

# PRE-BID MEETING MINUTES

**DATE**: May 30, 2023 **TIME**: 1:30pm – 4:30pm.

LOCATION: 1455 Buffalo Rd, Smithfield, NC 27577 / 4654 Wilsons Mills Rd, Wilsons Mills, NC 27593

CAMERA SETTING: N/A.

PURPOSE: Package 2 Pre-Bid Meeting Attendance Sheet

# **Summary of Discussion**

1. Thanked everyone for their interest in the project and attendance at the pre-bid meeting.

- 2. Introduced Johnston County Public Schools (JCPS) Owner team and Design Team (Dewberry Engineers Inc.):
  - a. Josh Woodard (JCPS) will be the primary Owner Representative
  - b. Chris Herron (Dewberry Engineers Inc) will be the primary Design Team Representative
  - c. Rebecca Parada (Dewberry Engineers Inc)
- 3. Bid Document Access: Asked if everyone was able to access the bid documents.

#### 4. Project Scope of Work:

- a. Replacement of existing BAS Controls systems at Smithfield Middle School and Wilsons Mills Elementary School.
- b. Replacement of existing RTUs at Smithfield Middle School.
- c. Replacement of two existing chiller and seven existing pumps, hot water and chilled water, at Wilsons Mills Elementary school.
- d. Install new VFDs for each new pump installed at Wilsons Mills Elementary School

#### 5. School Schedule:

- a. This is a traditional calendar school. Work is intended to be conduct primarily around the summer break, with weekends and nights during school year, if necessary
- b. Depending on how the school year develops later in the year, there could be school events that will need to be scheduled around. Further discussions will take place and a list of events and dates shall be provided by JCPS Owner Representative, if necessary.

#### 6. Alternates:

- a. Alternate #1: Manufacturer Preferred Brand BAS: Distech
- b. Alternate #2: Manufacturer Preferred Brand Pumps: Bell & Gossett
- c. Alternate #3: Manufacturer Preferred Brand Pumps: Taco
- d. Alternate #4: Manufacturer Preferred Brand Control Valves: Belimo

#### 7. Unit Prices:

a. No Unit Prices for this project.

# 8. Allowance/Contingency:

a. Project includes a \$50,000 contingency/allowance for the owner to use toward their discretion. Any contingency/allowance shall be returned to owner during the project closeout process.

## 9. Permitting:

a. Documents will be submitted for permitting by contractor, once successful contractor is on board. Contractor shall include permit costs in the bid submittal.

#### 10. General Conditions:

a. The General Conditions of the contract apply to all portions of the project. This is a formal bid, so all standard JCPS policies must be followed.

#### 11. Sexual Offender Registry Check Certification Form:

a. The General Conditions in the project manual requires all contractors working on JCPS property to submit a "Sexual Offender Registry Check Certification Form". The successful Contractors, including all sub-contractors, will be required to submit this form when submitting the contract. Contractors are required to complete this information before they will be allowed on the school property.

# 12. Photo ID Requirement:

a. JCPS requires all workers to wear a generated Photo ID, at all times, while on site.

# 13. Project Schedule:

a. Pre-Bid Meeting:
b. Open Bids:
c. Notice of Intent to Award (start shop drawings):
d. Return of Owner Contractor Agreement by Contractor:
e. Notice to Proceed with Construction:
f. Substantial Completion:
g. Final Completion:
May 30, 2023 @ 9:00am
June 27, @ 3:00pm
June 28, 2023
July 10, 2023
July 12, 2023
July 14, 2024
August 4, 2024

### 14. Liquidated Damages:

- a. Beyond Substantial Completion: \$750 per day
- b. Beyond Final Completion: \$250 per day
- **15. Protection Areas:** Contractor shall be required to isolate/protect areas of construction with orange barrier fencing.

# 16. Staging:

a. Staging area can be allocated on site as needed. This will be discussed at the Preconstruction meeting.

#### 17. Toilet Use:

a. Contractors shall provide portable toilets.

# 18. Utility Use:

a. Contractor shall be permitted to use existing water and power. These utilities shall be left as when the project began.

## 19. Bid Clarification Question Contact:

 Any bid clarification questions should be submitted in writing to Chris Herron at the following contact information:

Chris Herron
Dewberry Engineers Inc.
2610 Wycliff Road, Suite 410
Raleigh, NC 27607
(919) 425-7628 – work
(919) 268-6490 – mobile
cherron@dewberry.com – email



# 20. Project Bid Opening:

- Note project bids will be received up until Tuesday, June 27<sup>st</sup> at 3:00pm and be reviewed at 601-A West Market Street, Smithfield, NC 27577.
- First addendum will be issued Friday, June 2<sup>nd</sup>, which will include the Pre-Bid Meeting minutes.
- c. Questions will no longer be taken after Monday, June 19<sup>th</sup>. Last addendum will be issued Tuesday, June 20<sup>th</sup>, if necessary.

#### 21. Closing Comments:

- a. What is estimated construction budget for this project?
  - i. Response: Estimated construction budget is \$1.4M

#### 22. Contractor Questions:

- a. What is estimated construction budget for this project?
  - i. Response: Estimated construction budget is \$1.4M
- b. Will work at both schools run simultaneously?
  - Response: Yes, intent is for construction for both schools to be performed at the same time.
- c. Will this project involve any ceiling grid removal and replacement.
  - i. The scope of work should not require ceilings to be removed and reinstalled/replaced.
- d. Is there any roof work involved in the project?
  - i. Should not be. The intent of the RTU replacement is to reuse the existing roof curbs and provide roof curb adaptors as needed.

#### 23. Site Walk/Visit:

- a. All parties present can walk around the project site to view existing conditions.
- b. After walking Smithfield MS, group will move over to Wilson's Mills ES. Meet outside main entrance. Group will walk together around the school.
- c. Contractors are welcome to visit the project sites once approved by JCPS. Contact Matt Johnson or Josh Woodard to schedule time with staff notification. Utilize the normal check-in/check-out process in the school office.





# PRE-BID MEETING ATTENDANCE SHEET

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# In Attendance

NAME	1	ORGANIZATION	PHONE	EMAIL
Chris Herron	✓	Dewberry Engineers Inc.	919.268.6490	cherron@Dewberry.com
Josh Wood Are		JEPS	919-795-51	096
Jay TAZA		Promps Source Crow		OT STREAD C PESOMONISG. COM
Cynthia Rivera		JCP5	919934-60	2 Cynthia rivera Cjuhnston. Klz. nc. us
I pio flow		SMS 3	36-33962	96 Salmond BSUpollus mech SEVIC
Joe Barnon		CSUSA(MA)	919-868-2	00 joe, bourdone com
Jerone Blackmin	V	CCAC	919-763-	
Jim morlando		Morlando Crane		514 Jim@morlandocrane.com
Elijah Barnes		m55	919-234-36	33 Elijah Barnes amsssolution
Jeremy Loque		MSS	919-630-5381	Jeremy, loque msssolutions.com
Phil Long		M 55	(252) 230-549	phil.lung & messolutions. 10.
Rebecca Former		Deuberry	919-830-578	
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