

**Date:** January 30, 2024

**Project:** Knightdale High School Tennis Court Repairs  
(WCPSS # 862-0710/0466)  
Dewberry Project 50167133

**RE: Pre-Bid Conference (1:00 PM) at the Knightdale HS Tennis Court site**

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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](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: Billy Massengill, Senior Project Manager with WCPSS Lifecycle and Facilities Assessments (919-441-7444 or [wmassengill@wcpss.net](mailto: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](mailto:crstimaki@dewberry.com)) in order to obtain a download copy of the bid documents.
5. Bid Date: 11 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 is one (1) Alternate 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. The last day of school for students is June 12, 2024. However, WCPSS staff and/or personnel may be present during this time. Students will be returning on 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 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 Knightdale Code of Ordinances and Unified Development Ordinances (UDO) or other local requirements.
21. 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.
22. 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 Owner would like to change the fence color to black in lieu of the green as shown in the contract documents. This will also impact alternate #1. Further clarification/information regarding this item will be provided in upcoming addendum.
  - D. The Owner mentioned that there are a few areas that wash sand near the building And surrounding area onto the court. Dewberry to review these drainage concerns and provide further clarification/information in upcoming addendum.
  - E. The Owner would like to add a concrete apron and double gate at the main entrance to the courts. Further clarification/information regarding this item will be provided in upcoming addendum.
  - F. There are a few areas were the Owner would like to add concrete due to high foot traffic areas. Further clarification/information regarding this item will be provided 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