

ADDENDUM NO. 1

JENKINS LABORATORY RENOVATION

ELIZABETH CITY STATE UNIVERSITY
ELIZABETH CITY, NORTH CAROLINA

PROJECT MANUAL

Architect's Project Number: 632328
SCO: 23-27244-02A

Prepared by

MOSELEY ARCHITECTS
911 N. WEST STREET
SUITE #205
RALEIGH, NORTH CAROLINA 27603

DATE OF ISSUE – May 21, 2024

**JENKINS LABORATORY RENOVATION
ELIZABETH CITY STATE UNIVERSITY**

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23

GENERAL:

Planholders are requested to insert this Addendum in the front of their Project Manual. Inform all concerned that the Bidding Documents are modified by this Addendum.

The following modifications and clarifications are hereby made a part of the Bidding Documents and supersede or otherwise modify the provisions of the published *Project Manual* and *Drawings*, dated May 6, 2024; Addendum No. 01, dated May 21, 2024

Refer to the Drawings, Specification Sections, or other Documents, if any, attached to this Addendum, which are hereby made a part of this Addendum.

A non mandatory Pre-Bid Conference was held on May 16, 2024. A copy of the sign-in log has been provided *for information only* and is not considered a part of the Bidding Documents.

MODIFICATIONS TO THE PROJECT MANUAL AND DRAWINGS:

ADD new Documents in their entirety, noted as Addendum 01, dated May 21, 2024.

06_Form of Proposal

DELETE the previously issued Documents indicated below in their entirety and SUBSTITUTE the revised Documents in their entirety, noted as Addendum 01, dated May 21, 2024.

03_Notice to Bidders

MA Pre Bid Agenda

REFER TO DOCUMENTS ATTACHED TO THE END OF THIS ADDENDUM

END OF ADDENDUM NO 01

FORM OF PROPOSAL

Jenkins Laboratory Renovation
Elizabeth City State University
23-27244-02A

Contract: _____
Bidder: _____
Date: _____

The undersigned, as bidder, hereby declares that the only person or persons interested in this proposal as principal or principals is or are named herein and that no other person than herein mentioned has any interest in this proposal or in the contract to be entered into; that this proposal is made without connection with any other person, company or parties making a bid or proposal; and that it is in all respects fair and in good faith without collusion or fraud. The bidder further declares that he has examined the site of the work and the contract documents relative thereto, and has read all special provisions furnished prior to the opening of bids; that he has satisfied himself relative to the work to be performed. The bidder further declares that he and his subcontractors have fully complied with NCGS 64, Article 2 in regards to E-Verification as required by Section 2.(c) of Session Law 2013-418, codified as N.C. Gen. Stat. § 143-129(j).

The Bidder proposes and agrees if this proposal is accepted to contract with the

State of North Carolina through Elizabeth City State University

in the form of contract specified below, to furnish all necessary materials, equipment, machinery, tools, apparatus, means of transportation and labor necessary to complete the construction of

Renovation of 1 laboratory and preparation laboratory in the ECSU Jenkins Science Center

in full in complete accordance with the plans, specifications and contract documents, to the full and entire satisfaction of the State of North Carolina, and the

Elizabeth City State University

with a definite understanding that no money will be allowed for extra work except as set forth in the General Conditions and the contract documents, for the sum of:

SINGLE PRIME CONTRACT:

Base Bid:

_____ Dollars(\$)

General Subcontractor:

_____ Lic _____

Plumbing Subcontractor:

_____ Lic _____

Mechanical Subcontractor:

_____ Lic _____

Electrical Subcontractor:

_____ Lic _____

GS143-128(d) requires all single prime bidders to identify their subcontractors for the above subdivisions of work. A contractor whose bid is accepted shall not substitute any person as subcontractor in the place of the subcontractor listed in the original bid, except (i) if the listed subcontractor's bid is later determined by the contractor to be non-responsible or non-responsive or the listed subcontractor refuses to enter into a contract for the complete performance of the bid work, or (ii) with the approval of the awarding authority for good cause shown by the contractor.

ALTERNATES:

Should any of the alternates as described in the contract documents be accepted, the amount written below shall be the amount to be "added to" or "deducted from" the base bid. (Strike out "Add" or "Deduct" as appropriate.)

