

WAKE COUNTY

EMS STATION RENOVATIONS

EAST RALEIGH EMS STATION 7

2910 KIDD ROAD | RALEIGH, NC 27710

NCSU EMS STATION 8

1361 VARSITY DRIVE | RALEIGH, NC 27607

WAKE FOREST EMS STATION 10

706 S. FRANKLIN STREET | WAKE FOREST, NC 27587

WAKE COUNTY REQUEST FOR BIDS NUMBER: RFB #26-082

MEETING DATE/LOCATION/TIME

AUGUST 19, 2026, AT 10:00 AM

WAKE COUNTY WAKE FOREST EMS STATION 10

706 S. FRANKLIN STREET, WAKE FOREST, NORTH CAROLINA 27587

PARTICIPANTS:

NAME	COMPANY	PHONE	EMAIL
Kelsey Graff	Wake County Facilities Design and Construction Project Manager	(919) 856-6382	kelsey.graff@wake.gov
Paul Stewart	Williard Stewart Architects Architect Project Manager	(919) 740-5521	paul@wscarchitects.com
Jeff Elliott	Dewberry Plumbing, Mechanical, Electrical, Fire Alarm Engineering	(984) 833-4839	jelliott@dewberry.com
Randy Dishong	Qualis Home Improvements, LLC	(919) 500-9429	rdishong@qualishi.com
Chris May	Daniels and Daniels Construction Co. Inc.	(919) 778-4525	estimating@danddccc.com
John Walker	HM Kern Corporation	(336) 668-3213	estimating@hmkern.com
Pierre Lent	CHADCO Builders, LLC	(336) 380-8338	pm2@chadcobuilders.com
Lindsay Blackburn	Muter Construction	(919) 404-8330	buildingbids@muterconstruction.com
Jim Sabino	Primus Structures, Inc.	(919) 747-1587	jim@primusstructures.com
Tim Cothran	Riggs-Harrod Builders, Inc.	(919) 687-0111	tcothran@riggsharrod.com
M. Wade Berthelot	Beau Chêne Company LLC	(919) 868-6019	mwberthelot@beauchenecompany.com
Dillan Greene	G&G Builders	(919) 817-1512	dillan@ggbuildersnc.com
Logan McClure	McClure and Associates Construction Inc.	(919) 369-9275	logan@mcclurebuilders.com
Mike Brewer	Salisbury & Moore Construction, LLC	(919) 792-7160	mike@salisburymoore.com
Christian Martinez	W.C. Construction Company LLC	(919) 886-3304	bids@wcconstructionco.com
Claiborne Smith	Jackson Builders Inc	(919) 440-8370	csmith@jacksonbuilders.com
Doug Broughton	Calvin Davenport, Inc.	(919) 709-5835	dbroughton@calvindavenport.com

1. INTRODUCTIONS

- Following introductions of Wake County Facilities Design and Construction (Wake FD&C), Williard Stewart Architects (WSA), and Dewberry Staff, Kelsey Graff and Paul Stewart provided a brief overview of the project scope and bidding requirements.
- A sign-in sheet was circulated during the Pre-Bid Conference. A scanned copy of the original sign-in sheet is attached to these minutes.

2. GENERAL INFORMATION

- The purpose of the meeting was to provide general information to bidders. Bids should be based on the plans and specifications and not on oral information that was provided at the meeting or at any other time by any of the project participants.
- This Meeting was **Mandatory for all interested General Contractors**.
- This project is being bid as a Single Prime Contract only. All contractors must have a valid General Contractor license in the state of North Carolina.
- Plans are available via email. If interested bidders have not already received the plans and specifications, please contact Paul Stewart with WSA (paul@wscarchitects.com) for the online file sharing link to the PDF copies of the documents. No plan deposit is required.

3. CRITICAL ITEMS FOR BIDDERS

- Time and Date for Receipt of Bids: Thursday, September 17, 2026, at 2:00 PM**
- Bid Opening Location:** Wake County Purchasing Department
Wake County Justice Center
301 S. McDowell Street
Suite 2900
Raleigh, North Carolina 27601

NOTE: Be sure to allow enough time for parking in downtown Raleigh and for entering the Justice Center. Each person entering the Justice Center will be required to go through a security checkpoint. Weapons and items such as mace, scissors, and knives are prohibited in the Justice Center. WSA noted that there is space around the Purchasing Department for contractors to spread out and complete their bid information.

- Non-Mandatory Open House / Existing Condition Review**
 - All three EMS Stations will be open for a non-mandatory Open House / Existing Conditions Review for interested subcontractors.

