

ADDENDUM 1

ADDENDUM DATE: October 31, 2017

PROJECT: Onslow County Courthouse Courtroom Built-in
109 Old Bridge Street
Jacksonville, NC 28540

OWNER: Onslow County
234 NW Corridor Blvd
Jacksonville, NC 28540

ARCHITECT: Smith Sinnett Architecture, P.A.
4600 Lake Boone Trail, Suite 205
Raleigh, North Carolina 27607

BIDS DUE: **Thursday, November 2, 2017 at 2:00 p.m.**
Onslow County Government Center
234 NW Corridor Blvd.
Room 111
Jacksonville, NC 28540

Please note, Project Addendums and Bidders List are available at www.smithsinnett.com under the 'Documents' icon on the navigation bar.

This Addendum shall be included in the contract for the above referenced project. All General, Supplementary and Special Conditions, etc., as originally specified or as modified below shall apply to these items.

This Addendum consists of (14) pages. Attached documents include: (2) Specifications Sections, Pre-Bid Agenda, Notes, Sign-In Sheet, and (1) Sketch.

GENERAL CLARIFICATIONS

- Item 1 Contractor shall provide schedule for shop drawings, fabrication and installation to meet the installation time frame specified in the project manual.
- Item 2 Contractor shall provide engineered drawings with engineers seal for all built in platforms, ramps and walls.
- Item 3 All Judges Bench tops are to be Quartz countertops.
- Item 4 Courtroom Reporter desk is included with this millwork package.
- Item 5 Please note, courtroom benches are to have solid aisle panels on each end as shown with dashed line in detail 8/SK-A26.
- Item 6 Gallery benches are to be Plain Sawn.

CHANGES TO SPECIFICATIONS

Section 00 42 00 – Proposal Form

- Item 7 Replace the Allowance Specification sheets 01 21 00-1 thru 01 21 00-4 with the attached sheets for revision to the General Contingency Allowance amount

Section 01 21 00 - Allowances

- Item 8 Revise the General Contingency Allowance to \$15,000.00 in lieu of \$50,000.00. See attached and revised sheet 00 42 00-3 to be replaced in the original proposal form for the revised allowance amount.

Section 06 40 23 – Interior Architectural Woodwork

- Item 9 Remove all references to Plastic Laminate.

CHANGES TO DRAWINGS

- Item 10 Add 4"x6" embossed plaque to be mounted below judge's bench to describe ballistic paneling. See attached example for information to be included.

End of Addendum 1

ALLOWANCES

(Refer to Division 01 Section 01 21 00 – Allowances for amounts to be included in bid)
Acknowledge Allowances have been included with in the Base Bid

BASE BID ALLOWANCES

General Contingency Allowance A-1: \$15,000.00 _____ Place a check mark here to confirm the
General Contingency Allowance amount has
been included in the base bid.

ADDENDUM

(Addendum received and used in computing bid)

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

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

SECTION 01 21 00 - ALLOWANCES

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

- A. This Section includes administrative and procedural requirements governing allowances.
 - 1. The Contractor shall include in the Contract Sum all allowances states in the Contract Documents. The Contractor's costs for unloading and handling at the site, labor, installation costs, overhead, profit and other expenses contemplated for the original allowance shall be included in the Contract Sum and not in the allowance, unless indicated otherwise herein. Coordinate allowance work with related work to ensure that each selection is completely integrated and interfaced with related work. Include all allowance amounts as a separate line item amount on each application for payment.
- B. Types of allowances include the following:
 - 1. Contingency Allowances.

1.3 SELECTION AND PURCHASE

- A. Purchase products and systems selected by Architect from the designated supplier.

1.4 SUBMITTALS

- A. Submit proposals for purchase of products or systems included in allowances, in the form specified for Change Orders.
- B. Submit invoices or delivery slips to show actual quantities of materials delivered to the site for use in fulfillment of each allowance.
- C. Coordinate and process submittals for allowance items in same manner as for other portions of the Work.

1.5 COORDINATION

- A. Coordinate allowance items with other portions of the Work. Furnish templates as required to coordinate installation.

1.6 ALLOWANCES

- A. Refer to Schedule of Allowances for Amounts and Quantities
- B. Contingency Allowances
 - 1. Use the contingency allowance only as directed by Architect for Owner's purposes and only by Change Orders that indicate amounts to be charged to the allowance.

