



**TALLEY & SMITH
ARCHITECTURE, INC.**

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December 1, 2021, 3:00pm

PRE-BID MEETING MINUTES
DSS CO-LOCATION PROJECT
INTERIOR RENOVATIONS
CLEVELAND COUNTY HEALTH CENTER
for
CLEVELAND COUNTY, N.C.

In Attendance:

Cleveland County Government

Tiffany Hansen

Greg Pering

Josh Davis

Talley & Smith Architecture

Bob Smith

Ken Pflieger

Heath Roberts

McKnight Smith Ward Griffin Engineers

Mark Arrington

Beam Construction

Lee Daggerhart

Pinnix General Contractor

David Helm

Wilkie Construction

Brandon Harris

Meeting Minutes:

- A. No Addenda have been issued as of the date of the pre-bid meeting.
- B. Please get any project questions to Talley & Smith Architecture before Thursday, December 9. Bids are due on Wednesday, December 15.
- C. Refer to Division 01. The project will be two phases structured as follows:

PHASE I: The Second Floor renovation.

- 1. All work must occur between 5pm and 5am.
- 2. The duration of the Phase I work shall be 5 months.
- 3. The second floor renovation areas will be vacated by the occupants, but the first floor will remain in full operation. Any work that must occur on the first floor as part of Phase I, such as accessing above first floor ceilings, shall be coordinated with the Owner and the Owner's security staff. Any such work shall be performed as necessary to minimize any disruption to the first floor occupants and these work areas shall be cleaned, restored, and ready for use by the occupants the next day.
- 4. The occupied areas of the building on the First Floor include health clinics with exam rooms. These areas cannot be disrupted during the project renovations.

NEW INFORMATION:

Phase I – there is some flexibility to do some Phase I work during the day during normal work hours. It will require coordination and scheduling that takes into account the locations of the clinics, pharmacy and office areas that are occupied on the first floor. Phase I activities that will not be disruptive to the occupied areas of the building can be performed during normal daily work hours. The successful bidder will have the opportunity to present a schedule that proposes when the night shift work is required and when the normal day shift work can be performed.

TRANSITION PERIOD:

Upon completion of Phase I, there will be a 2 week transition period. During this time the occupants will relocate and occupy the completed second floor.

PHASE II: The First Floor renovation.

- 1. Work schedule can be a normal daily shift, but many first floor areas that are not part of the renovation work area will remain occupied and shall not be disrupted by work activities. Contractor has the option of working a 5pm to 5am shift, but it is not a requirement for Phase II.
 - 2. The duration of Phase II work shall be 4 months.
- D. Refer to Division 01 for work that is not in the contract, but that will be performed by vendors working for the Owner.
 - a. Flooring purchase and installation, except ceramic and porcelain tile. (General Contractor will perform flooring removal and demolition activities.)

- b. Paint - purchasing and delivery of paint to site.
 - c. Furnishings - modular furniture and glass wall systems purchase and installation. (Hollow metal steel frame glass walls, view windows and doors that are shown and details are in the project.)
 - d. Light fixtures - purchasing and delivery to site. The County will handle working with the lighting distributor for submitting the light fixture shop drawings.
 - e. Door access systems - card readers and similar security door systems by Owner's vendor. (Infrastructure by Contractor as shown in drawings.)
- E. Allowances and contingencies shall be included in the Base Bid. Allowance and contingency amounts are not to be included in the Alternates.
- F. Alternates. No alternates are planned for the project. The Owner is in the process of making a decision on whether or not any of the modular glass wall/door systems by their vendor, Office Environments, will be deleted and replaced with steel stud and gypsum board walls and wood doors in hollow metal frames. If this decision is made in a timely manner, it will be issued by Addendum. At this time, we anticipate that if this change is made, it will be negotiated with the successful bidder.
- G. Submittals and shop drawings shall be submitted and tracked digitally, see Division 01. Contractor may propose whatever system they normally use for consideration by Owner and Architect.
- H. Contractors that have not already submitted a qualifications package, shall submit their qualifications package on or before Thursday, December 9. It is recommended that the package be submitted sooner rather than later. **To be a qualified bidder,** prospective bidders shall submit an AIA A305 Contractor's Qualification Statement and any other documentation that demonstrates the Contractor's ability to perform a project of this size, scope and complexity.

