



Department of Public Works

Administration
Maintenance Garage
Public Facilities Maintenance
Sanitation
Water Distribution
Water Operations

Town of Nags Head

Post Office Box 99
Nags Head, North Carolina 27959
Telephone 252-441-1122
Fax 252-441-3350
www.nagsheadnc.gov

Ralph Barile
Public Works Director

David Ryan, P.E.
Project Coordinator

PRE-BID CONFERENCE MEETING MINUTES DOWDY PARK PHASE ONE DEVELOPMENT BASE BID PACKAGE/ IRRIGATION & LANDSCAPING BID PACKAGE

DATE: June 16, 2016
TIME: 11:00 AM
LOCATION: Town of Nags Head Board Room
ATTENDEES: See attached list

1. An agenda was prepared for this meeting and distributed to the participants and is attached to these minutes.
2. All attendees were asked to provide their contact information on the sign-in sheet.
3. Introductions of Project Team
 - a. David Ryan, P.E.: Town of Nags Head- Civil (Project Lead)
 - b. Bill Hamilton: CLH Design – Playground/Site Furnishings/Landscape/Irrigation
 - c. Jim Bedois, P.E.: Pace Collaborative – Plumbing & Electrical
 - d. Mark Kasten: Cahoon & Kasten Architects – Pavilion Design (ABSENT)
4. Project Contracting and Procurement:
 - a. Base Bid Package: Grading, drainage, parking, pathways, pavilion, site furnishings, plumbing, electrical, lighting and other incidentals. (Formal bid guidelines)
 - b. Irrigation & Landscaping (separate bid package)
 - c. Playground Equipment (cooperative purchasing agreement).

Work shall include all equipment, materials, labor, etc., unless otherwise noted.

5. Contract information includes construction drawings and Project Manual. The project Manual includes the following information; Advertisement for Bids, Instructions to Bidders, Bidder Qualifications, Bonding, (100% payment and performance bonds required for both bids, Insurance, Bid Security (5% Bid Security for Base Bid).
6. Forms are located in the back of the project manual to include bid form, HUB forms, sample agreement, general and supplementary conditions, etc.
7. Division 1 of the Project Manual describes procedural requirements and has been created utilizing the Master Spec Format.
8. Access to the site will be via Bonnett St.. There is one existing driveway apron that will remain for a majority of construction on the western portion of the site in conjunction with an existing

asphalt "loop" drive located on the eastern portion of the site.

9. Staging areas have been identified along the eastern and western extents of the site and are noted on Sheet C2.0.
10. A portion of the interior site is flagged off due to temporary parking that was created for a recent off-site event.
11. The existing site conditions consist of an open field, without any encumbrances, and vegetation along the periphery.
12. Previous reports conducted, i.e. Phase I & Phase II (2006) and Geotechnical Report (2016) are located in the Dowdy Park Dropbox folder. Access will be provided, upon request, to any bidder looking to review this information.
13. Four (4) alternates are currently described on the bid form; Promenade Trellis, Wooden Wavy Walkway, Observation Deck and Pathway Lighting.
14. Bidders shall reference the Staking Plan in and Key Notes for items Not in Contract.
15. The provided Bid Form provides for unit prices which are included for construction reference. The Contract is for Lump Sum Amount w/Alternates.
16. The following provides a summary of the Project Schedule;
 - a. Mid-July- Notice to Proceed (Base Bid)
 - b. Milestone: October 3, 2016 (Playground Area finish grade preparation completed) (Base Bid)
 - c. Project Substantial Completion: December 31, 2016 (Base Bid)
 - d. Project Completion: January 31, 2016 (Base Bid)
 - e. Notice to Proceed: January 2, 2017 (Irrigation & Landscaping Bid)
 - f. Project Substantial Completion: March 17, 2017 (Irrigation & Landscaping Bid)
 - g. Final Completion: April 7, 2017 (Irrigation & Landscaping Bid)Schedule dates are provided in the sample contract included in the Project Manual.
17. Bidders can visit the site to familiarize themselves with existing conditions.
18. The following is a summary of the remaining schedule for the bid period;
 - a. Will receive inquiries until 5:00 pm on June 23, 2016.
 - b. Last day to issue Addenda June 27, 2016.
 - c. Bid Opening: June 30, 2016 (in Town of Nags Head Board Room)
19. A copy of the sign-in sheet and known plan holders will be distributed along with the meeting minutes.
20. Conduits for the future irrigation installation and sited beneath hardscapes are included in the base bid package and noted on the grading, drainage and conduit plan (Sheet C3.0).
21. Bidders shall identify on the sealed envelope which bid package they are submitting for either "Base Bid" or "Irrigation and Landscaping Bid".
22. Procedural guidelines accounting for weather delays during construction are described in the Supplemental General Conditions.

23. The Performance specification for the irrigation and well pumping system does not currently describe criteria for water quality. This will be reviewed and may be included in supplemental addenda.
24. The project design team will review the requirement for temporary seeding in the base bid package.
25. All project permit fees will be waived for this project.
26. The water tap and meter installation will be conducted by Town forces. The bidder awarded the project will be responsible for all improvements on the project side of the water meter.
27. The Engineer and project lead for this project is David Ryan, P.E., (252) 441-6221, david.ryan@nagsheadnc.gov. All communications during the bidding period will be handled through him.
28. Addenda, Pre-Bid Meeting Notes and other project related information will be located on the Town of Nags Head website in addition to the NCDOA Interactive Purchasing System website.
29. Pre-Bid meeting notes and attendee list will be forwarded to attendees directly via e-mail.

