

**NC DOT Century Center Contract Standards Upfit,
Pre-Bid Meeting Summary**

DATE: Thursday, April 28, 2022 at 10:00 am.

LOCATION: Project Site, 1020 Birch Ridge Drive – Building B, Raleigh, N.C., 27610

SUMMARY:

A sign in sheet was distributed to all in attendance (see attached attendee list). Project manual states mandatory pre-bid, requiring bidding general contractors to be present at pre-bid.

A brief project review and discussion took place in the Century Center Building “B” – Riverwood conference room then a walk-thru of the project areas was conducted.

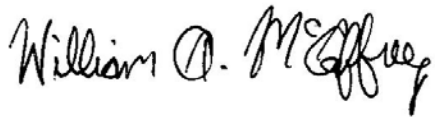
Items discussed:

- Questions concerning bid documents should be directed to the project manager via e-mail. E-mail address: bmccaffrey@mhaworks.com. No questions will be allowed during the last week of bidding. Cut off for Questions will be at 12:00 noon on Thursday, May 7, 2022.
- Project duration is 120 days, liquidated damages are \$500 a day.
- Bids will be received until 2:00 PM, Thursday, May 12, 2022, in the Riverwood Conference Room located near door B-3 at 1020 Birch Ridge Dr. Raleigh N.C. Bidders will need to check in at door B-6 prior to going to the Riverwood Conference Room. Bids received at door B-6 before 2:00 pm will be accepted.
- The work schedule hours are from 7:00 am to 5:00 pm Monday thru Friday. If excessively noisy work is needed to take place, this work should happen after regular business hours and shall be coordinated with building security. After hours and weekend work will be permitted if the contractor wishes to do so.
- The DOT – Century Center is a smoke free environment. Profanity will not be tolerated.
- Egress paths must remain clear at all times that the building is occupied.
- The project will be assigned a State Construction project monitor. We will have monthly Construction Conferences with the project monitor in attendance. In addition to the monthly construction conference we will have a minimum of one construction progress meeting between construction conferences.
- Contractor is to provide the owner with a weekly report stating work completed the previous week and work to be performed in the upcoming week this report will be sent to the owner on Wednesdays each week.
- Superintendent or assistant superintendent must be on site if any project related construction work is taking place.
- Owner will provide the General Contractor with a building access badges / card readers at no cost.
- Contractor parking is available onsite.
- Owner will provide a location for a contractor provided dumpster during demolition.
- Owner will provide exterior staging areas as needed, indoor staging to be within work areas.

- Building will be occupied during construction, the work area will be unoccupied. Work areas should be roped off with caution tape to prevent occupants from wandering into work areas.
- Minority participation goal is 10%.
- No bonds will be required.
- Existing furniture and system furniture cubicles within the work area will be removed by the owner.

If contractors require additional site visits during the bid process, please contact the project manager to arrange a time for the site visit. Contact, Bill McCaffrey @ E-mail address: bmccaffrey@mhaworks.com or Phone #: 919-682-2870.

April 29, 2022

A handwritten signature in black ink that reads "William A. McCaffrey". The signature is written in a cursive style with a large, stylized initial "W".

William A. McCaffrey
Project Manager