



The Town of Pine Knoll Shores

Minutes

6 Feb 2024

PRE-BID MEETING AGENDA Town of Pine Knoll Shores Public Services Building

AGENDA

1. Introductions

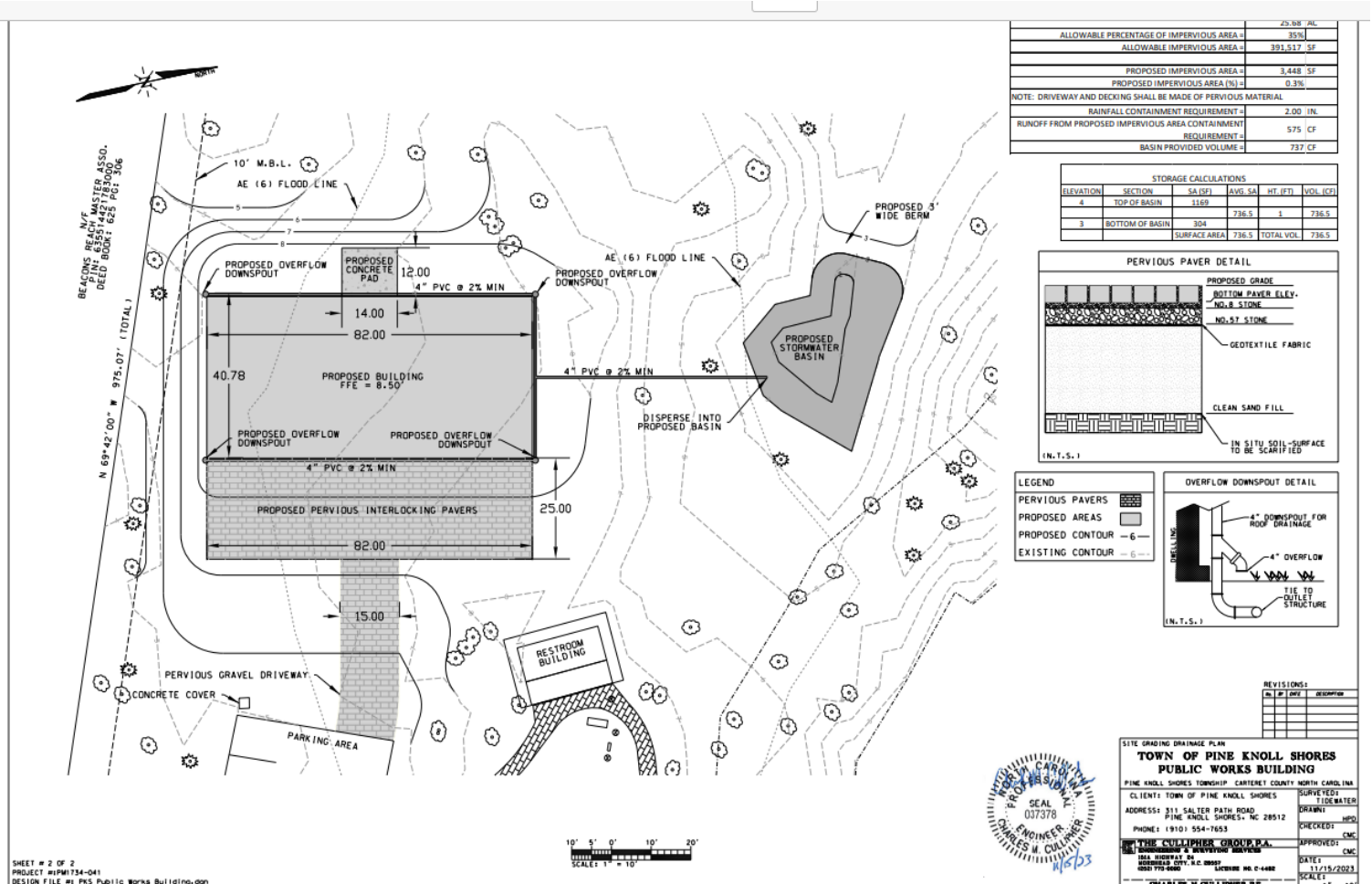
- TM/Finance Julie Anderson 252-247-4353 Manager@townofpks.com
- PM Brian Kramer 910-554-7653 ProjectOfficer@townofpks.com
- Design Consultant Lee Dixon 252-247-2127 Lee@CoastalArchitecture.net
- Design Asst Morgan Garrett 252-247-2127 Morgan@CoastalArchitecure.net
- PKS Bldg Insp Jimmy Taylor 252-723-9315 Biceo@townofpks.com
- PKS PSD Sonny Cunningham 252-723-0055 Scunningham@townofpks.com

