

**Johnston County Public Schools  
Smithfield Middle School Main Electrical Switchboard Utility Transformer**

**ADDENDUM NO. 1**

**DATE:** May 06, 2025

**PROJECT:** Johnston County Public Schools  
Smithfield Middle School Main Electrical Switchboard Utility Transformer

**OWNER:** Johnston County Public Schools  
2320 US HWY 70 Business East, Smithfield, NC 27577

**ENGINEER:** Dewberry Engineers Inc.  
2610 Wycliff Road, Suite 410, Raleigh, NC 27607

This Addendum, applicable to the work designated herein, shall be understood to be and is an Addendum to the contract documents and, as such, shall become a part of and included in the contract.

1. Please see attached April 29, 2025 Pre-Bid Meeting Minutes and Attendance Sheet. The Pre-Bid Meeting Minutes shall become part of the contract documents.

**Drawings:**

1. None.

**Specifications:**

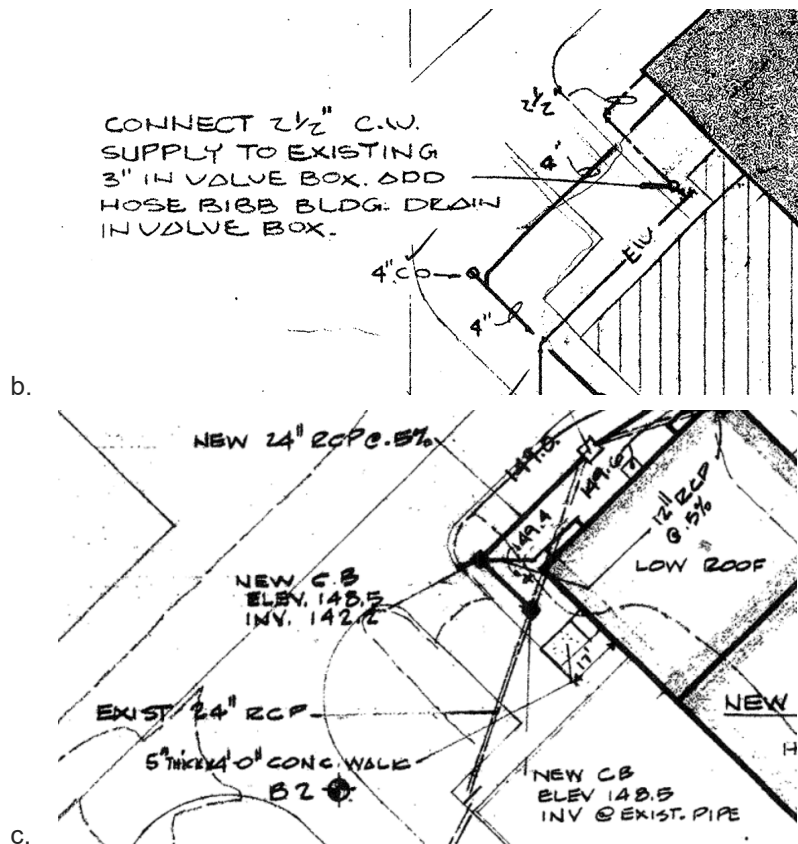
1. None

**Contractor Questions:**

1. See Pre-Bid Meeting Minutes for questions and responses.
2. Do we need to include Portable Generator Back up for the entire building during the shutdown of the electrical service, and will the shutdown take place when the school is on vacation. What would the KW be needed for the full building back up; do you know their PEAK KW DEMAND?
  - A. No, we do not need portable generator backup. We will not be shutting down the building as part of this phase. This utility transformer phase is getting a new primary feeder, utility transformer, and secondary feeder to the building in preparation for the switchboard replacement phase. The switchboard replacement phase we will be shutting down the building to demolish the existing inside utility transformer, connect the new utility transformer to the building, and replace/refurbish/refeed the switchboard.
3. Two locations in the drawings it mentions manhole installation, Dwg. E-001, Electrical Specifications Note D-1b and Dwg. E-501, Detail 7, Note 2; can you provide specs or installation details for the manholes.
  - A. We don't have manholes included in the design drawings between the transformer and the building for this length of run. Ignore E-001 specification D-1b reference that applies to slope duct from a high point in runs between two manholes to drain in both directions that is not included in design. Ignore the E-501 detail 7 note 2 reference to manhole construction drawings not included in design.
4. Can site utility survey quality level A be reviewed by Dewberry as engineer? Is there any information on existing utilities?
  - a. Yes, we can review the utility survey plan from the contractor with the location of utilities and depths along the path of installations. We do not have information on the

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electrical feeder into transformer vault and believe there is at least water, sewer, and storm piping in the area.



