

DOCUMENT 009113 – ADDENDUM NO. 1

PART 1 - GENERAL

1.1 ADDENDUM

- A. Addendum No. 1.

1.2 PROJECT INFORMATION

- A. Project Name: Hunt Center Lobby Renovation
- B. Owner: Town of Holly Springs
- C. Architect: Osterlund Architects, PLLC.
- D. Architect Project Number: 2204.
- E. Date of Addendum: 2-26-2024

1.3 NOTICE TO BIDDERS

- A. This Addendum is issued to all registered plan holders pursuant to the Instructions to Bidders and Conditions of the Contract. This Addendum serves to clarify, revise, and supersede information in the Project Manual, Drawings, and previously issued Addenda. Portions of the Addendum affecting the Contract Documents will be incorporated into the Contract by enumeration of the Addendum in the Owner/Contractor Agreement.
- B. The Bidder shall acknowledge receipt of this Addendum in the appropriate space on the Bid Form.
- C. The date for receipt of bids is changed by this addendum as shown in revised Invitation to Bid to March 12, 2024 at 4 pm.

1.4 ATTACHMENTS

- A. This Addendum includes the following attached Documents and Specification Sections:
 - 1. Document 2204 Prebid Meeting Minutes, dated 2/26/2024, (new).
 - 2. Section 001113 INVITATION TO BID dated 2-22-2024, (reissued).
 - a. Revise Section 1.2 Bid Submittal, Bid receipt changed to March 12, 2024 at 4 pm.
 - b. Revise Section 1.3 B to include Subcontractor walk through from 2pm -3:30 pm on 2-28-2024.
 - c. Revise Section 1.4 B to have bidder questions submitted by 4 pm. On Thursday

February 29, 2024.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF DOCUMENT 009113

Pre-Bid Conference Meeting Minutes

Project: Hunt Center Lobby Renovation		
Owner: Town of Holly Springs	Architect: Osterlund Architects, PLLC 5 W Hargett Street, #310 Raleigh, NC 27601	

Meeting Date: February 26, 2024 @ 3 pm

Location: Hunt Center Lobby, 301 Stinson Ave, Holly Springs NC 27540

Introductions/Attendees

1. Please record your attendance on the sign-in sheet.
- 2.

NAME	COMPANY	EMAIL
Jack Warren	CMC Building	jwarren@cmcbuildinginc.com
Steve Richardson	Sigma Engineering Solutions	srichardson@sigmaes.com
Joe Ramey	Spectra Builders	joeramey@spectrabuilders.com
Lauren Chen Russell	Riley Contracting Group	estimating@rileycontracting.com
John Kemp	Bordeaux Construction	estimating@bordeauxconstruction.com
Mark Ferris	ACH Constructors	markf@achconstructors.com
Joshua Reeder	Salisbury & Moore Construction	joshuareeder@salisburymore.com
Chris White	Blum	Chris.white@flblum.com
Lucas Anderson	Blum	Lucas.anderson@flblum.com
Maged Tarazi	Pioneer GC	info@pioneerconstructionnc.com
Tim Cothran	Riggs-Harrod Builders	tcothran@riggsharrod.com

Michael Thompson	WCB Builders	Michael@wcbbuilders.com
Ashley Sessoms	Osterlund Architects	ashley@osterlundarchitects.com
Joe Kasztelan	Osterlund Architects	joe@osterlundarchitects.com
Carrie Kennedy	TOHS	carrie.kennedy@hollyspringsnc.gov
Adam Huffman	TOHS	Adam.huffman@hollyspringsnc.gov
Jay Tefreault	Commercial 1 Construction	jtetreault@c1cnc.com