GENERAL CONTRACT:

Alternate No. G-1 Renovation of Laboratory 125

(Add) _____ Dollars(\$)

PLUMBING CONTRACT:

Alternate No. P-1 Renovation of Laboratory 125

(Add) _____ Dollars(\$)

HVAC CONTRACT:

Alternate No. H-1 Renovation of Laboratory 125

(Add) _____ Dollars(\$)

ELECTRICAL CONTRACT:

Alternate No. E-1 Renovation of Laboratory 125

(Add) _____ Dollars (\$)

MINORITY BUSINESS PARTICIPATION REQUIREMENTS

Provide with the bid - Under GS 143-128.2(c) the undersigned bidder shall identify **on its bid** (Identification of Minority Business Participation Form) 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 (Affidavit **A**) made to solicit minority participation in the bid effort.

NOTE: A contractor that performs all of the work with its own workforce may submit an Affidavit (**B**) to that effect in lieu of Affidavit (**A**) required above. The MB Participation Form must still be submitted even if there is zero participation.

After the bid opening - The Owner will consider all bids and alternates and determine the lowest responsible, responsive bidder. Upon notification of being the apparent low bidder, the bidder shall then file within 72 hours of the notification of being the apparent lowest bidder, the following:

An Affidavit (**C**) that includes a description of the portion of work to be executed by minority businesses, expressed as a percentage of the total contract price, which is equal to or more than the 10% goal established. This affidavit shall give rise to the presumption that the bidder has made the required good faith effort and Affidavit **D** is not necessary;

*** OR ***

If less than the 10% goal, Affidavit (**D**) of its good faith effort to meet the goal shall be provided. The document must include evidence of all good faith efforts that were implemented, including any advertisements, solicitations and other specific actions demonstrating recruitment and selection of minority businesses for participation in the contract.

Note: Bidders must always submit **with their bid** the Identification of Minority Business Participation Form listing all MB contractors, vendors and suppliers that will be used. If there is no MB participation, then enter none or zero on the form. Affidavit **A** **or** Affidavit **B**, as applicable, also must be submitted with the bid. Failure to file a required affidavit or documentation with the bid or after being notified apparent low bidder is grounds for rejection of the bid.

Proposal Signature Page

The undersigned further agrees that in the case of failure on his part to execute the said contract and the bonds within ten (10) consecutive calendar days after being given written notice of the award of contract, the certified check, cash or bid bond accompanying this bid shall be paid into the funds of the owner's account set aside for the project, as liquidated damages for such failure; otherwise the certified check, cash or bid bond accompanying this proposal shall be returned to the undersigned.

Respectfully submitted this day of _____

(Name of firm or corporation making bid)

WITNESS:

(Proprietorship or Partnership)

By: _____
Signature

Name: _____
Print or type

Title _____
(Owner/Partner/Pres./V.Pres)

Address _____

ATTEST:

By: _____

Title: _____
(Corp. Sec. or Asst. Sec. only)

License No. _____

Federal I.D. No. _____

Email Address: _____

(CORPORATE SEAL)

Addendum received and used in computing bid:

Addendum No. 1 _____ Addendum No. 3 _____ Addendum No. 5 _____ Addendum No. 6 _____

Addendum No. 2 _____ Addendum No. 4 _____ Addendum No. 6 _____ Addendum No. 7 _____

NOTICE TO BIDDERS

Sealed proposals will be received by Elizabeth City State University in Elizabeth City, NC, in the office of Mike Williams in the Thomas-Jenkins Building, Room 141 up to 2:00 pm on June 13, 2024 and immediately thereafter publicly opened in the Jenkins Science Center, Room 116 and read for the furnishing of labor, material and equipment entering into the construction of

Jenkins Laboratory Renovations

Renovation of two existing laboratories and a laboratory prep space.

Bids will be received for Single Prime Contract. All proposals shall be lump sum.

Non-Mandatory Pre-Bid Meeting

An open pre-bid meeting will be held for all interested bidders at 1:00 pm on May 16, 2024 at ECSU Jenkins Science Center, Room 116. The meeting will address project specific questions, issues, bidding procedures and bid forms.

Complete plans, specifications and contract documents will be open for inspection in the offices of Moseley Architects and Elizabeth City State University.

