

# Green Road Park Site Improvements

Raleigh, North Carolina

CLH Project No: 23-117

CLH design, p.a.  
400 Regency Forest Drive, Suite 120  
Cary, NC 27518



Addendum #1

09/29/2025

Where any article, division or subparagraph of the original contract documents or other addenda is supplemented herein, the provisions of the original documents shall remain in effect. All the supplemental provisions shall be considered as added thereto. Where any such article, division or subparagraphs are amended, voided or superseded thereby, the provisions of such article, division or subparagraph not so specifically amended, voided or superseded shall remain in effect.

The attention of the Contractor is called to the following clarifications, additions to and changes in the plans and specifications dated 09/16/2025 on the above job. It will be the responsibility of each Contractor to call such clarifications, additions to and changes in the plans and specifications to the attention of subcontractors concerned. The Engineer in no way assumes any responsibility for notifying any subcontractor, material dealers or others not having received the original contract documents.

- ITEM 1. Pre- Bid Meeting Minutes
- ITEM 2. Pre- Bid Meeting Sign in Sheet

**END OF SITE/CIVIL ITEMS FOR THIS ADDENDUM**

# City of Raleigh – Green Road Park Site Improvements Project

## Pre-Bid Meeting Minutes

Pre-Bid Meeting: Wednesday, September 24, 1:00 p.m. at the Green Road Park, 4201 Green Rd, Raleigh

### 1. Introductions

- Distribute sign-in sheet
- Introduction of project personnel with roles and responsibilities
  - Project designer: CLH Design, P.A.

### 2. Bid Documents and Distribution

- Bid documents may be obtained by sending e-mail request to Rachel Watson at CLH design, p.a. at the following address: [rwatson@clhdesignpa.com](mailto:rwatson@clhdesignpa.com). A link for downloading pdf files of the drawings and specs will be sent.
- **During the bid period, all questions related to this project shall be submitted in writing to the CLH contact above.** Neither CLH nor the City of Raleigh will accept phone calls during this time. No email questions to the City of Raleigh will be accepted during this time.

### 3. Critical Items for Bidders

- Time and date for receipt of bids is **10:00 am on Friday, October 17, 2025** to the attention of Di Gao, Capital Projects Manager with the City of Raleigh's Parks, Recreation and Cultural Resources Department. Raleigh Municipal Building, 222 W Hargett St. 6<sup>th</sup> floor, Raleigh, NC 27601.
  - Bid opening will take place at the Raleigh Municipal Building located at 222 W. Hargett Street, Raleigh NC, 27601 in Conference Room 305 on the third floor.
- Bidding submissions will follow double-envelope submission process:
  - Place Bid Bond by itself within its own individual separate sealed opaque envelope and label 'Bid Bond' on envelope exterior along with contractor's information.
  - Place the completed Bid form along with other required documents in a separate sealed opaque envelope and label 'Bid Form' on exterior along with contractor's information.
- Bid opening will occur immediately following submission of the bids at the time, date and location noted above.
- The Bid opening will follow formal bidding process for public bids with bids opened, read aloud, and recorded.
- Required Bond will be verified first prior to opening Bid and support documents envelope. Any submissions determined to be lacking required Bid Bond documents will not be opened.
- Bids will be opened by the project landscape architect from CLH design, p.a. along with Project Managers from the City's Parks Recreation and Cultural Resources Department

# City of Raleigh – Green Road Park Site Improvements Project

## Pre-Bid Meeting Minutes

- Drawing and technical specification inquiries should be directed to Rachel Watson, ASLA, PLA at CLH design, p.a.: [rwatson@clhdesignpa.com](mailto:rwatson@clhdesignpa.com)
- All inquiries, questions, requests for substitution, and/or clarifications must be submitted in writing via the CLH design, p.a. e-mail noted above according to the directions given in the Product Requirements, Section 01600.2.2 and General Conditions, Section 11, no later than **12:00 p.m. on Wednesday, October 8, 2025**. All substitution requests must show side by side comparison of specification requirements and how it is equal or better than the specified product.
- Bid bond of 5% is required with formal bid. *No bid will be considered or accepted unless accompanied by this bid bond.*
- Doublecheck to make sure *all* required forms are included with submitted bid:
  - Bid Bond**
  - Bid Form**
  - Acknowledgement of Addenda**
  - Signature Page(s)**
  - Bidder Qualifications form**
  - Additional Certifications**
  - Performance Policy Resolution**
  - MWBE forms** (*see below*)
  - Unit prices** (*refer to Section 012100 and 012200 in Specifications*)

