

ADDENDUM NO. 01

ISSUE DATE: May 6, 2024

PROJECT: Galen Stone Hall and Eliot Hall Roof Replacement
Charlotte Hawkins Brown Museum, Gibsonville, NC
SCO ID#: 22-25330-01A
Atlas Engineering Job No. J2646

FROM: Matt Poisel, PE - Atlas Engineering, Inc.

TO (via email): Tony Romaine – NC Department of Natural and Cultural Resources
Pre-Bid Meeting Attendees and Additional Designated Representatives
Contractors/Manufacturers Holding Bid Documents

This addendum forms a part of the Contract Documents titled “Galen Stone Hall and Eliot Hall Roof Replacement”, dated April 2024. **Acknowledge receipt of this Addendum in the space provided on the bottom of the signature page of the Form of Proposal.** Failure to do so may subject the Bidder to disqualification.

This addendum consists of 1 page with 10 pages of attachments, totaling 11 pages.

PRE-BID MEETING MINUTES:

The attached Pre-Bid Meeting Minutes (8 pages) and copy of the meeting Sign-In Sheet (2 pages) shall become a part of the Contract Documents. Significant questions discussed at the meeting can be found within the meeting minutes.

END OF ADDENDUM

ATTACHMENTS:

- Pre-Bid Meeting Minutes – 8 Pages
- Pre-Bid Meeting Sign-In Sheet – 2 Page



PRE-BID MEETING MINUTES

10:00 a.m., May 3, 2024

Galen Stone Hall and Eliot Hall Roof Replacement
Charlotte Hawkins Brown Museum, Gibsonville, NC

SCO ID#: 22-25330-01A

North Carolina Department of Natural and Cultural Resources

1. Introduction of Key Members:

a. Owner: North Carolina Dept. of Natural and Cultural Resources

Project Manager: Tony Romaine, PE

Site Representative (s): Tanesha Anthony and Liz Torres Melendez

b. Designer: Atlas Engineering, Inc.

Project Manager: Matt Poisel, PE

Engineer (s) of Record: Kelli Wilcox, PE, RRC & Matt Poisel, PE

Assistant Project Manager: Tim Ford, EI

2. General Project Information:

- a. This project is being bid and contracted as a Formal, Single-Prime contract.
- b. Attendance at the Pre-Bid Meeting by Prime Bidders is **mandatory**. Attendees were all asked to sign-in on the provided sheet. A scanned copy of the sign-in sheet is attached to the end of the meeting minutes.
- c. People signing in will receive addenda and other project information/communication during the bidding process from this point forward. If there are other people that an attendee would like added to the distribution list, their names and information can be added to the sign-in form or provided to Matt Poisel prior to the end of the meeting.
- d. Review of Bid Date, Time, and Format
 - **Bids are due on Thursday, May 23, 2024 no later than 2:00 P.M. at Kimble Hall at Charlotte Hawkins Brown Museum, 6134 Burlington Road, Gibsonville, NC 27249 to the attention of Mr. Tony Romaine.**
 - **If using USPS - PO Box B, Sedalia, North Carolina 27342. Bidders are strongly encouraged to use UPS or FedEx or to hand-deliver bids.**
 - This is a formally bid project and bids will be publicly opened and read in the same location directly following the 2:00 p.m. deadline in accordance with the requirements of the General Statutes of North Carolina.
 - In order to be considered received on time, the bids must be at Kimble Hall by the 2:00 p.m. deadline. If there are concerns, contractors are urged to send their bids a day early, hand deliver their bids to Kimble Hall, or utilize other guaranteed delivery services to ensure bids are received on time. It is the sole responsibility of the bidder to deliver his bid to the correct place/person, prior to the announced time for the bid opening. Bidders may contact Tanesha Anthony at 336-449-3315.

