

**SUMMARY OF MINUTES
PRE-BID CONFERENCE
GILLETTE PICKLEBALL COURT FACILITY
WILSON, NORTH CAROLINA
June 15, 2023**

Owner: City of Wilson, North Carolina
Engineer: Green Engineering, P.L.L.C.

Attendance List:

Name	Company	Phone
Leo Green, III	Green Engineering	252-237-5365
Arlyn Smith	Burney & Burney	252-414-9433
Billy Stewart	Group III Mgt., Inc.	252-648-1200
Joseph Rouse	Carolina Bay Construction	919-429-4240
Brad Bishop	Pinam Construction	919-452-6481
Glenn Smith	FASCO, Inc.	252-522-0591
Dewey Allen	ABCO, Inc.	252-237-1156
Donnie Bass	Owens Construction	252-289-6848
Rodney Cole	S.T. Wooten Corp.	252-714-2689
Justin Jackson	G&G Builders	919-669-2425
Dillan Greene	G&G Builders	919-817-1512
Tom D'Amico	CMC Building	919-491-8037
Parin Bodiwalla	CMC Building	919-491-8037
Shawn Obrien	Berry Building Group	252-417-3629
Zack Evans	Berry Building Group	252-417-3629
Chris Norris	Danco Builders East	252-967-2937
Kevin Barnhill	R&L Builders & Sons	252-903-2957
Tim Patterson	Foothills Building Group	336-341-2684
David Blue	H.G. Reynolds	252-492-3071
Buster Dawson	DCS, Inc.	252-265-0035
Scott Garner	DCS, Inc.	252-265-0035

A copy of the sign-in sheet is attached to these Minutes.

Leo Green with Green Engineering opened the meeting with a brief introduction of the Owners representatives in attendance (Dale Edmonds and Ricky Wilson) and other design team members in attendance (Scott Garner and Buster Dawson – Dawson Construction) and brief discussion of the scope of the project, the construction contract and bid requirements. Below is a summary of these items:

Explanation of Project Scope:

- The project will now be bid as two (2) separate contracts.
 - Contract No. 1 will include the 24,750 sf open wall pre-engineered steel structure to be used for covered pickle ball courts and the 2,737 sf enclosed, conventionally constructed building to be used for concessions, offices, storage, and toilets.
 - Contract No. 2 will include in the base bid the entrance road, parking lot, six (6) – Three (3) court Pickleball Facilities, concrete plaza and sidewalk areas and water and sanitary sewer services. Alternate bid items will include a 0.50 mile asphalt walking tract, a Croquet/Bocce-Ball/Horseshoe Pit area and a 6-Court Tennis Court Facility.

Project Funding

- Project is being funded with American Rescue Plan Act (ARPA) monies received by the City of Wilson and as such all Bidders will have to comply with the Federal Regulations set forth in the Contract Documents. It is highly important that ALL Bidders familiarize themselves with these ARPA requirements as they may have an impact on pricing.
- Bid Approval Process
 - If the two (2) low bids are within budget, Green Engineering will review and make a recommendation of award to the Owner.
 - The owner's governing board will tentatively award.
 - If the two (2) low bids are not within budget the Green Engineering and the City will attempt to negotiate with the low Bidders to bring the bid within budget.
 - Recommendation of Award is anticipated to take place at the first City Council meeting in August 2023.
 - Execute Construction Contracts

General Discussion of Contract:

1. The project was originally bid on April 6, 2023. Due to budget constraints the project scope was altered, and the project was placed back out to bid.
2. The new project bid date is Thursday, June 29, 2023, at 2:00 PM.
3. Construction Period: 365 Calendar Days
4. Liquidated Damages: \$ 500.00 Per Calendar Day
5. Both Contract's No. 1 and 2 will have their respective starting dates (Notice to Proceed) issued on the same date.
6. It is the intent of Contract No. 2 that the contractor shall prepare/establish the building pad subgrades for both the covered pickleball court structure and the concessions building.
7. There will be three (3) access points to the project site as follows:
 - a. The proposed entrance drive internal to Gillette Athletic Complex.
 - b. Temporary construction entrance off of London Church Road.
 - c. Temporary construction entrance off of Corbett Avenue.

8. Green Engineering will provide construction staking under their contract with the City of Wilson.
9. All excavated material will be disposed of on site.
10. There will be some clearing and grubbing required in the location of the temporary sediment basins.
11. Time will not be added to Contract No. 2 if any of the Alternate Bid Items are awarded with the base bid as the grading for all of the Alternate Items is included in the base bid.
12. Email any questions you may have prior to close of business on Friday, June 23, 2023 to elg3@greeneng.com. I will forward them to Dawson Construction if they are related to the work under Contract No. 1.
13. It is the intent to issue an Addendum No. 1 that will address all of the Request for Information questions received.
14. The questions received during the project's original bid were compiled and listed on page 2 of 17 in the construction drawings under the heading "Addendum Notes from Original Bid".
15. Following the meeting, interested attendees visited the project site.

END OF MINUTES