Discussions and Questions from Bidders:

1. Salvageable Materials. Existing doors and frames and hardware that are demoed and not reused shall be turned over to the Owner in good condition (some existing doors and frames may inadvertently not been marked or noted as such). Contractor shall reuse existing doors, frames and hardware wherever applicable.
2. Salvageable Materials. Existing Ceiling tiles. Ceiling tiles that are whole and in good condition may be reused where applicable and where the installation of existing ceiling tiles will not create variations in color, condition, or appearance. For bidding purposes, the Contractor may assume that approximately 50% of the existing full size (2'x2') acoustical ceiling tiles can be reused in renovated areas of the building. Any unused existing ceiling tiles that are a full 2'x2' and in good condition shall be turned over to the Owner as salvageable materials. The Contractor may reuse ceiling grid if it can be removed and reinstalled in good, like

new condition. Ceiling grid does not have to be turned over to the Owner as salvageable materials.

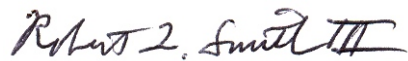
3. Removal of floor finishes. In the corridors and some rooms (such as breakrooms) where the existing finish schedule indicates the flooring is LVP that is a simulated wood pattern, the flooring is actually a sheet vinyl simulated wood pattern. This sheet vinyl flooring product will not be removed by the General Contractor.
4. The allowance for “Remove and reinstall steel shelving systems, Section 10 56 00” is only for removal of the steel shelving systems in the areas to be demolished and reinstalling some of this shelving at the end of the project in locations as directed by the Owner. Any shelving that is not reinstalled shall be turned over to the Owner in good condition as salvageable materials. These shelving systems are further described in Section 10 56 00 and consist of wall mounted slotted rails and shelving units that can be affixed into the rails. This allowance does not include casework/cabinets that are to be demolished and removed.
5. In some of the existing areas to be demolished, the Owner may remove some casework and shelving before turning the building over to the Contractor. Thus, not all casework or shelving shown will necessarily still be in place. Any casework that remains shall be removed and disposed of by the Contractor. Steel shelving shall be removed and reinstalled, or turned over the Owner as salvageable materials as described in Section 10 56 00.
6. On sheet A2.6, in Room 627, there are two locations that should have been noted with New Work Keyed Note #7. See the two dark lines in Room 627 for the locations.
7. Sheet ID3.2, the finish schedule marks the Women’s Toilet as 658 and the Men’s Toilet as 659. 658 is the Men’s and 659 is the Women’s. Men’s 658 tile work is wall tile where the shower is removed and a new wall is built to close the opening. The Women’s 659 will require all new tile for the floor, base, and walls.
8. Chair Rail exists in some of the existing areas, including some of the areas to be demolished. New chair rail is not in the contract.
9. Sheet ID3.1 states that floor crack suppression (repair) is required in concrete floors. This applies to the Contractor where the Contractor is responsible for installing new flooring (tile floor in Women’s Area 659). Where flooring is provided and installed by Owner’s Vendor, the Vendor will prepare the floors.
10. Overhead work at glass wall systems by Owner’s Vendor will require that the Contractor provide a finished steel stud and gypsum board bulkhead at 8’-6” above finished floor. The glass wall system will be installed by the Vendor to fit into the finished opening (walls and bulkhead) after the Contractor’s finish work is completed. (Suspended ACT ceiling systems are typically at 9’ AFF and 9’-6” AFF.)

11. Pre-Bid Contractor Access to the building. Much of the building is secure areas and will require an escort. Contractors can make arrangements in advance for them or for subcontractors to inspect the existing building. Contact Ken Pflieger or Bob Smith with proposed day(s) and time(s) and we can make arrangements with the building's leadership team and security officer. (Note that access will not be possible on Tuesday December 7 and Wednesday December 8.)

If any attendee believes that a significant item has been left out of the meeting minutes, or that a question or answer is incorrectly stated, please contact us immediately.

Sincerely,

TALLEY & SMITH ARCHITECTURE, INC.

A handwritten signature in black ink that reads "Robert L. Smith, III". The signature is written in a cursive, flowing style.

Robert L. Smith, III, AIA, LEED AP