- Carefully follow the Instructions to Bidders included within the Project Manual.
 - Use the Form of Proposal provided in Project Manual. Submitted proposals must have original signatures. Photocopied signature sheets or faxed or emailed proposals will not be considered. Bids provided on other forms will be disqualified.
 - Provide two original hardcopies of bid in an opaque, sealed envelope, marked with the project name, bid date and time, SCO ID#, name of the bidder, bidder's contractor license number clearly printed on the outside of the envelope. Please clearly mark "BID ENCLOSED" and "ATTN: TONY ROMAINE" on the outside of the bid envelope and the on the front and back of any additional mailing envelopes such as UPS or FedEx. Please follow these instructions carefully to avoid loss of bids or designation as a non-responsive bidder.
 - Cash Deposit, certified check, or Bid bonds are required for 5% of proposal. If providing a Bid Bond, use the State's Bid Bond Form included in the Project Manual. (Do not use AIA or AIA-based Bid Bond Form!) Bid bonds not provided using the state's form may cause the bid to be disqualified.
 - The Identification of Minority Business Participation form and either Affidavit A or Affidavit B must be attached to the bid. Failure to properly complete and include the required MBE documentation may result in disqualification of the bid. Additional information can be found in the MBE Guidelines included within the Project Manual. Atlas warned that some of the MBE documents require actions that are time sensitive such as notification of project to MBE/HUB bidders more than 10 days prior to bidding, etc. Bidders should determine which Affidavit will be used and make sure to understand the documentation that will be required from the apparent low bidder.
 - Performance and Payment bonds are required for this project. These bonds are not required with the bid, but bidder must be sure they are capable of bonding in the amount of the bid provided (including the bid alternates).
 - Bidders were asked to review directions regarding withdrawal of proposals.
- e. Obtaining Bid Documents: Bidders must fully examine the Project Documents and existing site conditions prior to submitting their bid.
- Bid Documents consist of the Project Manual and Project Drawings.
 - Most bidders have received electronic copies of the documents either from Atlas or through a plan room. Hardcopy sets may be requested from Atlas Engineering for a refundable plan deposit of \$50.00.
 - Electronic copies of the documents may be requested from Atlas Engineering and are free of charge. Bidders are responsible for checking all drawing scales on electronic versions when using them with estimating software and are responsible for making sure that electronic sets are complete. The hardcopy set of drawings and specifications are

considered the contract bid set and take precedence over electronic sets if discrepancies occur.

- Notify the Designer of any questions, concerns, errors as soon as possible, but no later than 10 days prior to the bid (by Monday, May 13, 2024 at 2:00 p.m.). Any addenda will be issued by noon on Thursday, May 16, 2024.
- Issue of Addendum No. 01 will include a copy of the meeting minutes for this Pre-Bid Meeting and any minor corrections or clarifications to the bid documents. There will be at least one addendum – if you do not receive the addendum, please contact Atlas Engineering. **Receipt of addenda must be marked on the Form of Proposal** (after signatures). Failure to indicate receipt of addenda may cause your bid to be disqualified.
- Bidders were reminded that they must be familiar with the State's General Conditions and Supplementary Conditions, included within the Project Manual.

3. Review of Form of Proposal:

- a. Fill out completely the Base Bid, Bid Alternates, and Unit Costs. For the Base Bid and Bid Alternates, provide the cost written out with words and with numbers where space is provided. Please be sure that the written words and numbers match!
- b. Base Bid/Bid Alternate cost must include performance of estimated quantities of unit rate work scope per Section 012100. **Atlas clarified that the quantities decking and rafter replacement specified in Detail 4/S2 Keynote 8 are base bid work and are not included in the estimated unit rate quantities. Estimated unit quantities are for repairs above and beyond the work shown in Keynote 8.**
- c. Fill out subcontractors to be used (roofing, plumbing, framing, site work, etc.). If the prime bidder is self-performing one of these work items, please place the prime bidder's name in the correct space or indicate "self-perform", don't leave blank. Bidders can list more than one subcontractor if the subcontractor selected may differ based on acceptance of a bid alternate, etc.
- d. There are four (4) bid alternates for this project. As with the base bid, provide the cost written out with words and numbers where space is provided. Be sure they match!
- e. Bidders must circle "Add" or "Deduct" for Bid Alternate.
- f. If a bidder does decide not to enter a cost for the bid alternate, please do not enter "0" (this means the work would be done for no additional cost) – instead enter "No Bid". Failure to provide a cost for the Bid Alternate could result in the bid being considered non-responsive if the Owner accepts the Bid Alternate.
- g. Provide unit rates for listed items. Unit rates will be used to adjust the contract sum in the event that the actual quantity of work performed is more, or less, than the estimated quantity in the base bid per Section 012100.
- h. Attach the required MBE forms. Forms have been included in the Project Manual. **If a contractor will self-perform the work and intends to submit Affidavit B, they must still make sure to fill out the Identification of Minority**

Business Form with “none” and \$0 (do not leave it blank) in the places provided. Bidders should take care to carefully follow the MBE requirements and contact the Owner, Designer, or State HUB personnel with any questions or concerns during the bidding process.