5. Can permit fees be excluded from base bid and the \$5,000 construction contingency used for the fees?
  - A. Yes
6. Does Town of Smithfield allow precast concrete transformer pads to match detail, such as allowed by Duke Energy?
  - A. Yes, if it matches the specifications for the concrete pad in the transformer detail. Contractor to submit for approval.
7. What is Town of Smithfield contact information?
  - A. Jeff Stewart – 919.915.0933
8. For the alternate for concrete encased duct bank, does the concrete need to be one pour or can sections be poured and tied together with rebar?
  - A. Both are acceptable.
9. What testing is required for add alternates for providing conductors?
  - A. Perform cable insulation testing (such as Megger testing).
  - B. For feeder current-carrying phase conductors and neutrals: test the insulation resistance with respect to ground for one minute. Cables rated for 300 volts shall be tested with 500 volts DC and cables rated for 600 volts shall be tested with 1000 volts DC. All insulation resistance data gathered shall comply with manufacturer's documentation; if

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documentation does not exist, comply with the values found in Table 100.1 in the ANSI/NETA ATS-2009.

10. Should we include conduit from transformer primary elbow to conduit below asphalt?
  - A. Yes
11. Should we include the 6 stub ins into the existing utility transformer room from the junction box at the building wall with the base bid or alternate for conductors?
  - A. Include with the alternate for conductors.
12. What is the asphalt thickness?
  - A. Unknown. Assume full depth patching to match existing of minimum traffic level 2 with poor subgrade resulting in 2" asphalt surface layer, 2" asphalt upper binder layer, and lower binder layer of compacted 3" asphalt binder layer or 6" crushed aggregate base course layer.

**Attached Documents:**

1. April 29<sup>th</sup>, 2025 Pre-Bid Meeting Minutes.
2. April 29<sup>th</sup>, 2025 Pre Pre-Bid Meeting Attendance Sheet.

End of Addendum No. 1

# PRE-BID MEETING MINUTES

**DATE:** April 29, 2025

**TIME:** 1:30 p.m. – 2:30 p.m.

**LOCATION:** 1455 Buffalo Road, Smithfield, NC 27577

**PURPOSE:** JCPS Smithfield Middle School Main Electrical Switchboard Utility Transformer

## Summary of Discussion

1. Thank everyone for their interest in the project and attendance at the pre-bid meeting.
2. Introduction of Johnston County Public Schools (JCPS) Owner team and Design Team (Dewberry Engineers Inc.):
  - I. Shane Johnson (JCPS) will be the primary Owner Representative
  - II. Weston Hockaday (Dewberry Engineers Inc) will be the primary Design Team Representative
3. **Bid Document Access:**
  - I. Was everyone able to access the bid documents via the email link? **Yes**
4. **Review of Project Scope of Work:**
  - I. **Owner Priorities – Points of emphasis**
    - i. **Town of Smithfield coordination to take place for locating transformer pad and installation of primary feeder conduit.**
    - ii. **Locating of underground utilities to reduce chances of unforeseen disturbances.**
  - II. Contractor to coordinate and support town of Smithfield to set new 500 kva utility transformer in exterior location.
  - III. Contractor to provide site utility engineering (sue) along with quality level a with electromagnetic utility locating, ground penetrating radar, and unobtrusive excavation methods such as hydro excavation or potholing for locating utilities along new underground wiring path.
  - IV. Contractor to provide concrete pad to meet town of Smithfield details, provide primary feeder long radius elbows and provide of secondary feeder to building.
  - V. Contractor to provide asphalt cut and patch along path of new underground primary and secondary feeder.
  - VI. Contractor to provide conduit duct bank for secondary feeders from new utility transformer to new junction box on exterior of existing building utility transformer room. Location to be coordinated for future project that will include new service disconnects and switchboard upgrades.
  - VII. Alternates included for scope and materials for secondary feeders and concrete encased duct bank.
5. **Schedule:**
  - I. This is a traditional calendar school. Work is intended to be conduct primarily around the summer break, with weekends and nights during school year, if necessary
  - II. Depending on how the school year develops later in the year, there could be school events that will need to be scheduled around. Further discussions will take place and a list of events and dates shall be provided by JCPS Owner Representative, if necessary.

