

## **Graham County Senior Center Kitchen Expansion**

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January 24, 2024

### **Addendum 01**

Graham County  
Graham Senior Center Kitchen Expansion  
185 Fort Hill Road  
Robbinsville, NC 28771

The following changes, revisions, additions, and/or clarifications shall be made in the Drawings and Specifications and this addendum and all other addenda shall be a part of the Contract Documents. Please acknowledge receipt of this addendum in the place provided on the Proposal Form.

### **General Items:**

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- G-1: See attached PreBid Meeting Minutes dated 1/23/2024. This document is attached and shall be incorporated as a part of the Bid Documents. Bidding contractors shall acknowledge receipt of Addenda on Bid Forms.

### **Attachments:**

- Prebid Meeting Minutes with attendees noted, dated 1/23/2024.

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*This summary authored and respectfully submitted by:  
Chip Howell, AIA, LEED AP, NCARB  
Native Forms Architecture, PLLC*

## Prebid Meeting

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### Graham Senior Center Kitchen Expansion Prebid Conference

Meeting Date: 1/23/2024

Meeting Time: 10:00am

#### Attendees:

- Jason Marino, *Graham County*
- Chip Howell, *Native Forms Architecture*
- Jeremy Lunsford, *General Contractor*

#### Meeting Intent:

- Prebid Meeting to discuss Graham County Senior Center Kitchen Expansion.

#### Discussion Items:

1. Meeting is not mandatory for Bidders.
2. Bidding
  - a. Last Day for Addendum Questions: 1/30/2024
  - b. Final Addendum Issued: 2/5/2024
  - c. Bids Due: 2/8/2024 2:00pm
  - d. Bids Received: Graham County Administration Building  
196 Knight Street  
Robbinsville, NC 28771
  - e. Note applicable CDBG Provisions, Davis Bacon and wage requirements, Debarment Status Certification, & Certification of Eligibility Form
  - f. Insurance Requirements; \$1 mil. General Liability and \$2 mil. General Aggregate, \$1 mil. Auto Liability, and \$1 mil. Employer's Liability
  - g. Liquidated Damages \$200/day; anticipate effective date of June 17, 2024. Contract time may be amended by change order and pending approval from funders.
  - h. 1 Year Workmanship Warranty; "Correction of Work" clause in AIA A104.
  - i. Bid, Performance, and Payment Bonds
  - j. Publicly posted, Public Bid Opening
3. Schedule:
  - a. Anticipate Notice to Proceed in March 2024.
  - b. Anticipate Construction Substantial Completion in May 20, 2024.
  - c. Funds must be Expended and Activities Completed by June 17, 2024.
4. Building Scope Overview:
  - a. Kitchen Renovations to include relocating the existing 3 pot sink and dishwasher. Will include cutting the existing concrete slab for new plumbing work, and new interior finishes.
  - b. Walk-In Cooler will be constructed with a new door for direct access to the Kitchen.
5. Site and Facilities Scope Overview:
  - a. Storage Shed will be installed on piers at the existing asphalt area outside the Kitchen. Storm drainage will sheet flow below the structure.
  - b. Sidewalk will be installed to connect exiting round the rear of the building per plan.
  - c. Existing swale and drainage devices will be reworked to include removing a portion of the existing underground pipe and regarding sections of the swale to accommodate new work per plan.
  - d. Generator Alternate for tank, generator and associated devices.
6. Upcoming Addenda Items: none at this time.
7. General Discussion Items:

- a. Walk In procurement anticipated to be 4 weeks, other items were not discussed specifically but lead times can present a challenge.
- b. Specifications are intended to encourage competitive pricing with a “Basis of Design” for coordination with the drawings and other manufacturers that are acceptable to bid. Substitutions for manufacturers not listed in the Specifications will be reviewed and may be accepted if shown to be in conformance with the requirements in the Specifications.
- c. Contractor will be required to keep good records of weather days and any other delays or long lead time items that may impact the schedule. Documentation shall be provided to the Owner upon request. For weather days, a screenshot from Weather Channel, AccuWeather, or other forecasting service is sufficient.
- d. There is no Hazardous Materials Report for the building and the Owner does not anticipate the presence of any hazardous Materials due to the age of the building.
- e. Temporary Restrooms, Dumpster, and Material Staging can occur on Site. Space in the parking lot can be made available for this. Existing restrooms in the building are available for use. Contractor’s Temporary Office may be located in the existing Dining Room.
- f. Contractor Parking can occur on site.
- g. Typical expected work hours are Monday through Friday 8:00am-5:00pm but work can occur outside this range.
- h. PDF copies of Bid Documents may be provided to Contractors directly upon email request free of charge.
- i. Bid RFI’s to be submitted by email to Chip Howell at [nativeformsarch@gmail.com](mailto:nativeformsarch@gmail.com)
- j. All Addenda will be posted to Henco Reprographics Plan Room.
- k. Flooring repair design intent is to match the existing VCT tile with the understanding that the existing tiles have weathered and discolored from years of use and there will not be a perfect color match.
- l. Contractor shall relocate the existing storage shed on site as directed by the Owner. This shall be included as part of the Bid package.
- m. Exterior floodlight at the existing exterior Kitchen door will be removed as part of the new awning construction. Existing exterior Emergency Egress lighting to remain.
- n. Parking lot may be blocked off for concrete pours as required, Contractor shall coordinate directly with the Owner and advise of such activities at least 48 hours ahead of time.
- o. Deliveries typically occur to the building on Monday and Wednesday mornings. Contractor to coordinate with the Owner to facilitate all regular deliveries.
- p. Temporary Kitchen shut downs are acceptable and will be coordinated with the Owner. Food preparation and services will be continuous during construction with the majority of preparation work being performed in morning hours. Contractor shall maintain protection to prevent dust, debris, and other material from the construction activities from interfering with the Owner’s operations. For heavy and dust generating activities such as concrete cutting and drywall finishing, temporary shut downs are acceptable. This may require multiple inspections.
- q. Existing refrigerators and freezers may be relocated temporarily to the Dining Room. Contractor shall provide adequate power to the space of relocation to keep these operations during construction.

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*The minutes contained herein are the author’s understanding of the meeting. They are assumed to be complete and correct unless Native Forms Architecture is otherwise notified.*

*This summary authored and respectfully submitted by:  
Chip Howell, AIA, LEED AP, NCARB  
Native Forms Architecture, PLLC*