2. Contractor's related costs for products and equipment ordered by Owner under the contingency allowance are included in the allowance and are not part of the Contract Sum. These costs include delivery, installation, taxes, insurance, equipment rental, and similar costs.
3. Allowances for overhead and profit shall be provided within the contract price and not included as part of any change order till the allowance amount has been spent.

1.7 CHANGE ORDER MARK-UP

- A. Except as otherwise indicated, comply with provisions of General Conditions and other requirements stated in this section. For each allowance, Contractor's claims for increased costs (for either purchase order amount or Contractor's handling, labor, installation, overhead, and profit), because of a change in scope or nature of the allowance work as described in contract documents, must be submitted within 60 days of initial change order authorizing work to proceed on that allowance; otherwise, such claims will be rejected.
- B. As a procedural restriction no mark-up (increase or decrease) shall be included in the change order amount for Contractor's increase or decrease in handling, labor, installation, overhead or profit unless purchase order amount varies by more than 15% from allowance amount.
- C. Change orders prepared to return unused allowance amounts to the Owner shall be subject to the same requirements for the return of appropriate profit and overhead as other change orders in accordance with the Conditions of the Contract.

1.8 UNUSED MATERIALS

- A. Return unused materials purchased under an allowance to manufacturer or supplier for credit to Owner, after installation has been completed and accepted.
 1. If requested by Architect, prepare unused material for storage by Owner when it is not economically practical to return the material for credit. If directed by Architect, deliver unused material to Owner's storage space. Otherwise, disposal of unused material is Contractor's responsibility.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION

3.1 EXAMINATION

- A. Examine products covered by an allowance promptly on delivery for damage or defects. Return damaged or defective products to manufacturer for replacement.

3.2 PREPARATION

- A. Coordinate materials and their installation for each allowance with related materials and installations to ensure that each allowance item is completely integrated and interfaced with related work.

3.3 SCHEDULE OF ALLOWANCES – BASE BID

- A. **Allowance No. A-1:** GENERAL CONTINGENCY:
 1. Contingency allowance shall be provided as follows and the price shall be adjusted based on the actual cost of subcontracts, materials, and labor, excluding overhead and profit. Allowances for

overhead and profit shall be provided within the contract price. If there is unused allowance at the conclusion of the project, the unused allowance plus a reasonable amount for profit will be deducted from the contract. **Contingency: \$15,000.00 Include this amount in the base bid price on the Proposal Form.**

END OF SECTION 01 21 00

Onslow County Courthouse Expansion - 2015014

Project Sign In

SMITHSINNETT
architecture

Date:

10-24-2017 COURTROOM BUILT-IN

	Name:	Company	Email:	Telephone No.:
1.	JAMEY GUECK	SMITHSINNETT	jggueck@smithsinnett.com	919.606.9105
2.	CHRISTINE PROCTOR	SSA	cproctor@smithsinnett.com	
3.	Randy Jones	Onslow County	Randy-Jones@onslowcounty.nc.gov	
4.	Laura Jones	Onslow County	Laura-Jones@onslowcounty.nc.gov	
5.	Laura Hastings	C+T	laurahastings@clancytheys.com	910-478-5555
6.	Bill Noland	NCC LLC	wnoland@nolandcc.com	910-547-0211
7.	JUSTIN FIFE	Quadrat Core	justinfife@qenc.com	910.937.0003
8.	Eric Eubanks	Triple-R	eeubanks@triple.com	910.340.0673
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Pre-Bid Conference Agenda

October 24, 2017 at 10:00 a.m.

Location: Onslow County Courthouse Expansion Courtroom Built-in
109 Old Bridge Street
Jacksonville, NC 28540

Owner: Onslow County Government
234 NW Corridor Blvd
Jacksonville, NC 28540

Architect: Smith Sinnett Architecture, P.A.
4600 Lake Boone Trail, Suite 205
Raleigh, NC 27607
Phone: (919) 781-8582
Fax: (919) 781-3979

Jamey Glueck, AIA - Project Architect

On behalf of the Owner and Smith Sinnett Architecture, we would like to thank you for your interest and attendance at this Pre-Bid Conference.

