

Date: February 7, 2024

Project: Cary High School Stadium Lighting Upgrades & Track Resurface
(WCPSS # FM-23-054)
Dewberry Project 50167134

RE: Pre-Bid Conference (10:00 AM) at the Cary HS Stadium/Track site

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: David A. Wakeford, Senior Project Manager with WCPSS Facilities Design & Construction (919-588-3565 or dwakeford@wcpss.net) will serve as the main point of contact for WCPSS.
4. Material Testing Agency: S&ME has been hired independently by WCPSS to conduct all geotechnical (material) testing and provide field reports as necessary for this project during construction. These services should not be included in the base bid. However, the Contractor is still required to conduct their own testing prior to the Owner's Testing Agency coming onsite to make sure they are ready to avoid multiple trips.
5. Contractors are encouraged to review the Bid Documents (Project Manual and Project Plans) dated February 5, 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.
6. Bid Date: 10 AM Wednesday, February 14, 2024, at 111 Corning Road, Suite 190, Cary, NC.
7. Identify your name, contractor number and the project on the outside of your Bid Envelope and Seal it.
8. 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.
9. 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.
10. There are two (2) Alternates associated with this project.

11. Base bid shall include an Owner Contingency of \$150,000 to be used for unforeseen conditions as directed by WCPSS. Unused amounts will be credited to the Owner at the end of the job.
12. There are four (4) 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.
13. 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.
14. A complete itemized and detailed breakdown of all labor, equipment and material prices for any Change Order is required.
15. Review and comply with Section D - Minority Business Enterprises requirements.
16. The Contractor is responsible to coordinate all trades. Coordination between trades and contractors is critical for a successful project.
17. This is deemed a maintenance 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; 24-DP-6194) is currently in the process of being reviewed 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.
18. 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.
19. 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.
20. The awarded Contractor will be required to protect the public and all of the improvements until acceptance by the Owner after Final Inspection.
21. 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.

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 stadium. A response to this item will be forthcoming in an upcoming addendum.
 - C. As discussed at the pre-bid meeting, the existing discus pad will be replaced. Dewberry to review with WCPSS and provide further clarification/information in upcoming addendum.
 - D. The Owner would like to clean and paint the scoreboard post. Dewberry to confirm with WCPSS and provide clarification/information regarding this item in upcoming addendum.
 - E. As mentioned at the pre-bid meeting, the long/triple jump may be revised. Further clarification/information to be provided 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