Procurement and Contracting Requirements

1. Attendance at this conference is **mandatory**.
2. Bid Schedule:
 - a. **Submit questions in writing** via email to Ashley Sessoms, ashley@osterlundarchitects.com and Carrie Kennedy, Carrie.kennedy@hollyspringsnc.gov by 4:00 pm on **Thursday, February 29, 2024**.
 - b. **Subcontractor walkthrough 2:00 pm-3:30 pm Wednesday Feb 28, 2024.**
 - c. Final Addendum will be issued on **Tuesday, March 5, 2024**.
 - d. Bids will be received by email to Ashley Sessoms up to 4:00 pm on **Tuesday, March 12, 2024**.
 - e. Late bids will be disqualified.
 - f. Notice to Proceed date will be 4/16/24 or 5/21/24 and is contingent on Town Council Approval. Contractor will have 224 Calendar Days or 179 calendar days depending on when approval is issued. **(Intent is that GC would use time from NTP until August to complete submittals and ordering materials. The intent is for all on site work to be completed starting after August 15).**
 - g. GC shall fully complete work by November 15, 2024.
3. Bid Procedures
 - a. Proposals must be in accordance with Instructions to Bidders.
 - b. Bidders must submit the Bid Form included in the Project Manual along with references and information required and outlined in the A701 Instructions to Bidders Document.

General Requirements

1. Summary (Ref. Section 011000):
 - a. Project consists of casework, interior doors, storefronts and glazing, signage, interior finishes, lighting and pathways for access control, coordination with Owner's Security Vendor and other Work indicated in the Contract Documents.
 - b. Work restrictions.

- i. Full owner Occupancy: Owner will occupy Project site and existing building(s) during entire construction period. Cooperate with Owner during construction operation to minimize conflicts and facilitate owner usage. Perform the Work so as to not interfere with Owner's day to day operations. Maintain existing exits unless otherwise indicated.
 - ii. On-Site Work Hours will be 8:00 a.m. to 5:00 p.m. Monday through Friday
 - iii. No Construction or Disturbing Activities should occur from June 15-Aug 15.
 - iv. Early Morning, Evening and Weekend Hours may be requested.
 - v. Existing Utility Interruptions. Do not interrupt utilities serving facilities occupied by Owner or others unless notifying architect and owner not less than two days in advance of proposed utility interruptions.
 - vi. Noise Vibration Dust or Odors: Coordinate operations that may result in high levels of noise and vibration, dust or odors to owner. Notify owner / architect at least two days in advance of disruptive operations.
 - vii. Employee Screening and Conduct - comply with owner's requirements for drug and background screening of contractor personnel. Employee ID at all times required of contractor personnel. Comply with owner's smoking and controlled substance restrictions.
- 2. Alternates Review (Ref. Section 012300)
 - a. Alternate No. 1: Linear Penadant Lighting above Reception 140.
 - b. Alternate No. 2: Alternate for Exit Devices and closer to be by preferred manufacturer, Sargent to match existing hardware.
- 3. Temporary Facilities and Controls Review (Ref. Section 015000)
 - a. A temporary field office trailer is not required.
 - b. Owner will designate location for Contractor parking.
 - c. Owner will designate location available for temporary toilets, storage and staging.
 - i. **Toilets in main lobby are available, but temporary toilets can be permitted if preferred.**
- 4. Owner Comments
 - a. Elevator Point of Contact- Tyler Purvis Account Representative 919-623-5251
 - i. **Do not have to use this contact, GC could use their own, but this is ToHS current contact.**
 - b. **Background check is required by project manual documents- owner will be strict with this requirement of all subs and contractors. Contractors to do own background checks.**
 - c. **Avoid Work on site during summer camps, June 15 - August 15.**
- 5. General Questions
 - a. **Are additional site visits available? Yes, see updated notes in section 2.**
 - b. **Are flooring material specs listed in the documents?**
 - c. **Are acoustical panel specs listed in the documents?**
 - d. **Do calendar days in contract include "summer camp" days? Yes, see notes above in section 2.**
 - e. **Are liquidated damages included in project? .**
 - f. **For new door hardware and security, what is included in contractors scope of work?**
 - g. **Is payment or performance bond required?**
 - h. **Is Bid bond required?**
 - i. **What if the project is over \$300K is a bid bond or P&P bond required?**

Site Visit

1. Hunt Center walk-through
2. General Questions
 - 1) **Are the lights in the back hallway existing to remain?**
 - 2) **What is the height of the wall below the lights in the hallway - is this detailed on the drawings?**
 - 3) **Is there any trenching required on this project?**

Close

Meeting Minutes By:

Ashley Sessoms

Interior Designer

DOCUMENT 001116 - INVITATION TO BID

1.1 PROJECT INFORMATION

- A. Notice to Bidders: Qualified bidders are invited to submit bids for Project as described in this Document according to the Instructions to Bidders.
- B. Project Identification: Hunt Center Lobby Renovation.
 - 1. Project Location: 301 Stinson Avenue, Holly Springs, NC 27540.
- C. Owner: Town of Holly Springs
 - 1. Owner's Representative: Carrie Kennedy carrie.kennedy@hollyspringsnc.gov
- D. Architect: Osterlund Architects, PLLC.
 - 1. Architect: Kristen Osterlund, kristen@osterlundarchitects.com.
 - 2. Interior Designer: Ashley Sessoms, ashley@osterlundarchitects.com.
- E. Project Description: Project consists of casework, interior doors, storefronts and glazing, signage, interior finishes, lighting and pathways for access control, coordination with Owner's Security Vendor and other Work indicated in the Contract Documents.
- F. Construction Contract: Bid will be received for the following Work:
 - 1. General Contract (all trades).

1.2 BID SUBMITTAL

- A. Owner will receive bids until the bid time and date through email as indicated below. Owner will consider bids prepared in compliance with the Instructions to Bidders issued by Owner, and delivered as follows below. Upon receipt, all responses and supporting materials become property of the Town and become public record. Apart from question submissions, respondents should refrain from contacting Town staff prior to the response deadline.
 - 1. Bid Date: Thursday, March 12, 2024.
 - 2. Bid Time: 4:00 p.m., local time.
 - 3. Location: Email Only.
 - 4. Contact person: Ashley Sessoms, Interior Designer
 - a. ashley@osterlundarchitects.com

1.3 PREBID CONFERENCE

- A. A mandatory prebid conference for all bidders will be held at 301 Stinson Avenue, Holly Springs, NC 27540 on Monday, February 26, 2024 at 3:00 p.m., local time. Prospective bidders are required to attend.

1.4 DOCUMENTS

- A. Online Procurement and Contracting Documents: The project manual containing details and specifications and the plan set for this project are provided as separate files with this solicitation post and can be downloaded that the following link: <https://www.hollyspringsnc.gov/2456/Bids-Requests-for-Proposals> Note: The Town's vendor management philosophy supports a fair, open, and inclusive process that offers the same access and information to all vendors. The Town provides an email alert option to allow vendors optimal notice and access to all solicitations as they are posted.
- B. All bidder questions are to be submitted by 4:00 p.m. on Thursday, February 29, 2024 to Ashley Sessions ashley@osterlundarchitects.com and copy Carrie Kennedy carrie.kennedy@hollyspringsnc.gov. When submitting questions, please reference the solicitation name and number, as well as the page and section if applicable. Questions submitted after the deadline do not require a response, though architect will make reasonable efforts to provide clarification before the bid deadline, if able.
- C. Responses to questions and Addenda: Responses to question submissions and addenda (if applicable) will be posted on the Town of Holly Springs website at the following hyperlink: <https://www.hollyspringsnc.gov/2456/Bids-Requests-for-Proposals>. It is suggested that you sign up for email updates at the bottom of this page to ensure you receive all relevant information, as it is posted. It is the respondent's responsibility to ensure they have received, reviewed, and understand all posted addenda.

1.5 TIME OF COMPLETION AND LIQUIDATED DAMAGES

- A. Bidders shall begin the Work on receipt of the Notice to Proceed and shall complete the Work within the Contract Time. Work is subject to liquidated damages.

1.6 BIDDER'S QUALIFICATIONS

- A. Bids will be evaluated by determining the lowest responsive, responsible bidder and considering:
- Ability to meet project completion deadline and capacity to provide the designated materials.
 - Price for services.
 - Character, integrity, reputation, judgment, experience, and efficiency of bidder.
 - Licensure and insurance requirements: all contractors must be properly licensed under the laws governing their respective trades and be able to obtain required insurance.

Since the Town may choose to award a contract without engaging in discussions or negotiations, the bids submitted shall state the respondent's best offer for performing the services described in this solicitation.

- B. The project budget is less than three hundred thousand dollars (\$300,000.00); as a result, a Performance Bond and a separate Labor and Material Payment Bond are not expected to be required. A Performance Bond and a separate Labor and Material Payment Bond is required if the actual or estimated cost of this Project totals three hundred thousand dollars (\$300,000.00) or more.

END OF DOCUMENT 001116