I Bid:

Sealed Bids from Single Prime Contractors will be received and publicly opened at:

2:00 p.m. on Thursday November 2, 2017

in the Onslow County Government Center

234 NW Corridor Blvd. (Room 111)

Jacksonville, NC 28540

II Bid Day Documents: Refer to Specifications

1. Proposal Form
2. Bid Bond (5%) or Certified Check. Use the form provided in the specifications
3. Minority Business Participation Form and/or Affidavit
 - a. Identification of HUB Certified / Minority Business Participation Form Required.
 - i. Name on Form must be the exact name as provided to the NC Office for HUB
 - b. Affidavit A or Affidavit B
3. Bid envelope should be sealed with the following information listed on the outside of the envelope.
 - a. Bidder's Name and Address
 - b. North Carolina Contractor's License Number
 - c. Name of Project
6. If awarded the contract, the Bidder must provide and executed Performance and Payment Bond for 100% of the Contract by a company licensed in North Carolina. Certificates of Insurance meeting the requirements indicated in the specifications will also be required.
7. Refer to the bidders checklist in the proposal form for required documentation to be enclosed in the sealed bid proposal envelope.
8. Any bids that have qualifying notes or comments will be rejected.

Pre-Bid Conference Agenda

October 24, 2017 at 10:00 a.m.

III Bid Opening:

1. For mailed bids:
 - a. It's the contractor's responsibility to ensure the bid arrives prior to the bid opening time. If you wish to send your bid via US Mail, FedEx or UPS, please allow several days for delivery since the bid must be received (NOT postmarked) by the date and time stated in the solicitation.
 - b. Place the bid in a double envelope with "Sealed Bid Do Not Open" written on the envelope.
 - c. Sealed envelope will be held and unsealed at the bid opening time.
 - d. Project Name must be clearly marked on the outside of the sealed envelope.

IV Schedule:

1. No bid may be withdrawn after the scheduled closing time for the receipt of bids for a period of 60 days.
3. Supplementary General Conditions:
 - a. Date of substantial completion: **30 consecutive calendar days** from the date of commencement anticipated to be on or about 3-12-2018.

V Liquidated Damages:

1. Supplementary General Conditions:
 - a. **\$750.00 each calendar day** in excess of the stated completion time.

VI Examination of Bid Documents:

1. All Bidders are expected to fully examine and familiarize themselves with the Drawings, Specifications and Existing Conditions. All Bidders should read the scopes of the bid package. Any questions or clarifications should be directed to the Architect. No allowances will be made after the bids are received for any oversight due to failure to examine the documents.

VII Substitutions:

1. Substitutions or approvals of "Equals" will only be accepted if approved by the Architect in writing at least 10 days prior to the receipt of bids.

VIII Technical Questions:

1. Technical questions shall be submitted to Architect as soon as possible by email or phone.
jglueck@smithsinnett.com
(919) 781-8582
2. Last day for Questions will be Thursday October 26th at 5pm.
The Last Addendum will be issued Friday October 27th at 5pm.

IX Construction Documents:

1. Construction Documents may be ordered from:
Smith Sinnett Architecture
4600 Lake Boone Trail, Suite 205
Raleigh, NC 27607
919-781-8582
2. Electronic Copies of the Plans and Specifications are available upon request and with a completed Plan Request Form found at www.smithsinnett.com under the Documents Tab.

Pre-Bid Conference Agenda

October 24, 2017 at 10:00 a.m.

X Addenda:

1. Addenda will be emailed to everyone on the Architect's plan holders list that has requested access to the Construction Documents
2. Addenda can also be downloaded from: www.smithsinnett.com under the Documents Tab.
3. An addenda will be issued to address any questions raised today.
4. All Addendums will be issued by email. Verify that email security will allow emails from jglueck@smithsinnett.com.

XI Bidders List:

1. Bidders List can be downloaded from www.smithsinnett.com under the Documents Tab.

XII Architect's Description of the project:

1. Base Bid – General Scope
2. Allowances:
 - a. General Contingency Allowance A-1: \$50,000.00

To: Mr. David Cotton, County Manager
Onslow County
234 NC Corridor Blvd.
Jacksonville, NC 28540

From: Christine Proctor

Date: October 26, 2017

Subject: Pre-Bid Conference
Onslow County Courthouse Expansion - Courtroom Built-In
Onslow County
Project #: 2015014

4600 Lake Boone Trail
Suite 205
Raleigh, NC 27607

T 919.781.8582
F 919.781.3979

info@smithsinnett.com

Present at Meeting:

Christine Proctor	Smith Sinnett Architecture, PA
Jamey Glueck	Smith Sinnett Architecture, PA
Randy Jones	Onslow County
Laura Jones	Onslow County
Bill Noland	Noland Construction Consulting
Laura Hastings	Clancy & Theys
Justin Fife	Quadrant Construction
Eric Eubanks	Triple R Electric

observation date:

