



HH ARCHITECTURE

## ADDENDUM #1

October 7, 2025

Project Name: **Moore Square and Charter Square Parking Deck  
Video Surveillance Upgrades and Addition**  
Owner: City of Raleigh  
City Bid Number: 274-ES-FO-FY26-MooreAndCharterDeckVideoUpgrade  
HH Project Number: 25-035  
From: **HH Architecture**  
David Carey  
dcarey@hh-arch.com  
To: All plan holders

Message: Bidders are hereby informed that the following additions, deletions, changes and clarifications supersede and supplement the Contract Documents for the above referenced project. It forms a part of the previously issued documents dated 9/4/2025.

This addendum may include revised pages and drawings, which shall be inserted before the corresponding page or drawings in the previously issued documents.

### **SPECIFICATIONS**

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1. Specification Section 00100 "Advertisement to Bid": **REPLACE** with attached Advertisement to Bid. Note, the bid opening date was changed from the original advertisement.

### **CLARIFICATIONS**

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1. The meeting minutes from the pre-bid conference, including the sign-in sheet, are included as part of this addendum.
2. Raleigh Engineering Services is not going away from Niagara. Milestone integrates with Niagara and there are no plans to replace Niagara. For this project, Vykon Niagara integration is required with no exceptions
3. The video surveillance specification only allows for the Milestone VMS system. No other solutions are allowed per specification.

**END OF ADDENDUM #1**

**ADVERTISEMENT FOR BIDS**

POSTED: SEPTEMBER 25, 2025

CITY BID NUMBER: **274-ES-FO-FY26-MOOREANDCHARTERDECKVIDEOUPGRADE**

Project: Parking Deck CCTV - Moore Square and Charter Square Parking Deck Video Surveillance Upgrades and Addition

Owner: City of Raleigh, North Carolina, Engineering Services Department, Facilities & Operations, 222 West Hargett Street, Raleigh, NC 27601.  
Contact: David Thomas, David.Thomas@raleighnc.gov

Architect: HH Architecture

Sealed Bids will be received until **Wednesday, October 22, 2025, at 2:00 pm**, at 222 West Hargett Street, Suite 605, Raleigh, NC 27601, at which time and place bids will be publicly opened and read aloud.

After Bids are opened, the Owner shall evaluate them in accordance with the methods and criteria set forth in the Instructions to Bidders. The Owner/City Council reserves the right to waive any informality or to reject any or all Bids. Unless all Bids are rejected, Award will be made to the lowest responsible and responsive Bidder, taking into consideration quality, performance and the time specified in the Bid Form for the performance of the Contract.

A Pre-Bid Meeting will be held at **Thursday, October 2, 2025, at 2:00 pm** in the lobby of 219 Fayetteville St., Raleigh, NC 27601.

Requirements for pre-bid submittals of an "or-equal" are required within 10 days of the issuance of the Advertisement for Bids and in accordance with Section 00200, Instructions to Bidders.

The Project consists generally of the following major items:

CCTV Upgrades and Additions at Moore Square and Charter Square Parking Decks.

Bidding Documents may be examined at the office of HH Architecture, 1100 Dresser Court, Raleigh, NC 27609.

Complete Bidding Documents may be obtained by emailing the office of HH Architecture at [dcarey@hh-arch.com](mailto:dcarey@hh-arch.com). Electronic documents will be provided at no cost.

With each request for Bidding Documents supply the following information: Company name, contact person, street address, phone number, and email address for Bidding point of contact; N. C. contractor's license with limitation and classification; indicate if the firm will be a Prime bidder, Supplier or Sub-Contractor.

Bidders will be required to show evidence that they are licensed to perform the work in the Bidding Documents as required by North Carolina General Statute, Chapter 87 and the Instruction to Bidders.

Bid Security in the amount of five percent (5%) of the Bid must accompany each Bid and shall be subject to the conditions provided in the Instruction to Bidders.

Pursuant to General Statutes of North Carolina Sections 143-128.2 and 143-131, and in accordance with City policy, the City of Raleigh encourages and provides equal opportunity for certified Minority and Woman-Owned Business Enterprise (MWBE) businesses to participate in

all aspects of the City's contracting and procurement programs to include Professional Services; Goods and Other Services; and Construction. The prime contractor will be required to identify participation of MWBE businesses in their Bid, and how that participation will be achieved.

Furthermore, the City's goal is to contract or sub-contract fifteen percent (15%) of the contract amount to certified MWBEs on construction projects over \$300,000, or with contracts that include \$100,000 or more in state funding.