#### **4. Business Engagement and Opportunities Program (BEOP) Requirements**

- City of Raleigh minority participation requirements encourage and provide equal opportunities for MWBE participation.
- City's goal is to contract or sub-contract 15% to Certified MWBE's on construction projects over \$300,000 (or contracts with \$100,000 or more in state funding).
- MWBE goals for each bid will be recorded at the bid opening.
- MWBE/HUB/DBE contact information and guidelines may be obtained from the City of Raleigh's BEOP program staff noted below and by visiting the following City web page:  
<https://raleighnc.gov/doing-business/services/business-engagement-and-opportunities-program-beop>
  - General BEOP office email: [beop@raleighnc.gov](mailto:beop@raleighnc.gov)
  - **Maria Torres**, BEOP Analyst at 919-996-4271, and via email at: [maria.a.torres@raleighnc.gov](mailto:maria.a.torres@raleighnc.gov)

# City of Raleigh – Green Road Park Site Improvements Project

## Pre-Bid Meeting Minutes

- **Lekesha Shaw**, BEOP Program Manager at 919-996-6958, and via email at: [lekesha.shaw@raleighnc.gov](mailto:lekesha.shaw@raleighnc.gov)
  
- Bidders must agree to follow Minority Business Guidelines and exercise good faith efforts to recruit and select Minority Businesses for participation in any awarded contract.
- Prime contractor will be required to identify participation of MWBE businesses in their bid and how participation will be achieved.
- Required MWBE construction forms to be submitted with bid are noted in City’s MWBE Program Information for Bidders document in the project manual and include:
  - **Acknowledgement of MWBE Policy**
  - **Identification of Certified MWBE Participation Form**
  - **Bidder’s Certification** noting Non-collusion (see Proposal Form, page PF-10 of 11)
  - **Affidavit A – Listing of Good Faith Effort**
  - (If applicable) **Affidavit B – Intent to Perform contract with Own Workforce**

### Post-bid follow-up:

- Following the bid opening, the apparent low bidder will submit a letter to City verifying compliance with Minority Business Guidelines and efforts made to recruit minority subcontractors and supplier for work on this project (**Affidavit C** or **D** within 72 hours of notification by City Staff)

## **5. Project Overview and Overall Scope of Work**

The City of Raleigh intends to improve the existing Green Road Park. The improvements consist of the following major items:

- Demolition of existing restroom building
- New playground area
- New pickleball courts
- New sand volleyball courts
- Utility connections to new prefabricated restroom structure
- New plaza area
- Asphalt and concrete walking paths
- Raised crosswalks in parking lot
- Stormwater management improvements
- Landscaping
- Park signage

### NOTE:

# City of Raleigh – Green Road Park Site Improvements Project

## Pre-Bid Meeting Minutes

- **Public building access maintained.** Access for staff and visitors must be maintained to the Green Road Community Center and the Green Road Community Library. This includes keeping most of the parking for community center and library open and accessible for public use during the entire construction period.
- **Coordination with improvements outside of General Contractor scope.** Selected General Contractor to coordinate with vendors and contractors that will provide and install Owner-provided improvements that are outside of the General Contractor scope. Refer to plans and specifications for details. These owner-provided improvements include:
  - Pre-fabricated restroom building
  - Playground and adult fitness surfacing and equipment (Curbing and drainage system under playground/adult fitness surface area is in General Contractor scope)
  - New picnic shelter
  - New futsal mini-pitch court
  - Duke Energy lighting
  - Public art sculptures

### 6. General Notes

- This project is being bid as a Single Prime Contract. All contractors must have a valid general contractor license in state of North Carolina.
- All work shall take place during normal business hours 7:00am – 7:00pm, Monday through Friday. (unless approved in advance by the City of Raleigh)
- Particular attention must be given to noise control and construction activities. Scheduling must be considerate of neighbors in surrounding residential neighborhood. All work must comply with the City’s noise ordinance.

### 7. Project Schedule – Bidding and Construction

- Contractors’ questions received to date and today will be included in Addendum #1.
- Other questions are due in writing via email to [rwatson@clhdesignpa.com](mailto:rwatson@clhdesignpa.com) by **12:00pm on Wednesday, October 8, 2025.**
- The Addendum will be posted on <https://www.planscope.com/> to all parties listed on the current Bidders List by **5:00 pm on October 10, 2025**
- Bid Opening at **10:00am on Friday, October 17, 2025.**
- Issuance of Notice to Proceed expected **January 2026**
- The total Contract time for construction is **240 consecutive calendar days total**, with 210 days from the Notice to Proceed anticipated to Substantial Completion (8 months for

# **City of Raleigh – Green Road Park Site Improvements Project**

## **Pre-Bid Meeting Minutes**

project construction) in October 2026. Completion of the project expected by September 2026

- The rate for liquidated damages is noted in the General Conditions with additional detail noted in the Supplemental General Conditions.