09/24/2016

time:

10:00 a.m.

location:

Jacksonville, NC

Meeting Minutes:

1. The Architect Rep reviewed the Pre-Bid Conference Agenda. (See attached Pre-Bid Conference Agenda)

General Discussion:

2. Laura Jones asked if the project will be over or under \$500,000? Jamey Glueck indicated that it should be under \$500,000 but over \$300,000.
3. Certificates of Insurance should include Builders Risk Insurance.
4. Mailed bids should be mailed to the following address:
Attn: Laura Jones
Onslow County Government
234 NW Corridor Blvd.
Jacksonville, NC 28540
5. Date of Commencement will probably be moved to mid-April, 2018. Jamey clarified the Date of Commencement is intended to be the date on which the Courtroom Built-In Contractor begins work on the project site. Shop drawings and pre-fabrication should occur prior to this date.
6. Bid documents are available for download on the Smith Sinnett website.
7. Bill Noland asked about "Existing Conditions" and if this for viewing the existing courthouse. All parties wishing to view existing conditions in the courthouse should arrange to schedule an escorted visit with the Architect, Jamey Glueck. This should be a one time visit with all interested parties present at one time rather than numerous visits which could be disruptive to courthouse activities. Clancy & Theys indicated that there are 3 courtrooms currently framed at this time which could be viewed.

8. Jamey Glueck indicated that there are 4 courtrooms total, 3 are similar and courtroom 214 is a jury room.
9. All the courtrooms have raised platforms. All the courtrooms have a bar and an attorney's desk. Chairs are not included, but benches are included. There is wood paneling behind the judge's desk. There will be ramps and railings.
10. Platform framing is required to be Engineered for 100 lbs/ sq. ft. and must bear a NC Engineer's seal on the shop drawings.
11. Both the jury box and bar walls have steel posts and plates with anchors secured in the concrete floor.
12. Delivery to site - it is likely that the elevator will be operational at this time. The Contractor should include an allowance in their bid for the Elevator Manufacturer/Supplier to be on site to operate the elevator for access during delivery. The reason for this is the elevator will not have a Certificate of Occupancy at this time and will not be open to use. If the Contractor does not wish to include an allowance for the elevator to be operated, then he will need to make provisions for delivery items to be transported up the stairs.
13. The Base Bid includes a Ballistics Panel, Level II in front of the judge, witness and clerk. Alternate 1 is to upgrade the Ballistics Panel to Level III. This is the only Alternate in this project.
14. Close coordination with the Electrical Subcontractor on the courthouse project will be required for sleeves through floor and access panels in platforms. At platforms (judge, clerk, witness/jury) the wire/cabling will likely be installed after the platform framing is installed but before the platform surface is installed.
15. The Electrical Subcontractor asked if there were any raceways provided for microphones, etc. Jamey Glueck indicated that yes, there will be sleeves through the inmate area and then this will transition to j-hooks and sleeves below the courtroom slab on deck.
16. Bill Noland asked if there is any kind of schedule for casework to coordinate on? Jamey Glueck indicated that he hopes to have shop drawings sufficiently ahead of time before sleeves are placed in floors so that this can be coordinated with Clancy & Theys. Shop drawings will need to be looked at for leg size, etc. to coordinate properly for sleeves in slabs & platforms.
17. It will be necessary to have a Pre-Installation Conference for Courtroom Built-ins so that the Architect, Owner Rep and General Contractor can go over all these details.
18. Jamey Glueck indicated that he has several potential furniture vendors/suppliers that can be contacted for bids. Jamey stated that some want to only do the Built-in work and others want panels only, but there is one that has shown interest in installing design in its entirety. These contacts will be included in an Addendum.
19. Bill Noland asked what are the payment expectations. Jamey Glueck asked him to clarify his statement. Bill N. indicated that typically contractors want to be paid for shop drawings, mobilization, work in place and retainage. After further review and discussion, it was decided that Shop Drawings can be billed at 10% (including stored materials), Mobilization can be billed at 20%, Work in Place minus 5% Retainage, and Retainage can be released once a Certificate for Occupancy is acquired for the Expansion (not including Summersill Bldg).
20. Clancy & Theys indicated that there is a tentative Substantial Completion date of June 12, 2018 for the Expansion portion of the project.