- i. The successful contractor will be asked to provide follow-up documentation in the form of Affidavit C or D (see forms within the project manual) and should be sure to gather any required documentation during the bidding process. Some requirements are time sensitive during bidding so please review and understand the requirements early in the bidding process to allow for compliance.
- j. Provide proper signatures on the final page of the Form of Proposal.
- k. Confirm receipt of addenda at the bottom of the proposal signature page. Do not forget to fill out this part!
- l. The Owner reserves the unqualified right to reject bids if the bidder fails to insert a price for all of the bid items including the base bid or unit rates requested, fails to mark addenda, or provides incomplete or incorrectly completed MBE, or other bidding forms. Don't leave any spaces blank. Contact Atlas Engineering or NCDNCR if you have questions! The Owner also reserves the right to waive irregularities during bidding and would remain consistent with any waivers provided for all bids received for this project.
- m. The award of the contract will be made to the lowest responsible and responsive bidder on the basis of the base bid and bid alternate, if accepted by the Owner. The Owner intends to accept the bid alternate as long as it fits within the available budget.

4. Scope of Work:

- a. Examine Project Documents for the purpose of bidding. The Bidders were referred to Section 010100 – Summary of Work for general work scope including description of existing roofing system and new system installation. This section is not intended to be all-inclusive and individual specification sections should be reviewed by the bidder. All items cannot be discussed during this meeting and the scope discussion in the meeting should not be considered to be all-inclusive.
- b. Base Bid (Galen Stone Hall):
 - **Prior to roof replacement work**, install shoring at locations shown on design drawings.
 - Remove the existing roofing systems at Roof Areas A-F and make repairs to damaged wood framing and decking. **Approximately 50% of the slate removed at Galen Stone Hall shall be salvaged for use at Eliot Hall.**
 - Install new roofing systems in accordance with the design drawings and project manual.
 - Install new copper sheet metal components in accordance with the design drawings and project manual (gutter, valley flashings, chimney flashings, etc.).
 - At dormer and perimeter locations, make isolated repairs to the existing wood trim. **The existing paint at these locations shall be treated as lead-based paint.**

- Perform other roofing related scope items listed on the design drawings and in the project manual.
 - Recycle all copper materials not to be reused on this project in appropriate manner.
- c. Base Bid (Eliot Hall):
- Remove the existing roofing systems at Roof Areas A and B and make repairs to the damaged wood framing and decking. **Approximately 50% of the slate removed at Eliot Hall shall be salvaged for reuse.**
 - Install new roofing systems in accordance with the design drawings and project manual.
 - Install new copper sheet metal components in accordance with the design drawings and project manual (valley flashings, chimney flashings, etc.).
 - Leave the existing gutter in place, remove the existing remedial coating, and install a new reinforced coating at the existing gutter.
 - At dormer and perimeter locations, make isolated repairs to the existing wood trim. **The existing paint at these locations shall be treated as lead-based paint.**
 - Perform other roofing related scope items listed on the design drawings and in the project manual.
 - Recycle all copper materials not to be reused on this project in appropriate manner.
- d. Bid Alternate 01 (Galen Stone Hall):
- Remove the existing soil adjacent to the building to exposed approximately 18” of the top of the concrete foundation wall.
 - Install a parge coat over the exposed portion of the masonry wall to be waterproofed.
 - Install a waterproofing sheet, rigid insulation protection board, and reglet-mounted counterflashing.
 - Fill excavated area with compacted soil and restore grade and slope grade to drain. Restore landscaping to original condition.
- e. Bid Alternate 02 (Galen Stone Hall):
- Install a new cast iron drain at each window well location with associated PVC piping.
 - Install a new parapet style sloping cast iron drain against the south retaining wall adjacent to the ramp used to access the basement mechanical area.
 - Install a new PVC adapter and PVC drain lines at each 90° turn and every 75’ of pipe run.
 - Install a new drop inlet, double-wall pipe, and outlet structure.
 - Restore grade and slope grade to drain. Restore landscaping to original condition.
- f. Bid Alternate 03 (Galen Stone Hall):
- Remove the existing soil adjacent to the building down to the existing footing.
 - Install a parge coat over the exposed portion of the masonry wall.