NOTE: The bidder shall include with the bid proposal the form *Identification of Minority Business Participation* identifying the minority business participation it will use on the project and shall include either *Affidavit A* or *Affidavit B* as applicable. Forms and instructions are included within the Proposal Form in the bid documents. Failure to complete these forms is grounds for rejection of the bid. (GS143-128.2c Effective 1/1/2002.)

All contractors are hereby notified that they must have proper license as required under the state laws governing their respective trades.

General contractors are notified that Chapter 87, Article 1, General Statutes of North Carolina, will be observed in receiving and awarding general contracts. General contractors submitting bids on this project must have license classification for Unlimited Construction

NOTE--SINGLE PRIME CONTRACTS: Under GS 87-1, a contractor that superintends or manages construction of any building, highway, public utility, grading, structure or improvement shall be deemed a "general contractor" and shall be so licensed. Therefore a single prime project that involves other trades will require the single prime contractor to hold a proper General Contractors license. **EXCEPT:** On public buildings being bid single prime, where the total value of the general construction does not exceed 25% of the total construction value, contractors under GS87- Arts 2 and 4 (Plumbing, Mechanical & Electrical) may bid and contract directly with the Owner as the SINGLE PRIME CONTRACTOR and may subcontract to other properly licensed trades. [GS87-1.1- Rules .0210](#)

Each proposal shall be accompanied by a cash deposit or a certified check drawn on some bank or trust company, insured by the Federal Deposit Insurance Corporation, of an amount equal to not less than five percent (5%) of the proposal, or in lieu thereof a bidder may offer a bid bond of five percent (5%) of the bid executed by a surety company licensed under the laws of North Carolina to execute the contract in accordance with the bid bond. Said deposit shall be retained by the owner as liquidated damages in event of failure of the successful bidder to execute the contract within ten days after the award or to give satisfactory surety as required by law.

A performance bond and a payment bond will be required for one hundred percent (100%) of the contract price.

SCO-Notice To Bidders 2010 – (Updated Dec. 2010)

Payment will be made based on ninety-five percent (95%) of monthly estimates and final payment made upon completion and acceptance of work.

No bid may be withdrawn after the scheduled closing time for the receipt of bids for a period of 30 days.

The owner reserves the right to reject any or all bids and to waive informalities.

Designer:
Moseley Architects
911 N. West Street
Raleigh, NC 27603

Owner:
Elizabeth City State University
1704 Weeksville, Road
Elizabeth City, NC 27909

PRE-BID CONFERENCE AGENDA

ECSU JENKINS LABORATORY RENOVATION

PROJECT LOCATION: Elizabeth City State University
ARCHITECT'S PROJECT NO.: 632328
DATE AND TIME: Thursday, May 16, 2024 @ 1:00pm
LOCATION: ECSU Jenkins Science Center Rm 116

IMPORTANT: *The information contained in this agenda, including attachments and other information, is intended to provide an overview of the project and to summarize certain requirements for bidding and construction of the project.*

The Bidding Documents should be reviewed thoroughly in their entirety by all Bidders and Sub-bidders. In case of any discrepancy between this agenda and the Bidding Documents, the Bidding Documents shall take precedence. Please notify the Architect if any such discrepancies are discovered.

This pre-bid conference is optional for those contractors submitting bids. Bidding is open to invited General Contractors that meet the bidding requirements indicated in the Bidding Documents.

INTRODUCTIONS

A. Owner: ECSU

Name	Title / Department	Phone	Email
Amanda Brooks	Associate Director of Design	919-413-3566	aebrooks@ecsu.edu

B. Architect: Moseley Architects

Name	Title / Discipline	Phone	Email
Bradley Lockwood	VP / Architect	919-840-0091	blockwood@moseleyarchitects.com
Tim Meinhardt	Construction Administrator	919-840-0091	tmeinhardt@moseleyarchitects.com

C. Contractors

Name	Title / Discipline	Phone	Email
Brad Barrow	Barrow Construction - President	252-916-6467	bbarrow@bcgroup.pro
Kevin Daughety	Chambers Ferry Construction	252-548-2662	chambersferryconstruction@gmail.com
Daniels and Daniels			
Muter			

II. OWNER INTRODUCTORY COMMENTS**III. OVERVIEW OF PROJECT/DOCUMENTS**

A. Summary of Work

1. The work generally consists of 2 teaching laboratories and a prep room. 116 is part of the base bid, 125 is Alternate 1. The door and emergency shower in 125 is included in the base bid.
2. Furniture and furnishings, not otherwise indicated, will be provided under separate contract by Owner.

