

Pre-bid Meeting Agenda

Date: April 30, 2019

Time: 11:00am

Re: Accomack County Circuit Court Exterior Renovation and HVAC Replacement
IFB #721

Location: Project Site

1. Introduction and distribution of sign in sheet

2. Key personnel for this project:

Stewart Hall, Accomack County Deputy County Administrator – Accomack County Public Works & Facilities
Andy Nunnally, Deputy Director – Accomack County Facilities
Lucy Huffman, Procurement Assistant, Accomack County Finance Department
David Smith, AIA, Project Architect, HBA Architecture and Interior Design

3. Confirm the following items:

- A. This is the Pre-Bid Conference for the project entitled **Accomack County Circuit Court Exterior Renovation and HVAC Replacement**. A copy of the sign-in sheet as well as the agenda will be uploaded to both Builders and Contractor's Exchange, eVA, and Accomack County websites. Bidders are welcome to make additional site visits as necessary to prepare their bids.
- B. The contract will be awarded to the lowest responsive and responsible bidder.
- C. Withdrawal of Bids due to error shall be subject to and in accordance with Section 2.2-4330 of the Code of Virginia and the Contract Documents.
- D. A Bid Bond, Standard Performance, and Standard Labor and Material Payment Bonds will be required on this project.
- E. Contractors are encouraged to follow the requirements for preparation and submission of bids closely in the Instructions to Bidders.
- F. No oral explanations or instructions will be given to the bidders. All questions are to be submitted in writing via email to Lucy Huffman at lhuffman@co.accomack.va.us. All questions will be answered in the form of an addendum which will be posted to the Builder's Contractor's Exchange, eVA and Accomack County websites. It shall be the bidder's responsibility to check for any addenda posted and acknowledge receipt in the bid package. The deadline for receipt of questions will be **3:00 p.m. on Tuesday May 21, 2019**.
- G. The Bidders are cautioned against qualifying their bids, especially qualifiers that modify the General Conditions. This may lead to their bids being declared "non-responsive."
- H. Bids are due no later than **3:00 P.M.** sharp as determined by the bid officer on **Thursday May 30, 2019** at which time the Bids will be opened publicly opened and read aloud at the Board Chambers on the first floor of the County Administration Building, Suite 104.
- I. The duration of the contract will be Substantial Completion in 300 consecutive calendar days and Final Completion in 330 consecutive calendar days.

4. The Work consists of construction of exterior renovation and HVAC replacement.

- A. Project details:
 - 1. Existing Building Size: 8,810sf, two stories

2. Exterior Work includes:

- a. Stone and brick masonry repair and repointing
- b. Brick chimney removal
- c. New precast concrete chimney caps
- d. Wood window restoration, reglazing, and repainting
- e. Metal cornice restoration – repair, rust removal, repainting
- f. Stripping and repainting of wrought iron railings
- g. Replacement of front porch roof including framing, ceiling, roof membrane, and drainage system
- h. Reconstruction of internal gutter system and new downspouts with splashblocks
- i. Repair of roof framing and sheathing
- j. Replacement of asphalt shingle roof including steeple
- k. Replacement of membrane roof and roof hatch at steeple
- l. Replacement of steeple ladder
- m. Replacement of basement access hatch

3. Interior Work includes:

- a. Removal and replacement of finishes to support mechanical and electrical work

4. Mechanical Work includes:

- a. Removal of existing equipment including 3 and 40 ton condensing units and associated piping, air handlers, boiler and associated piping, attic air handlers, and portions of the duct system
- b. Installation of new split system heat pumps and associated components

5. Electrical Work includes:

- a. Removal of electrical support for mechanical equipment being removed
- b. Installation of electrical support for new mechanical equipment
- c. Removal and replacement of light fixtures where ceilings are being removed to facility mechanical work

6. Sitework: Clearing and preparation for, and installation of new concrete slabs at rear of building

B. Items of special interest:

- 1. Building will be open during construction
- 2. Coordination with Owner's abatement contractor (ACM's include boiler pipe insulation, roof coatings, flashing, and crawspace soil)
- 3. Bell in steeple
- 4. Core drilling of mechanical penetrations
- 5. Rezoning of mechanical system

5. Pre-bid Conference concluded at :_____.