City of Raleigh  
Janet Cowell, Mayor

END OF DOCUMENT



HH ARCHITECTURE

## MEETING MINUTES

### Pre-bid Conference

Project Name: **Moore Square and Charter Square Parking Deck Video Surveillance Upgrades and Addition**  
Owner: City of Raleigh  
City Bid #: 274-ES-FO-FY26-MooreAndCharterDeckVideoUpgrade  
HH Project #: 25-035  
Date and Time: October 2, 2025  
Location: Lobby - 219 Fayetteville St.  
Raleigh, NC 27601

### MINUTES

1. Introductions:
  - A. David Carey, HH Architecture, introduced the project and the design team.
  - B. The meeting agenda and the sign-in sheet were distributed at the meeting, and all attendees are noted in the attached pre-bid attendance document.
2. Points of Contact:
  - A. The Design Team point of contact representing HH Architecture is David Carey. Bidders were instructed to address all questions in writing through HH Architecture.
    - i. Phone: 919.828.2301
    - ii. E-mail: [dcarey@hh-arch.com](mailto:dcarey@hh-arch.com)
  - B. The Owner representative for City of Raleigh Engineering Services:
    - a. David Thomas
    - b. Phone: 919.996.3420
    - c. Email: [david.thomas@raleighnc.gov](mailto:david.thomas@raleighnc.gov)
3. Project Documents:
  - A. Contractors were informed that complete Bidding Documents may be obtained by emailing the office of HH Architecture at [dcarey@hh-arch.com](mailto:dcarey@hh-arch.com).

Electronic documents will be provided at no cost.

4. Communications:

- A. Contractors were instructed to address all questions in writing to HH Architecture and not to ask questions directly to City of Raleigh staff or the designer's consultant team. Answers to all questions will be included in an addendum. Bidders are not to rely on verbal responses; no verbal response is official or binding until and unless it is included in an addendum.
- B. Contractors were asked to separate questions about the specifications or drawings into two sections so that they may be more quickly answered.
  - i. Provide the specification section number and paragraph references.
  - ii. Provide drawing sheet and detail numbers
- C. The Last Day for Questions: 5:00 PM on October 9, 2025.**
- D. Ask questions early – NO questions will be entertained after this time.

5. Bid Opening:

- A. Sealed Bids will be received until **Wednesday, October 22, 2025, at 2:00 pm**, at 222 West Hargett Street, Suite 605, Raleigh, NC 27601, at which time and place bids will be opened and read. **NOTE: This date has been revised from the previous advertisement.**
- B. After Bids are opened, the Owner shall evaluate them in accordance with the methods and criteria set forth in the Instructions to Bidders. The Owner/City Council reserves the right to waive any informality or to reject any or all Bids. Unless all Bids are rejected, Award will be made to the lowest responsible and responsive Bidder, taking into consideration quality, performance and the time specified in the Bid Form for the performance of the Contract.

6. Addendum:

- A. The contractors were informed the last addendum will be issued no later than 7 days prior to bid date. The last addendum will be issued no later than October 15, 2025.
- B. All addenda must be acknowledged on the bid proposal form.

7. Bidding Requirements:

- A. Contractors were informed of bidding requirements. The project is single prime. A bid bond of 5% of bid amount is required, and a performance and payment bond are required of the successful bidder at 100% of contract amount
- B. The bid proposal form (and all forms) are located in the Project Manual.
- C. The City of Raleigh MWBE requirements for this project were reviewed:

- i. This project has an aspirational goal of 15% certified MWBE participation.
- ii. All HUB/DBE Certified MWBE participation counts toward the overall 15% goal.
- iii. Good Faith Effort (GFE) requirements apply to all bidders, including MWBE Primes.
- iv. Prime Contractors may use non-certified MWBE subs. However, participation will not count towards the City's 15% goal.
- v. Adjustments can be made to count participation if MWBE achieves certification during the life of the project.
- vi. Certified MWBEs can be found via NC DOA's and NC DOT's on-line directories:
  - <https://evp.nc.gov/>
  - <https://www.ebs.nc.gov/VendorDirectory/search.html?s=fn&a=new>
- vii. The City encourages all MWBEs to become HUB/DBE certified. The City's MWBE Program does not certify but are available to assist in the certification preparation process.
- viii. The City recognizes MWBEs certified as:
  - a. Disadvantaged Business Enterprises (DBE) with NCDOT and/or Historically Underutilized Businesses (HUB) with NCDOA/HUB.
- ix. MWBE Documents Due at Bid time:
  - a. "Acknowledgment of MWBE Policy"
  - b. "Identification of Certified MWBEs form"
  - c. "Affidavit A Form" – Listing of Good Faith Efforts. (Please refer to the MWBE Affidavit A Explanation form included in the MWBE forms packet)

