <b>Company</b>   | <b>Attendee Name</b>       | <b>Email</b>   | <b>Phone No.</b> |
|   | Bar Construction | Walt Grayson               | <a href="mailto:Bidse@BarConstruction.com">Bidse@BarConstruction.com</a> | 336-274-2477     |
|   | Role Estimator   | <b>Additional Contact:</b> |  |                  |

|   |                      |                            |  |                  |
|---|----------------------|----------------------------|--|------------------|
| 5 | <b>Company</b>       | <b>Attendee Name</b>       | <b>Email</b>   | <b>Phone No.</b> |
|   | Brandsafeway         | John Poepping              | <a href="mailto:jpoepping@brandsafeway.com">jpoepping@brandsafeway.com</a> | 704-740-6526     |
|   | Role Scaffold Access | <b>Additional Contact:</b> |  |                  |