- ii. General Contractors that attended the August 19, 2026, Pre-Bid Conference may also revisit the project sites during this open house event.
 - iii. **Time and Date of Open House: Friday, August 21, 2026 | 1:00 PM to 3:00 PM** [All Three Stations Open Simultaneously]
 - iv. **Note:** Parking within EMS Station parking lots and/or driveway aprons is prohibited. All attendees must part on public streets.
 - d. **Deadline for Contractor Questions:**
 - i. All questions, substitution requests, and clarification requests shall be submitted to the Architect in writing via email. Neither the Designers nor the Owner shall be responsible for oral instructions.
 - ii. Questions should be emailed to Paul Stewart at paul@wscarchitects.com. Bidders are asked not to contact the Owner or Design Team consultants directly.
 - iii. All questions, substitution requests, and/or clarifications must be submitted by **4:00 PM on Monday, September 7, 2026**.
 - e. **Bidding Process:**
 - i. Refer to 00200 – Instructions to Bidders within Project Manual for details on bidding requirements.
 - ii. All items on the Bid Form must be filled in. Alternates or other items that may have no cost should be marked as 0.00 / zero dollars as the amount (do not leave blank).
 - iii. One copy of both the Bid Bond and Bid Form is acceptable
 - iv. Late submissions or submissions deemed as 'non-responsive' will be returned unopened.
 - v. 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.
 - vi. Bid bond of 5% is required with formal bid. No bid will be considered or accepted unless accompanied by this bid bond. Use of a Bid Bond form other than the one provided within the Project Manual may result in disqualification of the bidder.
 - vii. No bid may be withdrawn for ninety (90) days after the bid opening. The Owner reserves the right to reject any or all bids and to waive informalities.
- 4. BID DOCUMENT REQUESTS AND DISTRIBUTION**
- a. Bid Documents can be obtained by submitting an email request to Paul Stewart at Williard Stewart Architects, PA at the following address: paul@wscarchitects.com
 - b. No plan deposit is required.
- 5. PROJECT OVERVIEW**
- a. **Project Scope**
 - i. Renovation of three existing Wake County EMS Stations – East Raleigh EMS Station 7, NC State EMS Station 8, and Wake Forest EMS Station 10. All three stations were built in 1998 and are 2,562 square feet.
 - ii. The project scope includes, but is not limited to: selective demolition, removal of existing vehicle exhaust systems, new gypsum board/wood framed partition walls, new interior finishes, new architectural woodwork, new lockers and benches, relocation of existing doors, new doors/frames/door hardware for new openings, reuse of existing doors/frames/hardware as scheduled, new sectional overhead doors, new aluminum storefront windows, high-performance coatings of exterior steel/metal substrates, new plumbing fixtures, new mechanical equipment, new electrical and communication systems, new audio-visual systems, new lighting, new fire alarm systems, preparation of operations and maintenance manuals, and Owner training.
 - iii. Project scope includes providing new fire alarm throughout each building.
 - b. **Bonding**
 - i. Bid Bond – Not less than 5% of the Proposal. Must provide Bid Bond on Wake County Bid Bond Form included in Project Manual.
 - ii. Performance and Payment Bonds are required (to be submitted prior to the execution of the Contract).
 - c. **Alternates** | The project includes the following Alternates:
 - i. **Alternate G-1** | Provide Owner Preferred Alternate for Door Hardware as Scheduled. The Owner Preferred Alternate for Door Hardware is to integrate new door hardware with existing hardware scheduled to remain and to maintain access using existing keyways.
 - d. **Allowances** | The project includes the following Allowances:
 - i. **Allowance No. 1** – Data/Voice Allowance (\$48,000.00)
 - ii. **Allowance No. 2** – Security Allowance (\$240,000.00)
 - iii. **Allowance No. 3** – Signage Allowance (\$24,000.00)
 - iv. **Allowance No. 4** – Owner Contingency Allowance (\$50,000.00)
 - v. **Allowance No. 5** – Cellular Booster Design and Installation Allowance (\$60,000.00)
 - e. **Unit Prices** | The project includes the following Unit Prices (with associated Allowance Quantities):
 - i. **Unit Price No. 1** – Exit Light
 - ii. **Unit Price No. 2** – Wall Mounted Communication Outlet with Receptacle
 - iii. **Unit Price No. 3** – 20-amp Electrical Duplex Receptacle and Circuit
 - iv. **Unit Price No. 4** – Six-Port Station Data Outlet
 - v. **Unit Price No. 5** – Phone Data Drop

f. **General Notes**

- i. All work is expected to be conducted in one phase. All three EMS Stations will be closed and vacated during construction.
Post Meeting Update: All three EMS Stations are anticipated to be closed and vacated prior to the start of select demolition. Depending on projected Wake County EMS operational capacity, stations may need to close on a staggered schedule.
- ii. All work shall take place during normal business hours, Monday to Friday. Work after normal business hours and/or during weekends will be permitted on a limited basis, with prior approval from the Owner.
- iii. A minimum of 72 hours advance notice will need to be provided in advance of any proposed utility interruptions.