### **8. Expectations During Construction**

- General Contractor is responsible for permit fee payment, permit pickup, and inspection coordination.
- Work shall only occur on the project site and in the public right of way. No work shall occur on the adjacent properties.
- Attention to noise control and working hours of construction activities.
- Areas outside of the construction limits will remain open during construction. Care and attention must be given to the safety of all park users and park staff.
- Tree protection (note there is a distinction between tree protection and erosion control fencing).
  - No site work to begin until tree protection fence is installed and approved by City Urban Forestry inspector.

### **9. Additional Comments**

- Two-envelope system for submitting Bid and Bond with contractor's information and "Bid" and "Bid Bond" written on exterior of each appropriate envelope.
- All items on bid form must be filled in.
- Late submissions or submissions deemed as 'non-responsive' will have these envelopes returned unopened.
- Follow up after bidding - Performance and payment bonds shall be required of selected bidder prior to execution of the Contract.
- As noted on Bid Form - Bonds will also need to include Owner's contingency amount.

### **10. Conduct site visit with design consultant and city staff**

### **11. Meeting adjourned**

## Meeting Sign-In Form



Project: Green Road Park Improvements

Meeting: Pre-Bid Meeting

Date: 09/24/2025

Initial	Name (Please Print)	Company / Address	Phone	Email
KB	KATHIN BARRETT	CENTRAL BUILDERS INC OF MEHANE	336-221-4551	Kathin@centralbuildersinc.com
SD	SCOTT DAWSON JR	TEMBLESSE CONSTR. CO	919-954-9870	SDAWSONSR@TEMBLESSE.COM
JW	JACKSON WARREN	ALLEN GRADING COMPANY	919-440-5402	JACKSON@ALLENGRADING.COM
LS	LUIS SUAREZ	ORTEGA SITE EXPERTS	919 763 7173	lesuarez3@gmail.com
LM	LOGAN MCCLURE	MCCLURE BUILDERS	919-369-9275	LOGAN@MCCLUREBUILDERS.COM
MR	MARK REYES	W.C. CONSTRUCTION COMPANY LLC	336-721-3420	bids@wccconstructionco.com
ID	ISA DIAZ	ISA BUILDS	9194133300	admin@isabuilds.com isa@isabuilds.com
	HATTIE DELOACH	JC LEWIS COMPANY	9195197664	lewisplanroom@gmail.com
MT	MARIA TORRES	COR - BEDP		
SM	SEAN MASON	WHITING-TURNER	919-455-1286	SEAN.MASON@WHITING-TURNER.COM
AR	AUSTIN RILGIO	BAR CONSTRUCTION	336-274-2477	BidseBARConstruction.com
KS	Kristey Stewart	BridgePoint	850 556 1470	Kstewart@bridgepointinc.com

## Meeting Sign-In Form



Project: Green Road Park Improvements

Meeting: Pre-Bid Meeting

Date: 09/24/2025

Initial	Name (Please Print)	Company / Address	Phone	Email
WK	Will King	Whiting - Turner	919-396-3039	William.King@whiting-turner.com
BB	BEN BULLOCK	MUTER CONSTRUCTION	919-404-8330	BUILDINGBIDS@MUTERCONSTRUCTION.COM
IG	Isabel G. Rojas	Enterprises G LLC	252 375 1968	Enterprisesogymc@gmail.com
CC	CAEL COLLIE	FREED SMITH COMPANY 701 CORPORATE CENTER DR. SUITE 197, RALEIGH, NC	919-901-8225	ccollie@freedsmithcompany.net
JA	JOHN ANDRUS	CLANCY & THEYS	919-270-7761	JOHNANDRUS@CLANCYTHEYS.COM
BC	Bailey Coble	Bliss Products	919 879 9141	bailey@blissproducts.com
RH	Robert Hernandez	RNS contractors	919 584 5052	RNScontractorsllc@gmail.com
KU	Kyle Upchurch	HM Kern	336-668-3213	estimating@hmkern.com
BL	Bethany Long	Harrod + Assoc	919-828-7182	estimating@harrodandassoc.com
DM	Daniel Belton-McKinney	Lanier Construction Co.	984-379-2207	Daniel@lanierconstruction.com
ME	MARSHALL ELMORE JR.	CARDINAL CIVIL CONSTRUCTION	(984)354-4952	MELMORE@CARDINALCIVIL.COM

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