



**ADDENDUM NO. 1**

**DATE: 11/19/2024**

**TO: ALL BIDDERS**  
**FROM: JKF ARCHITECTURE**  
**RE: Craven Community College**  
**New Corporate Training Center**  
**SCO ID NO. 23-26923-01A**  
**JKF Project No. 2023-09**

The following corrections, clarifications, or supplemental information is to be incorporated into the Contractor(s) bid to perform the Work:

**CHANGES TO DRAWINGS:**

1. Drawing E6.1 dated 9-1-2024; Fixtures G, J, K1, K2, and U, change the equals listed to WAC Lighting and Modern Forms. Cerno is still basis for Design. Delete and disregard NOTE #5 in its entirety.

**CLARIFICATIONS:**

1. See attached Minutes of Pre-Bid Meeting held November 13, 2024 (4 Pages).
2. See attached Addendum #1 from Atlantec Engineers/IMEG, dated 11-18-2024 (2 Pages).
3. Ceramic floor tile is required to be 12x12 per the drawings and specs. No changes.
4. Exterior glass is as specified on the Drawings and the Specifications. No changes.

**CHANGES TO SPECIFICATIONS**

1. None.

**END OF ADDENDUM NO. 1 (TOTAL NUMBER OF PAGES = 3)**

Attachments:

1. As noted.

xc:

- All Bidders, Plan Rooms
- Christine Sachs
- John Melville
- JKF Design Team
- Vibha Goel, RA, SCO

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### **Minutes of Pre-Bid Conference:**

**Meeting Date:** November 13, 2024  
**Location:** Brock Building, Room 202  
**RE:**  **CRAVEN COMMUNITY COLLEGE  
NEW CORPORATE TRAINING CENTER  
SCO ID #23-26923-01A**  
**JKF Project No.:** 2023-09  
**Date Prepared:** November 13, 2024  
**Attendees:** See attached Sign-in Sheet

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### **Discussion:**

- 1) John K. Farkas, AIA (JKF) of JKF Architecture provided introductions and conducted the Pre-Bid Conference. Owner's representatives included Chrissy Sachs, John Melville, and Jim Millard.
- 2) JKF noted this was not a Mandatory Pre-Bid Conference for Bidders.
- 3) In accordance with General Statute GS 133-3, Specifications may list one or more preferred brands as an alternate to the base bid in limited circumstances. Specifications containing a preferred brand alternate under this section must identify the performance standards that support the preference. Performance standards for the preference must be approved in advance by the owner in an open meeting. Any alternate approved by the owner shall be approved only where (i) the preferred alternate will provide cost savings, maintain or improve the functioning of any process or system affected by the preferred item or items, or both, and (ii) a justification identifying these criteria is made available in writing to the public. In accordance with GS133-3 and SCO procedures the following preferred brand items are being considered as Alternates by the owner for this project:
  - a) Door Hardware- Corbin-Russwin.
  - b) Building Control Systems: Schneider Electric Building Systems.
- 4) The floor was opened for any questions, discussions, or objections related to preferred alternates. There were none. JKF closed discussion on this matter.
- 5) JKF reviewed Notice to Bidders, Form OC-15 Instructions to Bidders and General Conditions of the Contract, Supplementary Conditions including Liquidated Damage requirements, Guidelines for Recruitment and Selection of Minority Businesses for Participation in State Construction Contracts.
  - a) Attendees were advised to review all MBE requirements and expectations as well as the proper bid documents to be submitted with Bid. All required forms are already in the specification.
  - b) Bidders shall review the Contract documents for cancellation clauses for insurance required by the State of North Carolina without exception. They are noted in the General Conditions.

