

April 24, 2025

Wake County Facility Design and Construction  
Post Office Box 550  
Raleigh, NC 27602

Attention: Bidders

Reference: Addendum No. 01 to the Bidding Documents for:  
Crowder County Park  
Roof Replacement  
REI Project No. R24RAL-020

This addendum forms a part of the Contract Documents and modifies the Bidding Documents dated July 24, 2024 as noted below:

This addendum consists of 1 page.

This addendum consists of 5 pages – Pre-Bid Meeting Minutes, dated April 24, 2025 (by reference).

This addendum consists of 1 page – Pre-Bid Meeting Minutes Sign-In Sheet, dated April 24, 2025 (by reference).

**Addendum No. One:**

**Changes / Clarifications to Project Manual:**

1. ADD: "024RAL-020 Wake Co. FD&C Crowder County Park RR - Pre-Bid Meeting Minutes", dated 4/24/2025 – 5 Pages.
2. ADD: "024RAL-020 Wake Co. FD&C Crowder County Park RR - Pre-Bid Meeting Minutes – Sign-In Sheet", dated 4/24/2025 – 1 Page.

**All other requirements and provisions of the Bidding Documents remain unchanged. Acknowledge receipt of this Addendum (Addendum 01 – 4/24/2025) on the Bid Proposal Form. Failure to do so may be cause for rejection of this bid.**



April 24, 2025

Wake County Facility Design and Construction  
Post Office Box 550  
Raleigh, NC 27602

Pre-Bid Meeting

Attention: Pre-Bid Meeting Attendees (Distribute Sign-in Sheet)

Reference: Pre-Bid Meeting Minutes  
Crowder County Park  
Roof Replacement  
REI Project No. R24RAL-020

A Pre-Bid Meeting was held at 10:00 am on Thursday, April 24, 2025, at the project site. The following points of interest and project specific details were discussed:

- Introductions:
  - o Stephen Ingram, REI Project Engineer
  - o Paula Lambert, Wake County FD&C Project Manager
- Attendance at this meeting was strongly recommended but not required.
- Please sign the sign-in sheet legibly. We will use this information for sending out the minutes and any addenda. If we cannot read your information clearly, important information may not be received. Addenda will be issued to those on this list and will be posted under RFB #25-043 at the web address below:
  - o <https://www.wakegov.com/departments-government/finance/current-business-opportunities>
- Project Documents including Project Manual and Drawings were sent electronically prior to the meeting to those who have requested them.
  - o An electronic (PDF) copy of the “bid package” will be distributed with these Minutes.
- A PDF copy of the “bid package” may be obtained from REI Engineers upon request.
  - o Contact Stephen Ingram at [singram@reiengineers.com](mailto:singram@reiengineers.com) and (919) 605-4033.
- Project Contacts:
  - o REI Project Engineer, Stephen Ingram
    - [singram@reiengineers.com](mailto:singram@reiengineers.com)
    - Office: (919) 845-1450, ext. 124
    - Cell: (919) 605-4033

