

**Date:** July 13, 2023

**Project:** Cary High School Security Improvements  
(WCPSS # SP20-011)  
Dewberry Project 50158827

**RE:** Pre-Bid Conference (10:00 AM) at Cary HS

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1. See attached Pre-bid Attendance Record for those in attendance.
2. Introductions: Charles P. Ristimaki, Project Manager with Dewberry Engineers Inc. (919-881-9939 or [crstimaki@dewberry.com](mailto:crstimaki@dewberry.com)). I will serve as the main point of contact for this project. All questions including design related items should be directed to me.
3. Owner's Representative: Brian Lanfair, Senior Project Manager with WCPSS Facilities Design & Facilities ( 919-588-3572 or [blanfair@wcpss.net](mailto:blanfair@wcpss.net)) will serve as the main point of contact for WCPSS.
4. Contractors are encouraged to review the Bid Documents (Project Manual and Project Plans) dated July 3, 2023. If you have not yet obtained a copy, please contact Charles P. Ristimaki (919-881-9939 or [crstimaki@dewberry.com](mailto:crstimaki@dewberry.com)) in order to obtain a download copy of the bid documents.
5. Bid Date: 11 AM Thursday, July 27, 2023, at 111 Corning Road, Suite 190, Cary, NC.
6. Identify your name, contractor number and the project on the outside of your Bid Envelope and Seal it.
7. Bid Forms must be completely filled out. Bid security in an amount not less than 5% of the bid is required. Acknowledge all Addendum on your bid forms. Incomplete forms are grounds for disqualification. A Performance Bond and Labor and Material Payment Bond are required.
8. WCPSS expects all work to be of good quality. The General contractor is required to have someone onsite while any and all working is being performed.
9. There are seven (7) Alternates associated with this project as shown on the Bid Form.
10. Base bid shall include an Owner Contingency of \$100,000 to be used for unforeseen conditions as directed by WCPSS. Unused amounts will be credited to the Owner at the end of the job.
11. There are five (5) Unit Price or other allowances associated with this project as shown on the Bid Form.

12. Refer to Supplementary General Conditions for outline of project schedule. This Contract Time is critical to the project. Contractor will be required to submit a CPM schedule.
13. A complete itemized and detailed breakdown of all labor, equipment and material prices for any Change Order is required.
14. Review and comply with Section D - Minority Business Enterprises requirements.
15. The Contractor is responsible to coordinate all trades. Coordination between trades and contractors is critical for a successful project.
16. This is deemed a security project; however, a Building Permit from Wake County and Site Plan permit from the Town of Cary will be required due to the nature of the proposed work. Dewberry will submit the building permit after the project has been awarded and coordinate with Wake County Government accordingly. The development review committee permit (site plan; 20-DP-1857-A) has already been approved by the Town. A complete package of both permits will be included as part of the project and provided to the awarded Contractor prior to issuance of the NTP. The Contractor will be responsible for closing out both permits at the duration of the project.
17. The Contractor is responsible for providing temporary services including toilet and water (unless otherwise noted) in order to conduct the work associated with this project. An office trailer, internet and telephone are not required.
18. Site Conditions: The school will be open once the Notice to Proceed (NTP) is issued and the Commencement of Construction. The last day of school (2023-2024 calendar year) for students is June 9, 2023 and staff/teacher workday is June 13-14, 2023. However, WCPSS staff and/or personnel may be present during this time. Students will be returning on August 28, 2023. Based on the WCPSS calendar (2024-2025 calendar), there is a staff/teacher workday on August 21-26, 2024 and the first day of school is August 27, 2024. Refer to WCPSS calendar (<https://www.wcpss.net/domain/19>) for additional information.
19. The awarded Contractor will be required to protect the public and all of his improvements until acceptance by the Owner after Final Inspection.
20. Contractors must make arrangements with WCPSS (school) to coordinate all work on the campus. Work hours are: Monday through Friday between the hours of 7:00am and 6:00pm or between the hours of 9:00am and 6:00pm on Saturdays and holidays which are observed by the state. Performing construction work or operating machinery shall be in accordance with the bid documents, Town of Cary Code of Ordinances and Land Development or other local requirements.
21. The Contractor shall ensure construction (exterior) activities do not interfere with school activities, maintenance operations or block access to various parts of the campus the without prior authorization or approval. Coordinate schedule with Owner/Owner's Representative.

22. All General Contractors and their Subcontractors are encouraged to visit the site and become familiar with all existing conditions. All General Contractors and their Subcontractors should read the General and Supplementary Conditions Carefully to become familiar with how the WCPSS operates.
23. The Contractor including any subcontractors are to remain with the project area at all times during all construction activities.
24. Contractors must make arrangements with the WCPSS (school) to coordinate all work on the campus and provide a schedule prior to commencing the work. A schedule shall be provided upon award and update throughout the duration of construction.
25. Observations and Comments:
  - A. A Pre-bid walk of the project (interior & exterior) was conducted after the meeting commenced.
  - B. Grading, stone and sodding limits between gate #11 and 12 to be clarified in an upcoming addendum.
  - C. WCPSS to confirm if an existing water source is available to be used by the Contractor as a possible watering source for the exterior work. A response to this item will be forthcoming in an upcoming addendum.

*These minutes represent my understanding of the pertinent issues discussed. Any corrections or additions to these minutes must be submitted to the Dewberry Engineers Inc. or WCPSS in writing within 3 days of distribution of the minutes, or they shall be deemed to be an accurate representation of the issues discussed.*

*End of meeting minutes.*

Attachments: 1. Pre-Bid Attendance Record