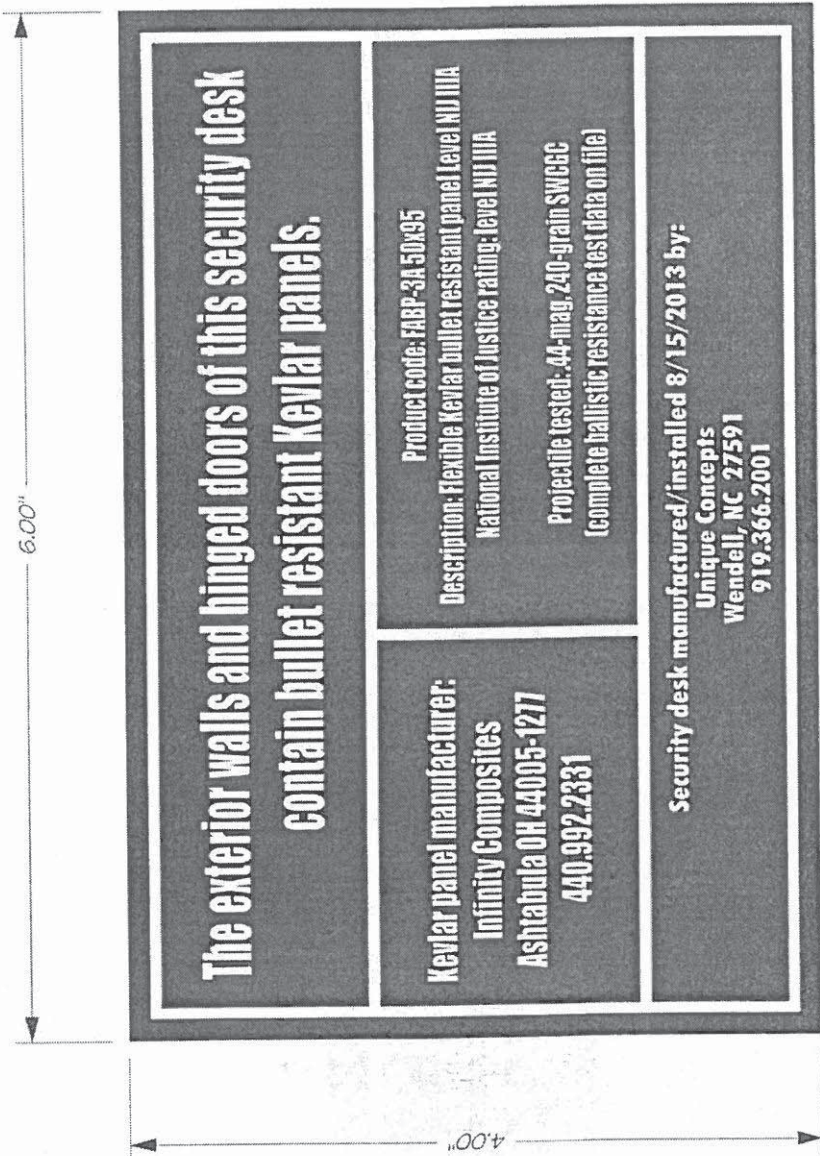
21. To clarify, Substantial Completion is when all work is complete except Retainage which is Final Completion when released.
22. Bill Noland indicated that we need a specific definition of what Substantial Completion is for this Expansion project. NOTE: In Addendum, Substantial Completion will be defined as when the work is accepted by Building Contractor (Clancy & Theys), Architect (Jamey Glueck) and Owner's Representative (Randy Jones).
23. The Architect has requested the size of server racks required by NC AOC and Jurislink. The Architect confirmed the size of the server rack at NC AOC. Jurislink has not provided the size of their server rack. This is required to ensure the server rack will fit in the courtroom built-in woodwork.
24. The attorney's desk and judge's desk will have flip-top boxes that will be provided by the Owner. The opening for the flip-top boxes in the desk surface shall be made by the Courtroom Built-In Contractor. The location shall be determined by the Owner. The Electrical Contractor shall hard wire the flip-top box at the attorney's desk. The Owner shall install the flip-top box at the judge's bench since it is plug and play style connection.

End of Report

cc: file; Jamey Glueck, Scott McConnell, Christine Proctor
Meeting attendees and Plan Holders

Ballistic Panel Plaque Example: For reference only. Information should align accordingly to Ballistics provided within project.

Scale 1:1



Digital Image on Dibond