

Gary R. Robbins, Architect

**CITY OF ARCHDALE  
NEW EQUIPMENT SHELTER – PUBLIC WORKS  
PRE-BID MEETING NOTES**

**TODAY'S DATE:** August 21, 2023  
**PROJECT:** New Equipment Shelter City of Archdale Public Works  
**PROJECT NUMBER:** RA Projects # 23-11  
**DATE OF MEETING:** August 17, 2023  
Public Works @ 3:00 PM  
**PLACE OF MEETING:** Construction Site

**ATTENDANCE:**

**City of Archdale:**

Zeb Holden, City Manager  
Lloyd Wilson, Public Works Director  
Steve Davis, Public Works Supervisor  
Phillip Yates, Water System Supervisor

**Robbins Architecture, P.A.:**

Gary R. Robbins, Architect

**Jamestown Engineering Group, Inc.:**

Dan Pritchett, Engineer

**Contractors/Subcontractors:**

Wael Zamamiri, ACCI  
Anthony Brady, A&M Construction Services  
Wilbur Holden, Holden Building Co.  
Sadela Mc Laughlin, WC Construction  
Austin Murray, MWM Construction

**NOTES:**

- The meeting began in the conference room at the facility.
- The sign in sheet was passed around to the contractors for contact information. This sheet will be attached to these notes and will serve as the plan holders list.
- Items Reviewed:
  - Bids Due: 4:00 PM September 7
  - Bids will be received in electronic format and hand delivery. Instructions per advertisement.
  - Plans are available from the City website and MWBE Plans rooms listed in advertisement.
  - Performance and Bid bond are required.
  - Insurance requirements per specifications
  - MWBE forms will be required with bids as per specifications. Discussed the difficulty using and navigating the new HUB website. Gary stated that the HUB requirements were necessary for the project even though the website was difficult.

- Contractor's Qualifications Statement may be requested. Information is listed in specs for what is to be included but not limited to.
- Request for Information, questions or clarifications to be on RFI specification documents and e-mailed to the architect for both architectural and engineering questions. Architect will NOT respond to phone calls or request without RFI form. Questions will not be answered after 5:00 PM on August 31, 2023.
- RFI answers will be in the form of an addenda. Addenda will be posted on city website when issued.
- Work on this project shall not interfere with city operations during construction.
- Bidders cannot return to site unannounced and unaccompanied. Designated times to visit are: Wednesday, August 23, 2023 @ 8:00 AM  
Thursday, August 24, 2023 @ 2:00 PM  
Anyone visiting the site during these times **MUST** check in with Loyd Wilson, Public Works Director
- Pay Request must be on AIA forms specified with properly executed HUB and sales tax forms.
- Contractor employees and subcontractors must remain in the scheduled areas during construction. Anyone onsite beyond the area will be removed from the property and banned.
- This is a no tobacco campus. Workers that do not follow the policy will be asked to permanently leave the site after a first offense.
- Liquidated damages are in place for substantial completion no later than March 29, 2024.

Meeting moved to the site to review existing conditions:

**QUESTIONS:**

- Any GEO Technical work beyond required in specifications will be the financial responsibility of the city. The Civil Engineer will determine testing required in the event of unsuitable soils or other conditions.
- Site stumps, clearing and grubbing to be hauled offsite.
- Soil spoils shall remain on city owned property, distributed in a fashion and location that is agreed upon by the city.
- Unit Price for Offsite Fill will be addressed in future Addenda.
- G.C. to tape off work area for safety.
- Existing fence material in work area to be properly removed and stored in a manner that is undamaged. Owner will determine storage location.

The meeting concluded.

The foregoing meeting minutes reflect my understanding of the discussions and determinations that were made. If there are any comments, clarifications, or corrections, please contact me within seven (7) business days.

Gary R. Robbins, Architect  
Robbins Architecture, P.A.

# ROBBINS ARCHITECTURE, P. A.

210 N Main Street, Suite 130 Kernersville, NC 27284

## City of Archdale Public Works – New Equipment Shelter Pre-Construction Meeting

Date and Time: August 17, 2023, 3:00 PM  
 Location: City of Archdale Public Works, 18 Old School Rd, Trinity, NC

	Name	Position	Phone	E-mail
1	Wael Zamzamir (Acci)	PM	336 442 9084	wael@atlanticcontractinginc.com
2	AIM Construction Services	PM	336-460-4105	anthony@aimconstructionandservice.com
3	Wilbur Holden Holden Building Co.	PM	336-854-0155	wholden@holdenbuilding.com
4	Sadela McLaughlin WC Construction	Project Coordinator	336-781-3420	blair@wcconstructionco.com
5	Austin Murray Michael Murray MWM Const.	Operations	720.451.6593	mmurray@mwmconstructioninc.com
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