- o Wake County FD&C Project Manager, Paula Lambert
  - [paula.lambert@wake.gov](mailto:paula.lambert@wake.gov)
  - Office: (919) 418-0603
- Sealed proposals will be received by Wake County Procurement Services, **Suite 2900**, Wake County Justice Center, 301 McDowell Street, Raleigh, NC 27601 up until 2:00 p.m., Tuesday, May 6, 2025, and immediately thereafter publicly opened and read for the furnishing of labor, material, and equipment for the construction of Crowder County Park Roof Replacement.
  - o Note that there is a security check at the Wake County Justice Center. If bids are being brought at the time of the bid, please allow ample time to get through security. Metal detectors and X-ray machines are used to detect unauthorized instruments including tools and knives. Having any such item will slow/ prohibit your access into the building and result in that property being confiscated.
- For a proposal to be considered, it must be completed in accordance with the instructions outlined in the "INSTRUCTIONS TO BIDDERS" Section of the Project Manual.
- "BID PROPOSAL FORM" contained in the Project Manual along with all required attachments/forms and a bid deposit or bid bond shall be submitted in a sealed opaque envelope, with the bidder's name, license number, and project name written on the outside. This sealed envelope shall be placed in another envelope and forwarded or delivered to the address listed in the "NOTICE TO BIDDERS".
  - o The outside face of the envelope shall read "SEALED BID ENCLOSED"
- Proposals delivered by a carrier (e.g. Fed-Ex) are to be sent to the address noted in the "NOTICE TO BIDDERS". It is each bidder's responsibility to ensure Proposals are received on time. Wake County nor REI Engineers are responsible for lost proposals or proposals not delivered on time. Bidders may hand-deliver proposals and attend the bid opening.
  - o Note that arrival at the Wake County Justice Center does not guarantee that the bid will be received at Suite 2900 by 2:00 PM on bid date.
- No bid may be withdrawn for sixty (60) days after the scheduled closing time for bids.
- All bidders shall be properly licensed under the state laws governing their trades.
- All addenda, if issued, must be acknowledged on the bid form or the bid is subject to rejection.
- Minority Business Participation requirements are described within the Bid Proposal Form.
  - o The goals for participation by minority firms as subcontractors on this project have been set at 10%.
  - o Provide with the bid - Under GS 143-128.2(c) the undersigned bidder shall identify **on its bid** (Identification of Minority Business Participation Form – Wake County Form **MBE-1**) the minority businesses that it will use on the project with the total dollar value of the bids that will be performed by the minority businesses. **Also** list the good faith efforts (Wake County Form **MBE-2**) made to solicit minority participation in the bid effort.

- o **NOTE:** A contractor that performs all work with its own workforce may submit Wake County Form **MBE-3** to that effect in lieu of Wake County Form MBE-2 required above. The MB Participation Form (Form MBE-1) must still be submitted even if there is zero participation.
- The Owner (Wake County) reserves the right to reject any or all bids and to waive informalities.
- A 5% bid deposit or bid bond is required for the project, complete the Bid Bond Form included in the Project Manual and submit with bid.
  - o Ensure the form provided in the Project Manual is used to avoid missing information which is required by Wake County.
- Contractor will be required to meet certain insurance requirements and obtain payment and performance bonds for one hundred percent (100%) of the contract price; the requirements are listed in the General and Supplementary General Conditions of the Contract. Refer to the "Instructions to Bidders" and Article 4 of the "General Conditions of the Contract", for bond requirements.
- All contractors will be required to investigate permit requirements and include costs, as applicable.
- Costs for any licenses, fees, scaffolding, portable toilets, etc., to be included in bid.
- Contractor is expected to coordinate with County special event scheduling and reservations as needed to perform the specified work. Overhead protection will be required at open shelters when work is being performed directly overhead. Please note that individual shelters may be closed off/reserved for specific events during the construction period of the project. These reserved dates are available online. The formal schedule will be coordinated between the Wake County, the Contractor, and Crowder County Park Staff at the Pre-Construction Meeting.
- Work hours are not restricted by occupants/staff, however, local ordinances typically restrict construction noise from 9:00pm to 7:00 am. The front gate is typically locked from sundown to ~7:45 am. Upon request, Contractor will be given keys to unlock this gate if they would like to begin work earlier.
- No obscene wording or pictures on clothing that could be considered offensive.
- Contractor to follow ALL applicable OSHA safety standards, regulations, and guidelines. Contractor is responsible for all aspects of safety and proper storage/use of all materials for this project.
- All bidders are advised to review the General Conditions and Supplemental General Conditions before submitting a bid.
- Time of completion as stated in Supplemental General Conditions - 60 calendar days from written Notice-to-Proceed, following bid review and contractor selection and contract process. Intent is to complete submittals, material procurement, and construction within 60 calendar day time of completion.
- Adverse weather conditions: Anticipated rain days should be accounted for and number of days are listed in the General Conditions, Article 13.14, of the Project Manual.
- Liquidated damages as stated in the Supplemental General Conditions:
  - o Substantial Completion: \$250.00 for each day in excess of the allotted 60 calendar daytime of completion.
  - o Final Completion: \$250.00 for each day in excess of the allotted 30 calendar days from substantial completion. 30 calendar days includes completion of all punch list work and closeout submittals.