See attached Sign in Sheet for Attendees

2. General Review of Project

- Project review—
 - Metal Maint. Bldg on 8" slab
 - Bay doors (5-front/1 back)
 - Pervious Pavers in front of bldg., pervious ~~gravel~~ **pavers** driveway
 - Remove old septic drain field **and dispose material offsite in a proper and legal manner**
 - Stormwater basin
 - HVAC (heat only; LP gas)
 - Exterior security lighting
 - Interior 2,000 lb hoist (**chain hoist**)
 - Generator

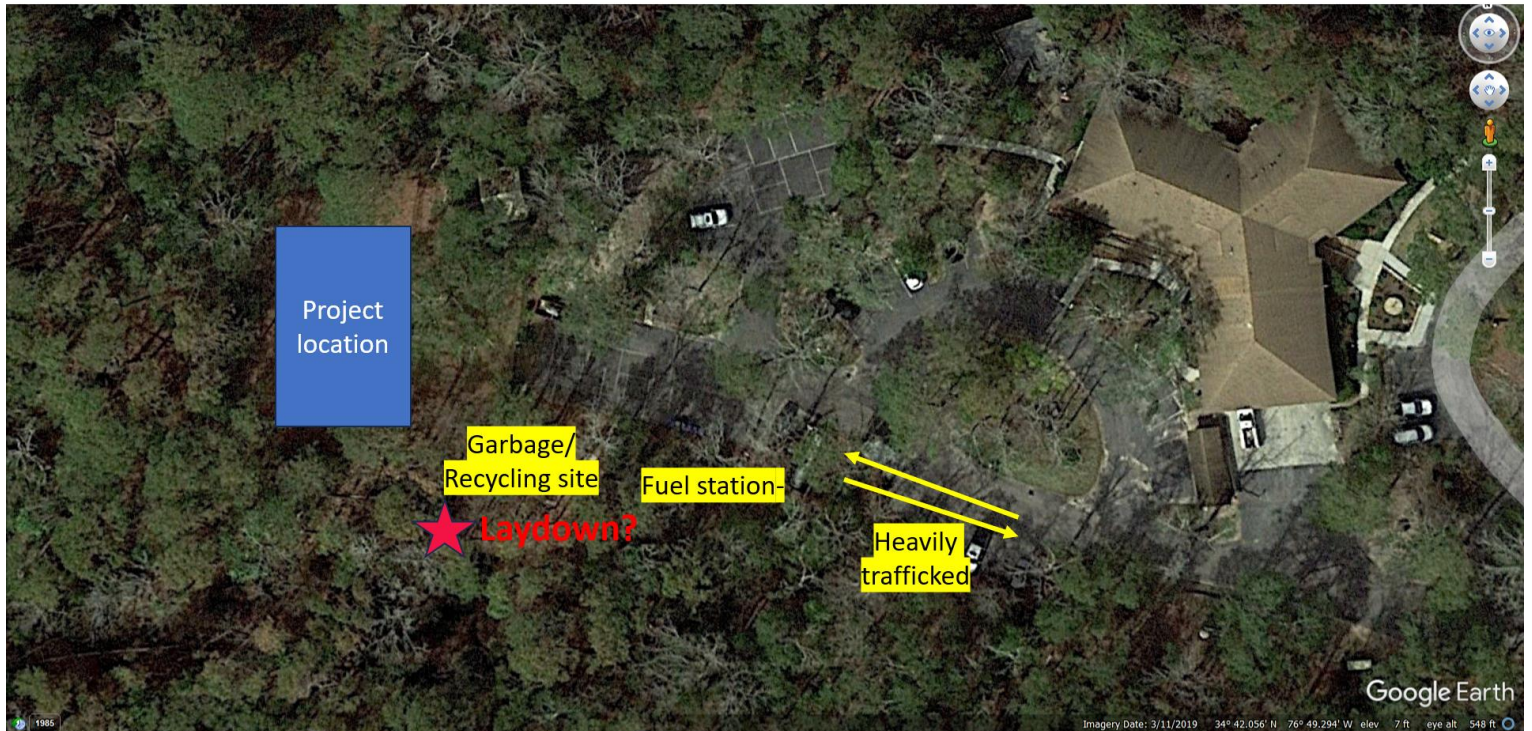
- Construction Area





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Construction area---cont'd



3. Project Schedule

- 12 Jan- Bids advertised
- 6 Feb, 2PM- Prebid conference at PKS Public Safety Bldg
- 15 Feb, 2PM- Bid opening
- 13 Mar- PKS Board approves contract
- 15 Mar-contract executed
- Late March- Pre-Construction meeting
- 1 April- Anticipated Notice to Proceed issued
- Up to 180 days- Substantial Completion *30 days to be added see addendum 2*

4. Bids—complete bids include:

- | | |
|--|--|
| <ul style="list-style-type: none"> • Proposal Form • Bid Bond-5% • <i>Anti-Collusion Statement</i> • <i>E-Verify Compliance Certification</i> • <i>Certification Regarding Lobbying</i> • <i>Iran Divestment Act Certification</i> | <ul style="list-style-type: none"> • <i>Certification of No Debarment or Suspension</i> • <i>Conflict of Interest Disclosure</i> • <i>Minority Business Participation Forms</i> |
|--|--|

5. Bid Documents--- Highlights:

- Single Prime (Lump sum)
- Work to be done within-120 *(180 plus 30 days to be added in addendum 2)* days of written order from Lee Dixon
- *Federal procurement regulations apply—Addendum included*
 1. *No Davis-Bacon*