OR

  - d. "Affidavit B Form" – Only if intent is to self-perform 100% of the work with own workforce. (If using any subcontractors submit Affidavit A, not Affidavit B)
- x. These forms are located in the project manual.
- xi. The Apparent Lowest, Responsible, Responsive Bidder must submit the following within 3 business days of notification:
  - a. If 15% MWBE goal is met, submit "Affidavit C", along with Letter of Intent for each Certified MWBE subcontractor listed in Affidavit C.
  - b. If 15% MWBE goal is NOT met, submit "Affidavit D", and GFE Supporting Documentation to substantiate each recruitment effort selected on Affidavit A.
- xii. Any further MWBE questions may be directed to the following:
  - a. MWBE Phone: 919-996-5740

b. Email: mwbe@raleighnc.gov

8. General Requirements:

- A. The Bidder agrees that the Base Bid Work will be substantially complete within (120) calendar days and will be completed and ready for final payment within (150) calendar days.
- B. Liquidated damages for the project will be assessed at \$1,000 per consecutive calendar day.
- C. Contractors were instructed to refer to specification 011000 "Summary" for use of premises and work hours.
  - i. Schedule of work: 7:00 am – 5:00 pm Monday through Friday.
- D. Bidders were informed to confine construction operations to areas of work. Do not disturb portions of Project site beyond areas in which the Work is indicated.
- E. Driveways, Walkways and Entrances: Keep driveways loading areas, and entrances serving premises clear and available to Owner, Owner's employees, and emergency vehicles at all times. Do not use these areas for parking or for storage of materials.
- F. On site parking will be provided for the Contractor.

9. Project Description:

- A. A brief overview of the project scope was given by the Design Team.
- B. Charter Square Deck:
  - i. Replace (11) existing cameras
  - ii. Install (21) fixed dome cameras
  - iii. Install (43) 360-degree cameras
  - iv. Install (13) 180 dual-head cameras
  - v. Install (7) license plate recognition cameras
  - vi. Install (2) panoramic 180 cameras
  - vii. Install (3) corner-mount elevator cameras
- C. Moore Square Deck
  - i. Replace (45) existing cameras
  - ii. Install (50) fixed dome cameras
  - iii. Install (11) 360-degree cameras
  - iv. Install (17) 180 dual-head cameras
  - v. Install (7) license plate recognition cameras
  - vi. Install (1) corner-mount elevator camera
- D. Scope for both locations includes:
  - i. All necessary conduit per specs and locations
  - ii. All conduit and wiring to MDF locations.
  - iii. Connections to existing City of Raleigh switches and servers

- iv. PoE extenders where necessary for cable runs over 100 meters.
- v. Coordination with City of Raleigh IT staff to verify server storage and switch ports are sufficient for the additional devices, and adding servers and switch ports if necessary. Secure correct IP addresses and switch port locations.
- vi. Aim, test and program all cameras. Verify all views with City of Raleigh, Go Raleigh and Raleigh PD.
- vii. Program Milestone server.

10. Questions & Additional Comments:

- A. Additional questions were asked of the designer. Contractors are encouraged to send all questions in writing in order to address in detail on the final addendum.

A site tour was given of the Moore Square Deck to all attendees at the end of the meeting.

**ATTACHMENTS:**

- Pre-Bid Sign-in Sheet

**END OF MINUTES**

Bid Opening Attendance

10/2/2025

Moore Square and Charter Square Parking Deck  
 Video Surveillance Upgrades and Addition  
 City of Raleigh

HH Project #25-035

Company	Name	E-mail	Phone
Siemens	Patrick Robinson	patrick.robinson@siemens.com	919 324 2619
SFI	Mitchell Vaughn	mvaughn@securityforceinc.com	919-525-0602
M3H united	Jimmy McClelland	Jimmy.mcclelland@m3h-united.com	910 303-7227
VECTOR SECURITY	BRAD SILVERMAN	wsilverman@vectorsecurity.com	919 687 3539
TOM ROSS	SPECTRUM	THOMAS.KOSS@CHARTEK.COM	412 915 8320
PATRICK TATA	"	PATRICK.TATA@CHARTEK.COM	412-915-8320
STEVE SETTLEMAYER	"	STEVE.SETTLEMAYER@CHARTEK.COM	412 915 8320
capital city CV	Joe Starbuck	Joe@capitalcitycv.com	