These meeting notes were taken by Andy Garman on June 16, 2016 and prepared for distribution by David Ryan, P.E. on June 17, 2016. Please provide comments and/or additions concerning these minutes via e-mail to david.ryan@nagsheadnc.gov by close of business Thursday June 23, 2016.

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Dowdy Park Phase 1 Improvements Pre-Bid Conference Attendees List June 16, 2016 11:00 AM (Base Bid) AND (Landscape & Irrigation Bid)

NO.	CONTACT NAME	ORGANIZATION	ADDRESS	PHONE	ACCESS TO WEBSITE (Y/N)	E-MAIL
1	Andrew Kampe	Whiting-Turner Contracting Co.	Suite 101 600 Independence Parkway Chesapeake, VA 23320	757-382-0002	Y	andrew.kampe@whiting-turner.com
2	Rick Godfrey	Godfrey Construction	114 Meadowlark St Kill Devil Hills, NC 27948	252-202-1469	Y	godfreyconstruction@gmail.com
3	Doug Chesson	A.R. Chesson	P.O. Box 1147 Williamston, NC 27892	252-809-2476	Y	doug@archesson.com
4	Jay Hawekotte	RPC Contracting Inc.	P.O. Box 333 Kitty Hawk, NC 27949	252-261-3336	Y	jay@rpccontracting.com
5	Rex Tillet	F & H Land Development	7521 Caratoke Hwy Jarvisburg, NC 27947	252-473-9111	Y	fandhlanddevelopment@embarcmail.com
6	Derrick Hatchell Derrick Hatchell Jr.	HCI	1002 Driftwood Dr. Manteo, NC 27954	252-473-6074	Y	hatchell.derek@yahoo.com
7	Dennis Harrington Angela Ebertowski	Ocean Builders	P.O. Box 190 Nags Head, NC 27959	252-449-9300	Y	dennis@oceanbuilders.com angela@oceanbuilders.com
8	Ricky Brake	Barnhill Contracting Co.	P.O. Box 1050 Kitty Hawk, NC 27949	252-261-2207	Y	rbrake@barnhillcontracting.com
9	David Ryan, P.E. Andy Garman	Town of Nags Head	P.O. Box 99 Nags Head, NC 27959	252-441-6221 252-449-2006	Y	david.ryan@nagsheadnc.gov andy.garman@nagsheadnc.gov
10	Bill Hamilton	CLH Design	400 Regency Forest Dr. Suite 120 Cary, NC 27518	919-319-6716	Y	bhamilton@clhdesignmpe.com
11	Jim Bedois, P.E.	Pace Collaborative	1277 Perimeter Parkway Virginia Beach, VA 23454	757-499-7223	Y	jim@pace-engineering.com
12	Bob Waide	Alpha Advantage	891 Emeline Lane Kitty Hawk, NC 27949	252-441-3766	Y	alphaadvantage@yahoo.com



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3. Contract information includes construction drawings and Project Manual. The project Manual Includes the following information;
 - a. Advertisement for Bids.
 - b. Instructions to Bidders.
 - c. Bidder Qualifications.
 - d. Bonding.
 - e. Insurance.
 - f. Bid Security.
 - g. Bid Form and Attachments.
 - h. Bid Submittal Requirements.
 - i. Sample Agreement
 - j. General Conditions
 - k. Supplementary Conditions.
 - l. Non-Discrimination Clause
 - m. Minority Business Participation forms (goal 10% participation)

4. Project Contracting and Procurement:

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5. Communication during Bidding Period:

- a. Obtaining documents.
- b. Access to Project Web site.
- c. Bidder's Requests for Information.
- d. Bidder's Substitution Request/Prior Approval Request.
- e. Addenda.

Please see the Town of Nags Head Website for project information and updates

6. Construction Documents

- a. Existing Conditions & Site Access
- b. Scopes(s) of Work
- c. Alternates, Allowances & Unit Prices

7. Project Schedule

- a. Project Schedule
- b. Contract Time
- c. Liquidated Damages

8. Site Visits

9. Post-Meeting Addendum

10. Any errors or omissions discovered in the Project Manual or construction Drawings should be brought to the attention of the Engineer and the Town in writing.

11. All questions or requests for information must be submitted by 5:00 PM, Thursday, June 23, 2016. No addenda will be issued after Monday, June 27, 2016.

12. Compile Bid packages carefully. Include all required items. Submit bid packages prior to Bid Opening on Thursday June 30, 2016 at 2:00 pm in the same room.

13. Minutes: The Town will record and distribute meeting minutes to attendees and others known by the issuing office to have received a complete set of Procurement and Contracting Documents. Minutes of meeting are issued as available Information and do not constitute a modification to the Contracting Documents. Modifications to the Contracting Documents are issued by written Addendum only. A copy of the sign-in sheet and known plan holders will be distributed along with the meeting minutes.