



**ADDENDUM NO. 2**

**DATE: 3-4-2024**

**TO: ALL BIDDERS**

**FROM: JKF ARCHITECTURE**

**RE:** Chowan County Courthouse Renovation – Phase 1  
JKF Project No. 2023-07

The following corrections, clarifications, or supplemental information is to be incorporated into the Contractor(s) bid to perform the Work:

**CHANGES TO DRAWINGS:**

1. No changes to drawings.

**CLARIFICATIONS:**

1. The Bid Date is changed to Wednesday, March 27, 2024, at 11:00 AM.
2. See attached Minutes of Pre-Bid Conference of February 23, 2024 (3 pages).

**CHANGES TO SPECIFICATIONS**

1. No changes to Specifications.

**END OF ADDENDUM NO. 2 (TOTAL NUMBER OF PAGES = 4)**

Attachments:

1. None.

xc:

- All Bidders
- Kevin Howard
- Engineering Source

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### **Minutes of Pre-Bid Meeting:**

**Meeting Date:** February 23, 2024  
**Location:** Chowan County Courthouse  
**RE:** **Chowan County Courthouse Renovations**  
**JKF Project No.:** 2023-07  
**Date Prepared:** February 26, 2024  
**Attendees:** See attached Sign-in Sheet

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### **Discussion:**

- 1) Brian Farkas (BAF) of JKF Architecture provided introductions and conducted the Pre-Bid Conference. Owner's representatives included Kevin Howard.
- 2) BAF noted this was not a Mandatory Pre-Bid Conference for Bidders.
- 3) Preferred Alternates for door Hardware by Corbin-Russwin were discussed. Floor was opened for any objections. There were none so hearing was closed.
- 4) BAF reviewed Notice to Bidders, AIA Documents for Instructions to Bidders and General Conditions of the Contract, Supplementary Conditions including Liquidated Damage requirements, Guidelines for Recruitment and Selection of Minority Businesses for Participation.
  - a) Attendees were advised to review all MBE requirements and expectations as well as the proper bid documents to be submitted with Bid.
  - b) Bidders shall review the Contract documents for cancellation clauses for insurance required by the County without exception. They are noted in the General Conditions.
- 5) BAF reviewed the Summary of Work, Section 011000.
- 6) BAF reviewed Form of Proposal. Noted Bidders must complete all information required on the forms and properly execute the document. Read the complete requirements noted on the Bid Form for Minority Participation requirements and the forms that are to be submitted. Reviewed all the MBE Forms included in the Manual. WMBE goal is 10% in addition to Federal requirements noted.
- 7) BAF reviewed the Bid Bond, Form of Construction Contract draft, and Sales Tax Forms.
- 8) BAF noted this project is permitted by Chowan County. Contractors pay all fees for the project per General Conditions.
- 9) BAF noted that all questions shall be directed to his attention. E-mail are acceptable. JKF's e-mail is [jkf@jkf-arch.com](mailto:jkf@jkf-arch.com). All questions are to be submitted in writing no later than Friday, July 14<sup>th</sup> at noon.
- 10) BAF noted there are no restrictions on working on the site.
- 11) BAF did a brief overview of the scope.
- 12) Discussed base bid duration.

13) A list of attendees will be attached to the minutes of this meeting and included in Addendum #2.

14) Bidding Questions:

a) Storage of materials must be on-site in order to be paid.

15) Contractors were free to visit the site.

16) Adjourned.

We believe the foregoing to be an accurate summary of discussions and related decisions. We would appreciate formal, written notification of exceptions to this record within seven (7) days of its release. Failing such notification, we will consider these minutes a matter of record.

Respectfully submitted,



Brian Farkas, MPA  
Principal/ Project Architect

xc:

- Kevin Howard
- All Bidders, Plan Rooms

Attach:

- Sign-in Sheet

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**SIGN IN SHEET**

PROJECT: Howard Court House Renov.  
 MEETING DATE: 02-23-24  
 JKF PROJECT NO: 2023-07



NAME	AFFILIATION	PHONE/ FAX	E-MAIL
Brian Farnas	JKF ARCHITECTURE	252.355.1060	BOF@JKF-ARCH.COM
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Wilson Poir	ENGR. SOURCE	252-347-7096	wilson@engrsource.com
Kevin Howard	Chatham County	252-482-8771 x7	kevin.howard@chatham.nc.gov