- c) OC-15, Article 10e, confirms requirements for permitting to be included. GC is responsible for all permits and their cost. The City of New Bern is AHJ. See also 10.b for inclusion of tap and utility fees to be included if any.
  - d) **The Bid Opening** will be in the Ward Building, Room 115.
- 6) JKF reviewed the Summary of Work, Section 011000.
  - 7) Reviewed Allowances (2), Unit Pricing (3), Alternates (2). Allowances are lump sum amounts to be included as part of the Base Bid.
  - 8) JKF reviewed Form of Proposal. Noted Bidders must complete all information required on the forms and properly execute the document. Read the complete requirements noted on the Bid Form for Minority Participation requirements and the forms that are to be submitted. Reviewed all the MBE Forms included in the Manual. WMBE goal is 10% for the State.
  - 9) JKF reviewed the Bid Bond, Form of Construction Contract draft, and Sales Tax Forms. Bid Bond must be State Form **not** AIA Bid Bond.
  - 10) JKF noted this project is permitted by City of New Bern as AHJ. State Construction Office will be the monitor for the project. Contractors should be familiar with SCO project inspection procedures and requirements. Everything must be inspected by the Design Team in addition to the AHJ. Nothing gets covered up without the approval of the Architect.
  - 11) No CADD files will be provided to any bidder, sub, vendor during the bid period. A basic CADD file will be provided to the contracted bidder at the appropriate time. The contractor is responsible for coordination drawings and preparation of shop drawings. No portion of the Contract Documents shall be copied and resubmitted as a shop drawing as that will be a copyright violation.
  - 12) JKF noted that all questions shall be directed to his attention. E-mail are acceptable. JKF's e-mail is [jkf@jkf-arch.com](mailto:jkf@jkf-arch.com). All questions are to be submitted in writing. JKF requested contractors submit any and all questions to JKF no later than noon Monday, November 18<sup>th</sup>.
  - 13) JKF noted there are no restrictions on working hours on the site except as may be required by City of New Bern Ordinances. There may be a graduation event in May 16<sup>th</sup> that will need to be accommodated.
  - 14) JKF did a brief overview of the scope and provided some responses to questions from bidders/ attendees.
    - a) Construction Testing will be paid for by the Owner. All scheduling of Testing Agency will be through the Architect. Contractor will not schedule any testing.
    - b) Coordination Drawings are to be provided by the GC per Section 013100.A of the specification. If not provided, the contractor will be required to correct any coordination items in the field to the satisfaction of the Architect at no cost to the owner.
    - c) Questioned location of finish schedule related to Drawing A9.1. Noted finish legend on Drawing BC1.0.
  - 15) Discussed base bid duration. No objections.
  - 16) A list of attendees will be attached to the minutes of this meeting and included in Addendum #1.
  - 17) Substitution requests were discussed. Substitutions are to be submitted by prime bidders only. No consideration will be given to any subcontractor, vendor, or manufacturer unless it comes through the prime bidder who will review and recommend approval or disapproval.

18) Owner comments:

- a) Communication important related to activities on Campus and working hours.
- b) Safety of students is key.
- c) Owner has a safety director who will be reviewing the project.

19) Adjourned. Contractors walked the site.

We believe the foregoing to be an accurate summary of discussions and related decisions. We would appreciate formal, written notification of exceptions to this record within seven (7) days of its release. Failing such notification, we will consider these minutes a matter of record.

Respectfully submitted,



John K. Farkas, AIA, LEED AP  
Principal/Project Architect

xc:

- Brian A. Farkas, MPA
- Christy Sachs
- John Melville
- JKF Design Team

Attach:

- Sign-in Sheet

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**SIGN IN SHEET** Pre-Bid  
 PROJECT: Craven CC New Corporate Training Center  
 MEETING DATE: 11-15-2024  
 JK F PROJECT NO: 2023-09

NAME	AFFILIATION	PHONE/ FAX	E-MAIL
John K. Farkas, AIA	JKF Architecture	252-355-1068	jkf@jkf-arch.com
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Benson Williams	Watkins Construction	919-279-7268	bishopw@watkinsconstruction.net
JIM SABINO	PRIMUS STRUCTURES	252-503-7070	Jim@primusstructures.com
Josh Tilley	Monteith Construction	(910) 200-9824	JoshTilley@monteithcd.com
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GEORGE WARD	JMEC GROUP LLC	(252) 670-2681	ghward@jimecgroupllc.com
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Jim Millard	Craven CC	252-638-7264	millardj@cravencc.edu
John Melville	Craven CC	252-876-3299	melvillej@cravencc.edu
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