



WRIGHTSVILLE BEACH ELEMENTARY SCHOOL ADDITION & RENOVATIONS

220 CORAL DRIVE WRIGHTSVILLE
BEACH, NC 28480

PROJECT BID MANUAL

OWNER

New Hanover County Schools
6410 Carolina Beach Road
Wilmington, NC 28412

ARCHITECT

Sawyer Sherwood & Associate, P.C.
124 Market Street
Wilmington, NC 28401

CONSTRUCTION MANAGER

Monteith Construction
208 Princess Street
Wilmington, NC 28401



GENERAL INSTRUCTIONS & INFORMATION – Monteith Construction Corp.

ITEM 1: PROJECT IDENTIFICATION

WRIGHTSVILLE BEACH ELEMENTARY SCHOOL ADDITION & RENOVATIONS

Modifications to the campus will include the addition of classroom and support spaces to eliminate temporary mobile units on site; expansion of existing media center; site improvements for improved vehicular and pedestrian traffic flow; improvements for compliance with state storm water requirements and local zoning ordinances; and moderate renovations to the existing building to address building system and infrastructure needs and create an appropriate learning environment.

ITEM 2: PROJECT LOCATION

220 Coral Drive, Wrightsville Beach, NC 28480

ITEM 3: PRE-BID CONFERENCE

Pre-bid meeting to be held at the Wrightsville Beach Elementary School at 220 Coral Drive, Wrightsville Beach, NC 28480

ITEM 4: PRE-BID QUESTIONS/CLARIFICATIONS

All questions and request for information shall be made in writing and submitted to Heather Jo Rector via email at hrector@monteithco.com. Responses to any questions/clarifications will be made in writing in the form of addenda, if required. Any verbal response during the pre-bid period are not considered part of the contract documents unless included in addendum. The site will be available for bidders to review immediately following the pre-bid conference. Questions/clarifications and substitution requests shall be submitted by Monday, March 18, 2019 at 3:00PM.

1. SUBMISSION OF BIDS

Proposals must be made in accordance with the following instructions and format provided in the Form of Proposal and must be fully completed. The Bidder shall assume full responsibility for timely delivery at the location designated for receipt of Bids.



2. RECEIPT OF PROPOSALS

A. Submit Proposal, or Proposals, in sealed envelope, plainly marked on the outside of the envelope with the following:

SEALED BID PROPOSAL

Attn: Monteith Construction Corp.

Wrightsville Beach Elementary School Addition & Renovations

Bid Package #BP – XXX

Trade Contractor's Company Name

Bid proposals shall be delivered to the address below:

Monteith Cannon Conference Room

208 Princess Street

Wilmington, NC 28401

B. The Proposals must be received at the above office per Schedule Below. Bidders, or their representative, and other interested persons may be present at the opening of sealed proposals.

April 2, 2019 at 1:00 pm

#BP 03	– Concrete
#BP 04	– Masonry
#BP 06	– Millwork
#BP 31	– Sitework and Utilities

April 2, 2019 at 2:00 pm

#BP 05	– Metals
#BP 07A	– Roofing
#BP 07B	– Metal Wall Panels
#BP 08A	– Doors and Hardware
#BP 08B	– Glass and Glazing

April 2, 2019 at 3:00 pm

#BP 09A	– Drywall and Framing
#BP 09D	– Flooring
#BP 09E	– Painting

April 2, 2019 at 4:00 pm

#BP 21	– Fire Protection
#BP 22	– Plumbing
#BP 23	– Mechanical
#BP 26	– Electrical



C. The Bidder shall assume full responsibility for timely delivery at the location designated for receipt of Bids.

3. PREPARATION OF BIDS

- A. Proposals shall be complete, as called for in the Bid Proposal Form, without alterations.
- B. Bids containing conditions, omissions, alterations, items not called for, or irregularities of any kind, may be rejected for failure to comply with the requirements stated herein.
- C. Include the full business address of the Bidder. Signatures shall be both in longhand and typed. Partnerships must sign the Proposal. In the case of a Proposal submitted by a Corporation, the Proposal shall be signed by an Officer duly authorized to sign on behalf of the Corporation.
- D. Include with the Proposal Form the appropriate Minority Business Forms and Affidavits completed in their entirety.
- E. He has made a good faith effort to solicit Minority Business Enterprises (MBEs) per N.C. Gen. Stat. 143-128.2, as subcontractors for a total project participation goal of 20%. The Bidders shall provide the Construction Manager a notarized affidavit with its bid stating that it made the good faith effort required pursuant to G.S. 143-128.2. and the project % participation goal noted. The Bidder's failure to file the affidavit with its bid shall be grounds for rejection of the Bid.