- **Scope of Work:**

- Roof Replacement

- o Roof Replacement (Steep Slope Roof - Upper Pavilion, Robin Shelter, Heron Shelter, Comfort Station Lower Pavilion, and the Cardinal Shelter):
      - Remove and dispose of the roof system including flashings and sheet metal down to the wood plank deck.
      - Provide underlayment and asphalt shingles.
      - Replace sheet metal flashings and trim including gutters and downspouts.
      - Provide storm drain discharge line at grade at Upper Pavilion.

- Warranties:

- o Asphalt Shingle Warranty (or Metal Roofing Warranty upon acceptance of Alternate No. 1)
    - o 30-year Sheet Metal Finish Warranty
    - o Two-Year Contractor's Warranty
    - o Asbestos-Free Warranty

- Alternates:

- o Alternate No. 1: Provide standing seam metal roof system and associated components in lieu of asphalt shingle roof system. Standing Seam Metal Roof - Upper Pavilion, Robin Shelter, Heron Shelter, Comfort Station lower Pavilion, and the Cardinal Shelter:
      - Remove and dispose of the roof system including flashings and sheet metal down to the wood plank deck.
      - Provide self-adhering underlayment.
      - Provide standing seam metal roof panel system along with flashings, trim and accessories.
      - Provide a complete, weathertight, 20-year warrantable roof assembly with 30-year finish warranty.

- Allowances And Unit Prices:

- o Allowances and Unit Prices are listed in the project manual.
    - o Unit prices: Keep daily log and include with payment application. Provide photographic evidence and keyed plan to back-up. Submit daily logs weekly.

- Questions/Material Substitutions: Submit in writing no later than close of business, *Wednesday, April 30, 2025*.

- The last addendum will go out on **Thursday, May 1, 2025**.

- Staging and other job-related details.

- o Contractor will be permitted to utilize several adjacent parking spots for parking, material storage and staging, etc. at each public parking lot during the construction phase of the project. Exact staging and material storage areas to be confirmed at the Pre-Construction Meeting.

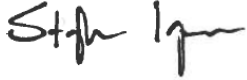
- Return visits, if needed are allowed. Coordinate with REI and Wake County. Based on discussions on site, none of the attending contractors anticipated needing a return visit.

- Adjourn the meeting.

Please contact our office if you have any questions or corrections regarding these minutes.

Sincerely,

***REI Engineers***

A handwritten signature in black ink, appearing to read "Stephen Ingram".

Stephen Ingram, PE  
Project Engineer

Enc: 024RAL-020 Wake Co. FD&C Crowder County Park RR - Pre-Bid Meeting Minutes – Sign-In Sheet

cc: Attendees



SIGN IN – PRE-BID MEETING  
WAKE COUNTY FACILITIES, DESIGN & CONSTRUCTION  
CROWDER COUNTY PARK  
ROOF REPLACEMENT

Thursday, April 24, 2025, 10:00 AM

REI PROJECT NO. R24RAL-020



Company Name	Representative Name	Telephone #	E-mail address
			All Addenda will be sent to the email address(es) provided here.
REI Engineers	Stephen Ingram	(919) 605-4033	<a href="mailto:singram@reiengineers.com">singram@reiengineers.com</a>
REI Engineers	Joaquin Ibarra	(919) 624-6313	<a href="mailto:jibarra@reiengineers.com">jibarra@reiengineers.com</a>
Wake County FD&C	Paula Lambert	(919) 418-0603	<a href="mailto:paula.lambert@wake.gov">paula.lambert@wake.gov</a>
Wake County FD&C	Eric Staehle	(919) 856-6369	<a href="mailto:eric.staehle@wake.gov">eric.staehle@wake.gov</a>
WCPROS	Sam Trogdon	-	<a href="mailto:sam.trogdon@wake.gov">sam.trogdon@wake.gov</a>
McQueen Construction	Greg Murray	(919) 621-5740	<a href="mailto:jayduffina@gmail.com">jayduffina@gmail.com</a>