

Date: January 30, 2024

Project: Wake Forest Elementary School Retaining Wall Replacement
(WCPSS # 862-0710/0584)
Dewberry Project 50167130

RE: Pre-Bid Conference (10:00 AM) at the Wake Forest ES Retaining Wall

1. See attached Pre-Bid Attendance Record for those in attendance.
2. Introductions: Charles P. Ristimaki, Senior Project Manager with Dewberry Engineers Inc. (919-881-9939 or 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: Billy Massengill, Senior Project Manager with WCPSS Lifecycle and Facilities Assessments (919-441-7444 or wmassengill@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 January 22, 2024. If you have not yet obtained a copy, please contact Charles P. Ristimaki (919-881-9939 or crstimaki@dewberry.com) in order to obtain a download copy of the bid documents.
5. Bid Date: 10 AM Thursday, February 8, 2024, at 1551 Rock Quarry Road, Bldg A, Suite 100, Raleigh, 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 no Alternates associated with this project.
10. Base bid shall include an Owner Contingency of \$50,000 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 two (2) Unit Price or other allowances associated with this project as

shown on the Bid Form. Unused amounts will be credited to the Owner at the end of the job.

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 maintenance project. Therefore, no Building Permit from Wake County or other permits are required.
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 a portion of the Commencement of Construction. This project should be completed before the last of the school year as shown in the contract schedule. The last day of school for students is June 12, 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 the 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 Wake Forest Code of Ordinances and Unified Ordinances (UDO) or other local requirements.
21. The Contractor shall maintain existing work area grassing throughout the project duration A licensed landscape contractor is responsible for mowing and maintaining the grass within their work area(s) a minimum of once a week. A final mowing and trimming of the area must be completed within two (2) days of final completion. Contractor shall schedule accordingly.
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 all subcontractors are to remain within the project area (limits) at all times. No one is permitted to wonder around the campus or other construction areas.
25. The Contractor including their subcontractors must follow Board of Education Policies at all times while on WCPSS property.
26. Contractor 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 updated accordingly throughout the duration of construction.
27. Observations and Comments:
 - A. A Pre-bid walk of the project was conducted after the meeting commenced.
 - B. Dewberry to confirm with WCPSS if any existing water source are available to be used by the contractor as a possible watering source near the work area. A response to this item will be forthcoming in an upcoming addendum.
 - C. The concrete apron has already been replaced since the project was originally surveyed. Dewberry will review and provide further clarification/information regarding this item will be provided in upcoming addendum.
 - D. One of the potential bidders present at the Pre-bid meeting asked if there are any special work hours or noise requirements due to the proximity of the work to the adjacent classrooms. Dewberry will coordinate with WCPSS and the school to confirm. A response to this item will be forthcoming in an upcoming addendum.
 - E. There was a concern on the height of the wall. Dewberry to review and provide a response in an upcoming addendum.
 - F. During the site walk, there was a low area behind the existing vegetation where it appears an existing tree was not fully removed and filled-in properly. Dewberry to provide further clarification/information regarding this item and provide in upcoming addendum.
 - G. The Owner would like to clean, repair and replace some of the bricks at the existing pier that is proposed to remain. Further clarification/information regarding this item will be provided in upcoming addendum.
 - H. The Contractor will be required to provide safety fencing or other means to protect their work area and prevent the public from walking thru the construction area. Further clarification/information regarding this item will be provided in upcoming addendum
 - I. During the site walk, there was a concern that removing the entire concrete stairs may impact the integrity of the slab behind the existing brick wall. Dewberry to

review with item with the project structural engineer and provide a response in upcoming addendum.

- J. There was concern that removing the trees near the gas meter and transformer may disturb the associated piping and infrastructure. Dewberry to review and provide clarification/information regarding this item in 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