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2. No Buy-American

6. Supplementary General Conditions--- Highlights:

- *Addendum 1 issued on 2 Feb—Important – Lee Dixon (Addendum 2 to be issued)*
- Shop drawings: send to Lee/Morgan electronically. Bldg Insp needs these as well after Lee approves
- Cleaning of building/construction area—during construction and at final acceptance
- Change orders---all to Lee/Morgan
- Applications for payment using AIA document described in specifications. 5% retainage
- Certificates of Insurance---see min coverage amounts. Includes Builder's Risk
- Contractor ~~provides/pays for water and electric~~ *onsite water and electrical can be used by the contractor. Onsite toilets can be used.*

7. Special Conditions

- Parking
- Security---*existing* cameras on site
- Hours: 0700-2000
- Building permit req'd (no fee)

8. Special PKS Instructions

- *Safety----Staff, workers, those going to/from the convenience site*
- Federal procurement
- Town Hall remains in use-Heavy traffic on meeting days
- Coordinate with Kramer re:
- Use of area for laydown
- Minimize tree removal *existing tree near building will be required to be trimmed.*
- Coordination with PKS Bldg Inspector
 - Shop drawings
 - Contractor: meet with Jimmy Taylor immediately after contract is signed re: Building Permit
- PreCon meeting as soon as the contract is signed.

9. Contractor questions

- *It was decided that the generator and ATS shall be bid as an alternate.*
- *It was decided that one overhead door to have a motorized operator.*
- *Owner will move existing dumpster away from laydown area.*

10. Site visit

- *Contractors visited the site.*
- *Contractors will be allowed to make additional site visits prior to bids.*

11. Adjourn