



PREBID MEETING MINUTES

ADDENDUM NO 1

Date: November 14, 2017

Time: 3pm

Location: Mt Hermon Manor

Purpose: Pre Bid for Additional Parking and Lighting

In Attendance

Name	Organization	Phone	Email
Dodie Hudson	Dewberry	4345498511	dhudson@dewberry.com
Jim Bebeau	DPCS	4347990456	jbebeau@dpcs.org
Sara Craddock	DPCS	4347990456	Scraddock@dpcs.org
Allen Smith	Quality Construction	4347990299	allensmith@hotmail.com
Phillip Bowes	Virginia Carolina Paving	4345728460	Pbowes@vcpaving.com

Summary of Discussion

NOTES TO CONTRACTORS

1. The owner representative for this project is Sara Craddock of DPCS. Jim Bebeau of DPCS will also be involved.
2. Shawn Harden is the Engineer of Record, Dodie Hudson is the Project Manager.
3. Official drawings and specifications are posted on the website www.dpcs.org under the Procurement tab.
4. All questions during the bid period shall be directed to Sara Craddock as noted in the specifications. scraddock@dpcs.org
5. Cutoff date for questions from contractors is November 20th at 12:00pm. Final Addendum is planned to be issued Monday November 27th, 2017.
6. Bids shall be submitted to the West Wing administrative assistant of DPCS, November 30th, 2017 by 2:00pm. Bids will be publicly opened.
7. Please review the specifications for the withdrawal of bids due to error and Negotiations with the lowest bidder.
8. There will be a bid bond required for this project. This shall be submitted with the proposal either

on a bid bond form or as a certified check.

9. The Bid Proposal indicates that construction is expected to take 45 consecutive calendar days.
10. There will be liquidated damages associated with this project in the form of \$250 for each consecutive calendar day past substantial completion, and \$500 for each consecutive calendar day past final completion.
11. Performance and Labor and Material Payment Bonds in the amount of 100 percent of the contract amount will be required for this project.
12. Contractor is responsible for securing all building permits, inspection fees, bonds, government fees, etc. unless otherwise noted.
13. This campus is a no smoking campus. Smokers will need to go to the end of the driveway at the road to smoke.
14. Owner reserves the right to require the apparent low bidder to submit his bid summary sheet, as required to evaluate bid.
15. The engineer will visit the site twice during construction.

REVIEW OF PROJECT SITE

1. Contractor will be responsible for marking utilities
2. Contractor will be required to bore under the sidewalk and mulch area to get electrical conduit for lighting into the electrical room.
3. The new inlet will be connected to the existing roof drain line at the back corner of the house near the utility meters.
4. Panel A has spares for lighting circuits.
5. There is no new landscaping. Trees are required to be moved and relocated at the owners new locations, but any other landscaping damaged during construction will be replaced by the contractor.

If there are any questions or corrections concerning any of the above, please advise us immediately.



PREBID MEETING MINUTES

ADDENDUM NO 1

Notes by:

A handwritten signature in black ink that reads "Dodie Hudson".

Dodie Hudson, CID
Project Manager

We believe the foregoing record to be an accurate summary of the meeting and related decisions. We would appreciate notification of exceptions or corrections to these Minutes within five (5) days of receipt. Without notification, we will consider these minutes to be a record of fact.

P:\50094535\Construction\Meeting Minutes\2017.11.14 Pre Bid Meeting Minutes.docx