**6. Alternates:**

- I. Alternate #1: Add for concrete encased duct bank in lieu of direct bury
- II. Alternate #2: Add for XFMR secondary copper conductor to junction box
- III. Alternate #3: Add for XFMR secondary aluminum conductor to junction box

**7. Unit Prices:**

- I. No Unit Prices for this project.

**8. Allowance/Contingency:**

- I. Project includes a \$5,000 construction contingency/allowance for the owner to use toward their discretion. Any contingency/allowance shall be returned to owner during the project closeout process.

**9. Permitting:**

- I. Contractor shall include permit costs in the bid submittal.

**10. General Conditions:**

- I. The General Conditions of the contract apply to all portions of the project. This is a informal bid, so all standard JCPS policies must be followed.

**11. Sexual Offender Registry Check Certification Form:**

- I. The General Conditions in the project manual requires all contractors working on JCPS property to submit a "Sexual Offender Registry Check Certification Form". The successful Contractors, including all sub-contractors, will be required to submit this form when submitting the contract. Contractors are required to complete this information before they will be allowed on the school property.

**12. Photo ID Requirement:**

- I. JCPS requires all workers to wear a generated Photo ID, at all times, while on site.

**13. Project Schedule:**

- |   |                         |
|---|-------------------------|
| I. Pre-Bid Meeting:                                     | April 29, 2025 @ 1:30pm |
| II. <b>Bid Opening:</b>                                 | <b>May 13, @ 2:00pm</b> |
| III. Notice of Intent to Award (start shop drawings):   | June 10, 2025           |
| IV. Return of Owner Contractor Agreement by Contractor: | June 30, 2025           |
| V. Notice to Proceed with Construction:                 | June 30, 2025           |
| VI. Substantial Completion:                             | September 22, 2025      |
| VII. Final Completion:                                  | October 26, 2025        |

**14. Liquidated Damages:**

- I. None

**15. Protection Areas:**

- I. Contractor shall be required to isolate/protect areas of construction with orange barrier fencing.

**16. Staging:**

- I. Staging area can be allocated on site as needed. This will be discussed at the Pre-construction meeting.

**17. Toilet Use:**

- I. Contractors shall provide portable toilets.

**18. Utility Use:**

- I. Contractor shall be permitted to use existing water and power. These utilities shall be left as when the project began.

**19. Bid Clarification Question Contact:**

- I. Any bid clarification questions should be submitted in writing to at the following contact information:

Weston Hockaday  
Dewberry Engineers Inc.  
2610 Wycliff Road, Suite 410  
Raleigh, NC 27607  
(919) 524-3668 – mobile  
[whockaday@dewberry.com](mailto:whockaday@dewberry.com) – email.

**20. Project Bid Opening:**

- I. Questions will no longer be taken after Monday, May 5<sup>th</sup>.
- II. First addendum will be issued Tuesday, May 6<sup>th</sup> after 5pm, which will include the Pre-Bid Meeting minutes.
- III. Project bids will be received up until **Tuesday, May 13<sup>th</sup> at 2:00pm** and be reviewed at **2320 US HWY 70 Business East, Smithfield, NC 27577**. USPS mail is automatically routed to our PO Box which creates issues for large packages, do NOT use this method to send proposals.

**21. Contractor Questions/Comments:**

- I. Can permit fees be excluded from base bid and the \$5,000 construction contingency used for the fees?
  - i. Yes
- II. Does Town of Smithfield allow precast concrete transformer pads to match detail, such as allowed by Duke Energy?
  - i. Yes, if it matches the specifications for the concrete pad in the transformer detail. Contractor to submit for approval.
- III. What is Town of Smithfield contact information?
  - i. Jeff Stewart – 919.915.0933
- IV. For the alternate for concrete encased duct bank, does the concrete need to be one pour or can sections be poured and tied together with rebar?
  - i. Both are acceptable.
- V. What testing is required for add alternates for providing conductors?
  - i. Perform cable insulation testing (such as Megger testing).
  - ii. For feeder current-carrying phase conductors and neutrals: test the insulation resistance with respect to ground for one minute. Cables rated for 300 volts shall be tested with 500 volts DC and cables rated for 600 volts shall be tested with 1000 volts DC. All insulation resistance data gathered shall comply with manufacturer's documentation; if documentation does not exist, comply with the values found in Table 100.1 in the ANSI/NETA ATS-2009.