6. **PERMITTING**

- a. The project will be permitted through Wake County. Contractor is responsible for securing for all permits.

7. **PROJECT SCHEDULE**

a. **Bidding Schedule:**

Contractor Questions and Substitution Requests Due in Writing Via Email to Williard Stewart Architects	By 4:00 PM on Monday, September 7, 2026
Final Addendum to be Issued	By 2:00 PM on Thursday, September 10, 2026
Bid Opening	2:00 PM on Thursday, September 17, 2026

b. **Project Duration:**

- i. The total Contract Time for construction is **two hundred forty (240) consecutive calendar days** from the Notice to Proceed.
- ii. Refer to General Conditions / Supplemental General Conditions Article 13 for project liquidated damages rates.

8. **EXPECTATIONS DURING CONSTRUCTION**

- a. Contractors are expected to maintain site safety at all times.
- b. Meet all regulatory agencies' requirements.
- c. Quality workmanship and attention to detail.
- d. Attention to noise control and working hours of construction activities.
- e. Natural areas and existing facilities outside of the limits of construction must be protected.
- f. General Contractor and pertinent Subcontractors are expected to attend regular project meetings.
- i. Meetings will be held bi-weekly. Location TBD (may be rotated between stations during construction).
- g. Maintain regular and proper communication with Owner and Design Team through proper communication channels.
- h. Provide advance notice for activities including (but not limited to) demolition activities, temporary utility shutdowns, major material deliveries, and construction activities that may affect access or vehicular circulation surrounding the project sites.
- i. Notify the Architect and Owner of any construction activities that require additional coordination and/or lead times.
- j. Proactive approach to resolving construction issues with the Owner and Design Team.
- k. Coordinate all trades on site and scheduling of work and site access.
- l. Keep a clean and organized site.

9. **ADDENDA**

- a. No addenda have yet been issued. Addenda will be issued to all Contractors that have requested or been provided with bid documents from Williard Stewart Architects.
- b. Addenda will also be posted to the same online file sharing folder used to distribute the Bid Documents.
- c. General Contractors are responsible for distributing addendum to their subcontractors.

10. **OTHER QUESTIONS/ISSUES**

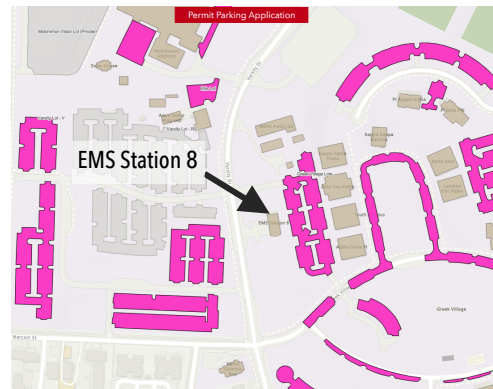
a. **General Contractor Onsite Supervision**

- i. Wake FD&C and WSA briefly reviewed the Owner's expectations regarding onsite supervision during construction.
- ii. Some contractors suggested that they may assign one superintendent to the two Raleigh stations with a separate superintendent for the Wake Forest Station. WSA and Wake FD&C noted that the documents do not prescribe a particular means of onsite supervision for multiple sites.
- iii. It is expected that the General Contractor will provide site supervision to protect the Owner's interests and provide consistent quality at all project locations. Supervision should be employed directly by the General Contractor (i.e. superintendent, PM, or other qualified personnel).
- iv. Following the bid opening, the apparent low bidder will be expected to provide the Owner with their planned supervision plan outlining how onsite coverage will be maintained during critical activities, inspections, and priority work; addressing travel time(s), work balance, and cross-site coordination.

b. **Use of Multiple Subcontractors**

- i. A question was asked if a General Contractor could utilize more than one subcontractor for same trade/scope of work to have work ongoing at multiple sites simultaneously.
- ii. **Post Meeting Follow Up/Response:** Wake County does not take exception to General Contractors utilizing more than one subcontractor for the same trade/scope of work. As part of a forthcoming addendum, WSA will update the Bid Proposal Form to add additional line items for Plumbing, HVAC, and Electrical Subcontractor names, licenses, and pricing.