B. Contract Documents: 1 volume of drawings and 1 volume of specifications, Sealed Drawings dated ~~April 12, 2024~~ May 6, 2024.

C. HUB Utilization: Refer to the HUB Certified / Minority Business Participation criteria in the project manual.

IV. BIDDING DOCUMENTS AND PROCEDURES:

- A. Instructions to Bidders
 - 1. All Bidders shall review in its entirety and advise the Architect of any discrepancies.
- B. Bidding Documents:
 - 1. Issued directly from ECSU
- C. Substitutions
 - 1. All requests shall be in writing and submitted no later than 10 days prior to receipt of bids.
 - 2. Submit all requests on one of the following:
 - i. All questions must be sent directly to Amanda Brooks at aebrooks@ecsuh.edu
 - b. Word-based electronic version will be provided by email. Form will be emailed, unless requested otherwise.
- D. Bid Form
 - 1. Submit two copies
 - 2. Indicate Base Bid and Additive Bid Prices in words and figures
 - 3. Receipt of Addenda – Acknowledge and record receipt of all addenda
- E. Consideration of Bids
 - 1. Opening of Bids: Sealed bids shall be received and opened:
 - a. **2:00 PM** local time
 - b. **Thursday, June 13th, 2024**
 - c. **Opening will be held in Jenkins Science Center room 116**
 - d. Mail to or Hand Deliver
 - Attn: Mike Williams; Thomas - Jenkins Building rm 141
 - 2. Official Time
 - a. Receipt of bids will be determined by reference to the “official” clock as designated by the Owner’s designated representative.
 - b. The Owner’s designated representative will determine and announce when the Bid Receipt deadline has arrived and that no further bids or bid modifications will be accepted.

- c. All bids and bid modifications in the possession of the Owner's designated representative at the time the announcement is completed are deemed to be timely, whether or not the bid envelope has been physically date/time stamped or otherwise marked by the time the deadline announcement is made.

3. On-site phones:

- a. Will not be allowed prior to submission of bids.
- b. Make whatever provisions are necessary for communications.

V. PROJECT CONDITIONS

A. Milestone Date(s):

- 1. Substantial Completion: No later than December 17, 2024
- 2. Final Completion: No later than January 1, 2025 (15) days after Substantial Completion

B. Liquidated Damages are \$250.00/day

C. OAC meetings will occur bi-weekly

VI. DRAWINGS OVERVIEW

A. Floor plans

VII. SPECIFICATIONS OVERVIEW

A. Contracts (Section 011000, 1.02)

B. Owner's occupancy requirements (Section 011000, 1.04)

C. Use of premises (Section 011000, 1.05)

D. Work restrictions (Section 011000, 1.05)

E. Substitutions (Section 012500, 3.01)

VIII. QUESTIONS DURING BIDDING

- A. During this Prebid Conference:
 - 1. The A/E will answer only those questions where the response is to direct the questioner's attention to a particular portion of the bid documents.
- B. During the Bidding and Negotiation Phase (outside this Prebid Conference):
 - 1. The A/E will answer only those questions where the response is a modification or interpretation as a result of an addition, deletion, clarification, or correction to the Documents – and only as part of a written Addendum.
 - 2. The A/E will not respond to questions submitted verbally, by email, via phone calls, or face-to-face – all such questions shall be submitted on the *Prebid Question Form* (a copy is included in this Agenda package).
 - 3. If the question does not result in a modification of the Documents as a result of an addition, deletion, clarification, or correction; or require an interpretation as a result of an addition, deletion, clarification, or correction – then the A/E will not respond to the question.
- C. All responses to qualifying and applicable questions that modify the Bidding Documents by additions, deletions, clarifications, or corrections, prior to receipt of bids, will be *in writing by Addendum* and sent to all Planholders.
- D. Do not rely on verbal information – only on written documentation.
- E. Responses *not* in writing and *not* included in Addendum shall not be binding.
- F. Bidders or Sub-bidders requiring clarification or interpretation of the Bidding Documents shall make a written request submitted on the “*Prebid Question Form*” (copy attached at the end of this Agenda) which shall reach the Architect at least ten calendar days prior to the date for receipt of bids ~~Monday, March 18, 2024~~ Monday, June 3, 2024.

