

**Chapel Hill Carrboro City Schools  
MORRIS GROVE ELEMENTARY SCHOOL BOILER REPLACEMENT**

**ADDENDUM NO. 1**

**DATE:** August 18, 2023

**PROJECT:** Chapel Hill Carrboro City Schools  
Morris Grove Elementary School Boiler Replacement

**OWNER:** Chapel Hill Carrboro City Schools  
750 South Merritt Mill Road, Chapel Hill, NC 27516

**ENGINEER:** Dewberry Engineers Inc.  
2610 Wycliff Road, Suite 410, Raleigh, NC 27607

This Addendum, applicable to the work designated herein, shall be understood to be and is an Addendum to the contract documents and, as such, shall become a part of and included in the contract.

1. Please see attached August 15, 2023 Pre-Bid Meeting Minutes and Attendance Sheet. The Pre-Bid Meeting Minutes shall become part of the contract documents.

**Drawings:**

1. None.

**Specifications:**

1. None.

**Contractor Questions:**

1. None.

**Attached Documents:**

1. August 15<sup>th</sup> Pre-Bid Meeting Minutes
2. August 15<sup>th</sup> Pre-Bid Meeting Attendance Sheet

End of Addendum No. 1



# PRE-BID MEETING AGENDA

**DATE:** August 15, 2023

**TIME:** 8:30 a.m. – 10:00 a.m.

**LOCATION:** Rashkis Elementary School

**CAMERA SETTING:** N/A.

**PURPOSE:** Pre-Bid Meeting

## Discussion Agenda

1. Thank you for your interest in the project and attendance at the pre-bid meeting.
2. **Introduction of Chapel Hill Carrboro City Schools (CHCCS) Owner team and Design Team (Dewberry Engineers Inc.):**
  - a. Scott Ursery (CHCCS) will be the primary Owner Representative
  - b. Chris Herron (Dewberry Engineers Inc) will be the primary Design Team Representative
3. **Bid Document Access:** Ask if everyone was able to access the bid documents.
4. **Project Scope of Work:**
  - a. Existing boiler replacements which also include hot water pumps, hot water expansion tanks, and associated hot water mechanical room piping.
  - b. Electrical disconnection/reconnection or new connection to HVAC equipment to support the equipment replacement.
  - c. Controls disconnection/reconnection to support the equipment replacement.
  - d. Small general trades scope of work.
5. **School Schedule:**
  - a. This is a tradition school. Work can be performed during 2023-24 school year cooling season and/or 2024 summer.
  - b. Further discussions will take place and a list of events and dates shall be provided by CHCCS Owner Representative, if necessary.
6. **Protection Areas:** Contractor shall be required to isolate/protect areas of construction with orange barrier fencing.
7. **Alternates:**
  - a. Alternate #1: Bidders shall price to provide Realo Condensing Boilers per Specification Section 235216.
  - b. Alternate #2: Provide HVAC Building Automation System work by preferred manufacturer. Siemens (existing system on site).
  - c. Alternate #3: Provide Fire Alarm System work by preferred manufacturer. Siemens (existing system on site).
8. **Unit Prices:** There are no unit prices on this project.
9. **Contingency/Allowances:** There is a \$100,000 contingency/allowance for the owner to utilize at their discretion for unforeseen conditions and permit costs.

**10. Permitting:**

- a. Documents will be submitted for permitting by Contractor once successful contractor is on board. Contractor shall not include permit fees in their bid. Permitting costs will be pulled out of contingency listed above.
- b. Contractor shall work with Dewberry Engineers to handle any permit review comments, if necessary.

**11. General Conditions:**

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

**12. Appendix C (Sexual Offender Registry Check Certification Form):**

- a. Appendix C of the General Conditions in the specifications requires all contractors working on CHCCS 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.

**13. Photo ID Requirement:**

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

**14. Project Schedule:**

- a. Pre-Bid Meeting: August 15, 2023 @ 8:30am
- b. Open Bids: **September 7, 2023 @ 2:30pm**
- c. Notice of Intent to Award (start shop drawings): September 8, 2023
- d. Return of Owner Contractor Agreement by Contractor: September 22, 2023
- e. Notice to Proceed with Construction: October 6, 2023
- f. Substantial Completion: May 17, 2024
- g. Final Completion: May 31, 2024

**15. Liquidated Damages:**

- a. Beyond Substantial Completion: \$750 per day
- b. Beyond Final Completion: \$250 per day

**16. Staging:**

- a. Staging area can be allocated on site as needed. This will be discussed at the Pre-construction 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:**

- a. 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](mailto:cherron@dewberry.com) – email

**20. Project Bid Opening:**

- a. Note project bid proposals will be received up until Thursday, September 7<sup>th</sup> at 2:00pm, and be opened and reviewed at 750 South Merritt Mill Road, Chapel Hill, NC 27516 at 2:30pm.
- b. First addendum will be issued Friday, August 18<sup>th</sup>, which will include the Pre-Bid Meeting minutes.
- c. Questions will no longer be taken after Tuesday, August 29<sup>th</sup>. Last addendum will be issued Thursday, August 31<sup>st</sup>, if necessary.

**21. Site Walk/Visit:**

- a. All parties present can walk around the project site to view existing conditions and scope of work.
- b. Contractors are welcome to come back and visit the project site if approved by CHCCS. Please contact CHCCS on procedure of visiting school.

**22. Contractor Questions:**

- a. Who is the fire alarm contact for this school? Information will be sent through when information is received.
- b. Who is the Siemens Controls contact for this school? Information will be sent through when information is received.

**End of Meeting Agenda**