- VI. Should we include conduit from transformer primary elbow to conduit below asphalt?
  - i. Yes
- VII. Should we include the 6 stub ins into the room from the junction box at the building wall with the base bid or alternate for conductors?
  - i. Include with the alternate for conductors.
- VIII. What is the asphalt thickness?
  - i. Unknown. Assume full depth patching to match existing of minimum traffic level 2 with poor subgrade resulting in 2" asphalt surface layer, 2" asphalt upper binder layer, and lower binder layer of compacted 3" asphalt binder layer or 6" crushed aggregate base course layer.
- IX. What are the requirements for participation of minority business / MBE?
  - i. This project is anticipated to fall under \$300k project cost threshold and is intended to be paid using local or non-state funds.
  - ii. For this project, in case state funds are allocated that would require participation above \$100k we requested contractors submit documentation with their bid.
  - iii. Minority and women-owned businesses are encouraged to participate.
  - iv. Minority Business Participation: Bidders shall note that compliance with County of Johnston MBE policies and the North Carolina Statute 143-128.2 (c) are required for this project.
  - v. Johnston County Board policy code 9125 excerpt:  
[https://boardpolicyonline.com/bl/?b=johnston\\_new#&&hs=1395883](https://boardpolicyonline.com/bl/?b=johnston_new#&&hs=1395883)
    - 1. **Section A: Goals**
      - a. After notice and public hearing, the Board hereby adopts an aspirational verifiable percentage goal of 10 percent (10%) for participation by minority businesses in the total value of work for each building project costing \$300,000 or more paid entirely from local or other non-state funds. In addition, the Board adopts the state's aspirational verifiable goal of 10 percent (10%) participation by minority businesses in the total value of work for each building project costing \$100,000 or more funded in whole or in part with state funds.
      - b. Only businesses holding current certification as a historically underutilized business will be considered eligible for inclusion in meeting the Board's participation percentage goals. Lack of certification, however, will not be considered in making a contract award decision.
    - 2. **Section C: Good Faith Efforts Required by Contractors**
      - a. All bidders on school construction and renovation projects subject to Section A of this policy who intend to subcontract any part of the project must (1) identify the minority businesses to be used on the project and (2) provide affidavits indicating that a good faith effort has been made in preparing the bid to meet the Board's verifiable goal for participation by minority businesses. Upon being named the apparent lowest responsible, responsive bidder, a bidder shall provide additional evidence of its good faith efforts as required by law.
      - b. The level of minority participation in bidders' bids will not affect the contract award decision; however, the failure to provide documentation of a good faith effort to meet the Board's goal may result in the bid being rejected as non-responsive.
      - c. Before recommending the award of a contract, the superintendent shall direct designated school officials to evaluate bidders' documents in accordance with applicable law and regulations to determine whether bidder good faith requirements are satisfied.
- X. Is Bid bond required?

- i. Bid security required is 5% of the bid in cash, certified check, or Bid Bond.

**22. Site Walk/Visit:**

- I. All parties present can walk around the project site to view existing conditions.
- II. Contractors are welcome to visit the project sites once approved by JCPS. Contact Shane Johnson to schedule time with staff notification. Utilize the normal check-in/check-out process in the school office.



# PRE-BID MEETING ATTENDANCE SHEET

**DATE:** April 29, 2025

**TIME:** 1:30 p.m. – 2:30 p.m.

**LOCATION:** 1455 Buffalo Road, Smithfield, NC 27577

**PURPOSE:** JCPS Smithfield Middle School Main Electrical Switchboard Utility Transformer - Pre-Bid Meeting

## In Attendance

NAME	✓	ORGANIZATION	PHONE	EMAIL
Weston Hockaday	✓	Dewberry Engineers Inc.	919.524.3668	<a href="mailto:whockaday@dewberry.com">whockaday@dewberry.com</a>
Shane Johnson	✓	JCPS	919.868.0772	<a href="mailto:shanejohnson@johnston.k12.nc.us">shanejohnson@johnston.k12.nc.us</a>
Jeremy Allen	✓	JCPS	919.437.6278	<a href="mailto:Jeremyallen@johnston.k12.nc.us">Jeremyallen@johnston.k12.nc.us</a>
Sam Batchelor	✓	Cypress Electrical	984.233.0430	<a href="mailto:cypress@beauchenecompany.com">cypress@beauchenecompany.com</a>
Tim Barnes	✓	Nationwide Electrical	919.920.4212	<a href="mailto:tim@nationwide-electric.com">tim@nationwide-electric.com</a>