IX. SITE VISIT

- A. Attendees are encouraged to visit the site of the proposed project to familiarize themselves with the existing conditions. The site will be available following this conference.
- B. Please contact Amanda Brooks for access if you wish to visit the site at a later date.

END OF AGENDA

PREBID QUESTION FORM

Only questions requiring a modification or interpretation to the Bidding Documents by an addition, deletion, clarification, or correction, will be made by written Addendum, and transmitted to Planholders of Record. Questions that do not require a modification or interpretation to the Bidding Documents will not be responded to and will not be included in an Addendum.

The Architect and Owner shall not be responsible for oral modifications and interpretations. Bidders and Sub-bidders requesting a modification or interpretation by addition, deletion, clarification, or correction of the Bidding Documents shall complete and submit this form which shall reach the Architect no later than ten (10) calendar days prior to the date scheduled for receipt of bids. Use a separate form for each question submitted.

DATE: _____

PROJECT TITLE: ECSU Jenkins Laboratory Renovation

PROJECT NUMBER: ARCHITECT'S PROJ #632328

The following question concerns Drawing (number) _____:

The following question concerns Specifications Section (number) _____, page _____, paragraph _____:

All responses to questions will be made by Addendum.

Questions submitted by: _____
Name Organization

E-mail PDF version of Form to: Amanda Brooks at aebrooks@ecsu.edu

Substitution Request Form – Prior to Receipt of Bids



A. General Information				
Project Name				
Project Code				
A/E Project Number				
B. Specified Product/Item Information				
Specification Title				
Section				
Page				
Article / Paragraph				
Description				
C. Proposed Substitution Information				
Proposed Substitution				
Reason for not providing specified product/item				
Comparative Data	Attach a point-by-point comparative data list. Include all differences between the proposed substitution and the specified product/item. If not provided, this Request will be rejected.			
Manufacturer				
Manufacturer Address				
Manufacturer Phone				
Manufacturer Representative Email address				
Trade / Model Name				
Model Number				
Installer (if known)				
Installer Address				
Installer Phone				
History	<input type="checkbox"/> New product	<input type="checkbox"/> 2-5 years	<input type="checkbox"/> 5-10 yrs	<input type="checkbox"/> 10 yrs or longer
Proposed substitution affects other parts of the Work	<input type="checkbox"/> Yes		<input type="checkbox"/> No	
If yes, explain				
D. Proposed Substitution Similar Installation				
Have you used this product/item on any other projects	<input type="checkbox"/> Yes		<input type="checkbox"/> No	
Project				
Project Address				
Architect/Engineer				

A/E Phone	
Owner	
Owner Phone	
Date installed	

E. Attached Supporting Data

<input type="checkbox"/> Drawings	<input type="checkbox"/> Product Data/Specs	<input type="checkbox"/> Samples	<input type="checkbox"/> Tests	<input type="checkbox"/> Reports	<input type="checkbox"/>
-----------------------------------	---	----------------------------------	--------------------------------	----------------------------------	--------------------------

F. Entity submitting this Substitution Request certifies all of the following:

- Proposed substitution has been fully investigated and determined to be equal or superior in all respects to the specified product, except as may otherwise be specifically and clearly indicated herein.
- If applicable, proposed substitution shall not adversely affect LEED requirements nor shall it prevent achieving the relative number of applicable LEED point[s] the specified product would have received.
- Proposed substitution’s function, appearance, and quality are equal or superior in all respects to the specified product, except as may otherwise be specifically and clearly indicated herein.
- Same or superior warranty and/or guarantees shall be furnished for proposed substitution as is required for the specified product/item.
- Same maintenance service and source replacement parts, as applicable, are available; including local availability.
- Proposed substitution shall have no adverse effect on other trades.
- Proposed substitution shall not affect dimensions and functional clearances.
- Coordination, installation, and changes to the Work as necessary for the accepted proposed substitution shall be complete in all respects.

G. Entity’s Information

Submitted by	
Signed By	
Date	
Email address of Signee above	
Company Name	
Address	
Phone	

H. Architect / Engineer Review and Action

If this Substitution request is approved, it shall be included in an Addendum. If the proposed substitution is not included in an Addendum, then the proposed substitution was rejected; was not submitted in accordance with the Contract Documents; and/or this Form was not complete.

END OF SUBSTITUTION REQUEST FORM