- c. **Cellular Booster Design and Installation Allowance**
 - i. A question was asked regarding the scope of the Cellular Booster Design and Installation Allowance, noting a concern about potential lead times associated with equipment.
 - ii. Wake FD&C and WSA acknowledged that the cellular booster signal survey will likely not be able to be performed until after most of the interior renovations are completed and exterior windows and overhead doors are replaced.
 - iii. Wake FD&C and WSA noted that the Owner will work with the awarded contractor regarding the cellular booster installation if its material lead times and installation need to be on an adjusted schedule relative to the overall renovation project.
 - iv. It was noted that this allowance is intended for the delegated design of a cellular booster system, including onsite surveying, installation, and Owner training (at all three stations). The intent of the booster system is to improve cellular service performance and is not intended to be a full bi-directional antenna (BDA) system.
- d. **Permit Allowance**
 - i. Contractors asked if a permit allowance can be established.
 - ii. Wake FD&C and WSA noted that as this is a Wake County project, the County will not be charging themselves for permitting.
- e. **Existing Utility Service | Temporary Utilities During Construction**
 - i. Questions were asked regarding the whether the existing utilities (power/water) would remain active or be shutoff during construction and if active, will they temporarily be transferred from Wake County into the Contractor's name.
 - ii. **Post Meeting Follow Up/Response:** Existing utilities will remain in operation and will remain in the Owner's name. Wake County will not require any contractor payment for utility use during the Contract Time.
- f. **Anticipated Start of Construction**
 - i. Wake FD&C and WSA noted that the project is intended to be taken to the early October Wake County Board of Commissioners meeting for approval with contracts expected to be processed during November. Work is anticipated to begin in late November – early December (dependent on end user moveout – refer to Post Meeting Update to Item 5f-i above).
 - ii. Wake County General Services will require one month to remove items from the stations. This is expected to take place concurrently while construction contracts are being processed.
- g. **Construction Dumpster Location**
 - i. During one of the station walkthroughs, a contractor asked if a designated construction dumpster location had been identified at each station. It was noted that construction dumpsters were anticipated to be located within the existing station driveway aprons.
 - ii. Contractors will need to identify their proposed locations prior to the start of construction. If driveways/aprons are to be used for dumpsters, they will need to be protected from damage.
- h. **Construction Parking**
 - i. **East Raleigh Station 7:** Onsite driveway apron and existing parking spaces. In addition, there is some on public street parking available along Kidd Road. Wake County also owns a parking lot across the street from the station that may be made available (pending further coordination with Wake County).
 - ii. **NC State Station 8:** Onsite driveway apron and existing parking. NC State University Transportation offers parking at hourly pay stations. They also offer daily and monthly contractor parking in select parking lots in the vicinity of the station (lots highlighted in pink in the map to the right).
 - iii. **Wake Forest Station 10:** Onsite driveway apron and existing parking. No designated street parking along S Franklin Street in the immediate vicinity of the station. Possible additional marking may be able to be made available at the Wake County Northern Regional Center and Wake Forest Community Library located northeast of Station 10 (pending further coordination with Wake County).



11. SITE VISIT | EXISTING FACILITY WALKTHROUGH

- a. Following the Pre-Bid Conference and a contractor walkthrough of the Wake Forest EMS Station 10, Wake FD&C and WSA led interested contractors to visit the other two stations (East Raleigh EMS Station 7 | 2910 Kidd Road | Raleigh, NC 27710 and NC State EMS Station 8 | 1361 Varsity Drive | Raleigh, NC 27607)

END OF PRE-BID CONFERENCE MEETING MINUTES

ATTACHMENTS: Pre-Bid Conference Sign-In Sheet Scan (1 Page, Dated 08/19/26)

CC: Attendees of the 08/19/26 Pre-Bid Conference Wake County Facilities Design & Construction File
WSA Contractor Document Distribution List Dewberry

PREPARED BY: Paul Stewart, AIA | Williard Stewart Architects, PA | paul@wscarchitects.com | (919) 740-5521

MANDATORY PRE-BID CONFERENCE | SIGN-IN

08/19/26

PRE-BID CONFERENCE MANDATORY FOR INTERESTED GENERAL CONTRACTORS

WAKE COUNTY EMS STATION RENOVATIONS

EAST RALEIGH EMS STATION 7

2910 KIDD ROAD | RALEIGH, NC 27710

NCSU EMS STATION 8

1361 VARSITY DRIVE | RALEIGH, NC 27607

WAKE COUNTY REQUEST FOR BIDS NUMBER: RFB #26-082

WAKE FOREST EMS STATION 10

706 S. FRANKLIN STREET | WAKE FOREST, NC 27587

MEETING DATE | LOCATION | TIME: AUGUST 19, 2026, AT 10:00 AM

WAKE COUNTY WAKE FOREST EMS STATION 10 | 706 S. FRANKLIN STREET, WAKE FOREST, NORTH CAROLINA 27587

NAME	COMPANY	PHONE	EMAIL
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Pierre Lent	Chedco Builders	336 380-8338	PM2@chedcobuilders.com
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Jim Salano	Primus Structures	919 747 1587	Jim@primusstructures.com
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