- Install a waterproofing sheet, drain board, and toe drain.
 - Install reglet-mounted counterflashing.
 - Fill the excavated area with compacted soil and restore grade and slope grade to drain. Restore landscaping to original condition.
 - This bid alternate may be selected in lieu of Bid Alternate 01.
- g. Bid Alternate 04 (Galen Stone Hall):
- Install new drains through the interior concrete slab in the basement.
 - Connect these drain lines to the new drop inlet.
 - This bid alternate will not be accepted without first accepting Bid Alternate 02.
- h. Owner Selection of Bid Alternates:
- If the Owner chooses to select Bid Alternate 03, then the Owner will NOT be selecting Bid Alternate 01. Bid Alternate 03 must include the full cost of waterproofing and associated accessories from grade down to top of footing.
- i. Requests for Substitution: Requests for substitutions must be received by no later than 2:00 p.m. on May 13, 2024 to allow for time to review and issue applicable addenda. Requests must come from a bidder and not from a system manufacturer and must provide response to requirements in Section 016000 of the Project Manual. Bidders, be prepared to show why a substitution would be a benefit to the Owner or project.
- j. Visiting the Site: Bidders may visit the attic space, site, and roof following the meeting. Bidders may return to the building to perform additional observation, but must contact Tanesha Anthony at 336-449-3315 to coordinate access into the building.

5. Work Hours/Coordination Items:

- a. Contract Time: Contract time from NTP to Final Acceptance is 182 calendar days (Base Bid). Acceptance of Alternates will increase the contract time by the following amounts. Contract time will be extended by the sum of all the days added per selected alternates.
- Acceptance of Bid Alternate 01: Add 21 days
 - Acceptance of Bid Alternate 02: Add 28 days
 - Acceptance of Bid Alternate 03: Add 28 days
 - Acceptance of Bid Alternate 04: Add 21 days
- b. Liquidated Damages: There are liquidated damages per calendar day beyond the end of the contract time. The purpose of these damages is to reimburse the Owner for direct costs incurred due to failure to complete on time. Days will be added to the contract if the contractor is asked not to work on specific days due to building or campus events. The Contractor will be asked to track impact of inclement weather on the critical path of work to allow for review by the Designer and Owner. For the purpose of bidding, utilize the inclement weather procedure noted in the General Conditions which indicates that weather days will be given for days with rainfall in excess of 0.1” that are also in excess of the 5-year average for inclement weather days. Information regarding events that could impact

construction would be coordinated with the successful bidder. Liquidated damages will be \$500 per day.

- c. Work Hours: Work hours will be 7:00 a.m. – 5:00 p.m. with the potential for some extension in the evening with approval of the Owner.
- d. Coordination with Campus Schedule: The campus will be in use for normal operations during the work, however, the buildings included in the scope of work will not be occupied. The contractor shall schedule and coordinate work with the designated points of contact at NCDNCR and the project contacts with the campus.
- e. Staging and Storage: Review the attached maps for access area for materials and workers.
 - For Galen Stone Hall, the entire parking lot shown on the Proposed Site Plan at Galen Stone Hall on the cover page of the design drawings can be used for staging and storage (on the southwest side of the building).
 - For Eliot Hall, the contractor can use 1/3 of the parking lot shown on the Proposed Site Plan at Eliot Hall (west of the building), as well as the grassy area south of the building. If the contractor elects to use the grassy area, the grass must be restored at end of project.
- f. The Contractor must follow all requirements of the NCDNCR and the Charlotte Hawkins Brown Museum including, but not limited to, entrance to the site and building(s) by workers and delivery vehicles, coordination with facility occupants for purpose of safety, storage and protection of equipment and vehicles, and coordination of construction scheduling around the events of the campus as applicable.

