

PRE-BID CONFERENCE MEETING MINUTES
NC 97 Industrial Park – Shell Building #1
Thursday, March 30, 2023 at 2:00 pm

The following is a summary of the items discussed at the NC 97 Industrial Park Shell Building #1 Pre-Bid Meeting held at the Nash County Administrative Building in the County Commissioners Conference Room at 2pm on Thursday, March 30, 2023.

1. Jonathan Boone, Director of Public Utilities & Facilities, opened the meeting at 2:02pm and welcomed the attendees. A sign-in sheet and agenda for the meeting had been circulated prior to starting the meeting and everyone was reminded to make sure to sign in to record their attendance. County staff/representatives present for the meeting were then introduced including Nash County Commissioner Robbie Davis, Mike Phillips – Assistant Public Utilities & Facilities Director, and Susan Phelps, Economic Development Manager. Kevin Varnell – Design Engineer with Stocks Engineering under contract with Nash County to assist with site-civil design on the project was unable to attend due to a last minute conflict.
2. After introductions, Mr. Boone proceeded through the agenda prepared for the meeting (attached). Items of discussion beyond that summarized in the meeting agenda include the following:
 - Bid opening is scheduled for Tuesday, April 18, 2023 at 2pm in the Commissioners Conference Room.
 - Time Frame for holding bid prices and project schedule – Bids are to be held for 45 days and the project provides 360 days from Notice to Proceed for Substantial Completion.
 - Scope of work associated with this project (Phase 1) – While the site plans prepared by Stocks Engineering depict improvements above and beyond that associated with Phase 1 (e.g. parking lot, sidewalks, roadway, turn lane, etc.), the scope of work associated with this project include clearing, site grading and stabilization, drainage improvements (conveyance for surface water and roof drains), construction of the shell building, and grading for the future site roadway and building pad. These items are identified on sheet CE-05 and sheet D-07. Site improvements required to support the eventual building occupant are not included in the phase of the project.
 - Loading dock treatment – 1 overhead door at this time with no dock leveler and 3 framed openings for future overhead doors to be fit in later.
 - Building Access Door – In addition to the doors associated with the loading dock, the plans will be revised to accommodate a 12' x 14' roll up to provide at-grade access to the building. This door will be installed on the west side of the building approximately 227 feet from the northwest corner of the building between the future proposed parking area and the loading dock.
 - Storefront entrance – Building spec references a single store front door. This door is to be centered on the north face of the building. The door does not include sidelites.
 - Roofing color to galvalume or approved equal
 - 36' and 28' heights are to be the low eave height, not to inside clear span.
 - All stormwater improvements shown on the drawings: piping, erosion control, temporary sediment trap grading and stabilization is to be done at this time. Roof drains are to be tied to the storm drain network (and must be directed to the sediment pond).

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- Loading dock does have a 4' separation that will need to be allowed for in the foundation for the loading bay.
- Water and Sewer connections to serve the building will not be included as part of the Phase 1 scope of work.
- The county has established a 10% MBE/DBE goal for this project. Bidders that are unable to meet this requirement should complete and submit Affidavit A in conjunction with their bid submittal. Bidders must earn 50 points in order for their bid to be considered responsive.
- All bids shall include a 5% Bid Bond.
- Stocks Engineering has provided Nash County with the CAD file for this project. Any bidders interested in receiving this file to assist in preparing their bid should contact Jonathan Boone via email at jonathan.boone@nashcountync.gov to request this information. Due to the size of the file, arrangements will be made for interested bidders to download this information via Microsoft OneDrive.
- Other items clarified in the Bid Specifications include the following:
 - a) The deadline for questions submitted outside of the Pre-Bid Meeting was 12pm on March 30, 2023.
 - b) Any addenda will be issued no later than Tuesday, April 4, 2023.
 - c) In item 2.11.1 the Bid Form submittal package is referenced as beginning on page 18, whereas the Bid Form submittal package begins on page 19 and extends through page 26.
 - d) The column spacing for the proposed shell building is misidentified in item 9 on page 14. The column spacing is 62.5 feet by 26.75 feet.
 - e) The number of light fixtures listed under item 16 on page 15 should be eighteen versus twelve.
- A copy of the attendee list for the Pre-Bid Meeting is attached for reference.

This concludes the minutes of the Pre-Bid Meeting held on Thursday, March 30, 2023.

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1. Welcome, Sign-in and Introductions
2. Project Description
Construction of a 250' x 400' pre-engineered steel building and the associated site work in accordance with the approved civil / site plans. Furnish all structural design data, fabrication and erection necessary for a pre-engineered metal building, including all primary and secondary structural framing members, connection bolts, coverings, windows, doors, loading docks, flashing, fasteners, closures, sealer, insulation and other miscellaneous items as provided in this document. Complete site work according to plans and specifications provided by Stocks Engineering.
3. Deadlines
 - Bid Opening – Tuesday, April 18, 2023 at 2 pm
 - Last day for questions – Thursday, March 30, 2023 at 12 pm
4. Bid Prices will have to be held for 45 days from the date of the bid opening in order to accommodate evaluation of bids and award by Board of Commissioners. Substantial Completion to be 360 days from date of Notice to Proceed.
5. Permits
 - Sedimentation & Erosion Control Plan – Anticipated mid April 2023
 - Stormwater Permit – In Process – Anticipated early May 2023
6. Clarifications to Bid Specs to date:
 - Construction plans identify lots 1 and 2. In addition to construction of shell building, project scope includes grading and construction of building pad on lot 2 and conversion of the sediment pond required to prevent sediment transport during construction to a wet pond as outlined in the construction sequence on plan sheet D-03.
 - Loading dock treatment – 1 overhead door at this time with no dock leveler and 3 framed openings for future overhead doors to be fit in later.
 - Building Access Door – In addition to the doors associated with the loading dock, the plans will be revised to accommodate a 12' x 14' roll up to provide at-grade access to the building. This door will be installed on the west side of the building between the proposed parking area and the loading dock.
 - Storefront entrance – Building spec references a single store front door. This door is to be centered on the north face of the building. The door does not include sidelites.
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- All stormwater improvements shown on the drawings: piping, erosion control, temporary sediment trap grading and stabilization is to be done at this time. Roof drains tied to storm drain network (must be directed to the sediment pond)
- Loading dock does have a 4' separation that will need to be allowed for in the foundation for the loading bay.
- Water and Sewer connections to serve the building will not be included as part of the Phase 1 scope of work.

7. Open Questions:

- Project Schedule – Concerns regarding time to hold bids and project schedule of 360 days.
- Other?

