

DOCUMENT 002513 - PREBID MEETINGS

1.1 PREBID MEETING

A. Architect will conduct a Prebid meeting as indicated below:

1. Meeting Date: November 12, 2024
2. Meeting Time: 3:00PM EST.
3. Location: Room 118 Brooks Hall (Project Site) , 50 Pullen Road , Raleigh, NC .

B. Attendance:

1. Prime Bidders: Attendance at Prebid meeting is mandatory.
2. Subcontractors: Attendance at Prebid meeting is recommended.
3. Notice: Bids will only be accepted from prime bidders represented on Prebid Meeting sign-in sheet.

C. Bidder Questions: Submit written questions to be addressed at Prebid meeting minimum of two business days prior to meeting.

D. Agenda: Prebid meeting agenda will include review of topics that may affect proper preparation and submittal of bids, including the following:

1. Procurement and Contracting Requirements:
  - a. Existing Conditions Walkthrough - It is expected that Bidder's will use this opportunity to take all photos and notes necessary to understand existing conditions. Reference Specification Section 003119.
  - b. Advertisement for Bids.
  - c. Instructions to Bidders.
  - d. Bidder Qualifications.
  - e. Bonding.
  - f. Insurance.
  - g. Bid Security.
  - h. Bid Form and Attachments.
  - i. Bid Submittal Requirements.
  - j. Bid Submittal Checklist.
  - k. Notice of Award.
2. Communication during Bidding Period:
  - a. Obtaining documents.
  - b. Access to Project Web site.
  - c. Bidder's Requests for Information.
  - d. Bidder's Substitution Request/Prior Approval Request.
  - e. Addenda.
3. Contracting Requirements:
  - a. Agreement.
  - b. The General Conditions.
  - c. The Supplementary Conditions.
  - d. Other Owner requirements.
4. Construction Documents:

- a. Scopes of Work.
    - b. Temporary Facilities.
    - c. Use of Site.
    - d. Work Restrictions.
    - e. Alternates, Allowances, and Unit Prices.
    - f. Substitutions following award.
  5. Separate Contracts:
    - a. Work by Owner.
    - b. Work of Other Contracts.
  6. Schedule:
    - a. Project Schedule.
    - b. Contract Time.
    - c. Liquidated Damages.
    - d. Other Bidder Questions.
  7. Additional site/facility visit or walkthrough.
  8. Post-Meeting Addendum.
- E. Minutes: Entity responsible for conducting meeting will record and distribute meeting minutes to attendees and others known by the issuing office to have received a complete set of Procurement and Contracting Documents. Minutes of meeting are issued as Available Information and do not constitute a modification to the Procurement and Contracting Documents. Modifications to the Procurement and Contracting Documents are issued by written Addendum only.
1. Sign-in Sheet: Minutes will include list of meeting attendees.
  2. List of Planholders: Minutes will include list of planholders.

END OF DOCUMENT 002513