6. General/Owner Items:

- a. Atlas strongly urged all bidders, especially those that don't typically perform a lot of State work, to review the requirements for insurance and P&P Bonds. Be sure in advance that insurance certificates will meet State Requirements, especially for cancellation clauses, endorsements, and builder's risk coverage. Check with your insurance companies – don't assume they will automatically meet the requirements. If the low bidder cannot provide insurance certificates that meet the state's requirements they will be unable to contract with the State.
- b. Deliveries: Contractor must be present to accept and unload deliveries. Contractors are responsible for making sure drivers arriving on site are aware of site specific requirements associated with vehicles, tools, equipment, etc.
- c. Temporary Power: Contractor must provide their own temporary power unless it is readily available from a location exterior from/outside of the occupied portions of the building (i.e. from the building exterior, mechanical spaces, or potentially from within the attic) and access to it is acceptable to the Owner. Bidders will need to communicate with their subcontractors to determine power needs and include this within their bids.
 - Electrical power provided by the facility is not available at either of the two buildings.
 - Hose bibs are available throughout the site and the contractor will be permitted to use them.

7. Questions:

Question: Keyed Note 7 on Detail 1/S1 calls for rebuilding the stairwell support wall in the southeast corner of the basement of Galen Stone Hall, as well as realigning the existing stair stringers. Does the existing paint on the surfaces contain lead?

Answer: Yes, the paint on the existing surfaces in this area shall be treated as lead-based paint, and shall be dealt with in accordance with federal, state, and local regulations.

Question: Are there any requirements for mixing the batches of slate to be salvaged for use at Eliot Hall?

Answer: The batches of slate salvaged from Galen Stone Hall and Eliot Hall shall be blended prior to installation at Eliot Hall.

END OF MEETING MINUTES

Galen Stone Hall and Eliot Hall Roof Replacement
 Pre-Bid Meeting - May 3, 2024

	NAME	REPRESENTING	PHONE	E-MAIL ADDRESS
1	Matt Poisel	Atlas	(O) (M)	matt@atlasnc.com
2	Tim Ford	Atlas	(O) (M)	tim@atlasnc.com
3	Max McLean	Atlas	(O) (M)	max@atlasnc.com
4	Jason Kepley	Hm Keer	(O) (336) 207-0733 (M)	ESTIMATING@HMKEER.COM
5	Posey Stanley	Triod Roofing	(O) (M) 336-407-1763	pstanley@Triodroofing.com
6	Jerry Poole	J. Wayne Poole, Inc	(O) 336-275-1611 (M) 336-382-1111	jwpoffice@jwaynepoole.com
7	Efrain Alarcon	east costs THE durable slate	(O) 410-235-7506 (M)	durablestate.com nvillanueva@durablestate.com jwillis@durablestate.com
8	Landon Grant	Weatherguard Roofing	(O) 980-229-9599 (M)	lgrant@wgrestoration.com

Galen Stone Hall and Eliot Hall Roof Replacement
Pre-Bid Meeting - May 3, 2024

	NAME	REPRESENTING	PHONE	E-MAIL ADDRESS
9	Matthew Barry	CHB	(O) (M) 954-328-2394	Matthew.Barry@dncr.nc.gov
10	Zach Reid	HAMLETT ASSOCIATES	(O) (M) 336-7080514	ZREID@HAMLETTA1.COM
11	Declan Perkins	Central Builders inc. of Mebane	(O) 336 227-4551 (M) 336 693-2907	declan declan@centralbuildersinc.com
12	MARK GRAVES	DNCR	(O) 336-529-3206 (M)	mark.graves@dncr.nc.gov
13	Brian Perrell	Miraje Reconstruction & Dev.	(O) 336-292-9284 (M) 336-420-4338	brian@mirajerdc.com
14	ESTEROS BORMAN	ENTERPRISES 6 INC	(O) 8136208 (M)	ENTERPRISES.G.INC@GMAIL.COM
15	Noah Chapman	Chapmans Construction	(O) (M) (919) 592-1036	Noah@Chapmans Construction NC.COM
16	RYAN SCHAEFER	THE CENTURY SLATE CO.	(O) (919) 544-8890 (M)	RYAN@CENTURYSLATE.COM