

**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  
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Raleigh, NC 27607

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**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