4. MODIFICATION OR WITHDRAWAL OF BID:

- A. Bidder may withdraw his bid from consideration if such bid was based upon a mistake as provided in North Carolina General Statute 143-129.1.
- B. Prior to the time and date designated for receipt of bids, any bid submitted may be modified or withdrawn by notice to the party receiving bids at the place designated for receipt of bids. Such notice shall be in writing over the signature of the Bidder. Written confirmation over the signature of the Bidder shall be hand delivered, mailed and postmarked on or before the date and time set for receipt of bids, and it shall be so worded as not to reveal the amount of the original bid.
- C. Withdrawn bids may be resubmitted up to the time designated for the receipt of Bids provided that they are then fully in conformance with this Information for Bidders

5. SITE CONDITIONS AND CONDITIONS OF THE WORK:

- A. Each bidder must acquaint himself thoroughly as to the character and nature of the work to be done. Each bidder furthermore must make a careful examination of the site of the work and inform himself fully as to the difficulties to be encountered in the performance of the work, the facilities for delivering, storing and placing materials and equipment, and other conditions relating to construction and labor.
- B. No plea of ignorance of conditions that exist or may hereafter exist on the site of the work, or difficulties that may be encountered in the execution of the work, as a result of failure to make necessary investigations and examinations, will be accepted as an excuse for any failure or omission on the part of the successful Bidder to fulfill in every detail all the



requirements of the Contract Documents and to complete the work or the consideration set forth therein, or as a basis for any claim whatsoever.

C. Insofar as possible, the Successful Bidder, in carrying out his work, must employ such methods or means as will not cause interruption of or interference with the work of the Construction Manager or any separate contractor.

6. RIGHT TO REJECT BIDS:

The Construction Manager and Owner expressly reserve the right to reject any or all bids, to waive any informalities or irregularities in the bids received, and to accept that bid which in its judgment, best serves the interest of the Owner.

7. TAXES

All applicable Federal, State and Local Taxes shall be included in the Bidder's proposal. The successful bidder shall provide the Construction Manager with documentation of North Carolina sales taxes paid for all purchases on the project in a form acceptable to the Construction Manager.

8. BIDDERS REFERRED TO LAWS:

A. The attention of Bidders is called to the provisions of all Municipal, County and State laws, regulations, ordinances and resolutions, as well as laws, regulations, ordinance resolutions and permits relating to obstructing streets, maintaining signals, storing and handling of explosives, or affecting the Bidder, or his employees or his work hereunder in his relation to the Construction Manager or any other person. The Bidder shall obey all such laws, regulations, ordinances, permits or resolutions controlling or limiting Contractors while engaged in the prosecution of work under this Contract.

B. The provisions of this contract shall be interpreted in accordance with the laws of North Carolina and in accordance with the laws, ordinances, regulations, permits and resolutions of Cabarrus County.

9. TEMPORARY ON-SITE FACILITIES

Each Bidder must include in his Proposal all costs for installation, maintenance and removal of temporary sheds, field offices, telephone services, electric services and water required for his use.

10. ENGINEERING

Each Bidder must include in his Proposal all costs for engineering, surveying and field measurements, which will be required to complete his work.

11. STORAGE

The Bidder's storage at the site is to be approved by the Construction Manager. The Bidder's materials, equipment, tools and supplies are to be moved at no charge if their location obstructs or impedes the work of others.



12. PERMITS

Each Bidder shall include in his Proposal for a complete job, all costs for Permits as may be required for his portion of the work. The Building Permit will be obtained and paid for by others.

14. PREFERRED BRAND ALTERNATES

14.1 In accordance with General Statute GS 133-3, Specifications list one or more preferred brands as an alternate to the base bid in limited circumstances. Specifications containing a preferred brand alternate under this section must identify the performance standards that support the preference. Performance standards for the preference must be approved in advance by the Owner in an open meeting. Any alternate approved by the Owner shall be approved only where (i) the preferred alternate will provide cost savings, maintain or improve the functioning of any process or system affected by the preferred item or items, or both, and (ii) a justification identifying these criteria is made available in writing to the public. In accordance with GS133-3.

15. SUBSTITUTIONS

15.1 GS133-3 requires bidder proposed substitutions be submitted and approved prior to bid receipt. These would be bidder's "desired or voluntary" substitutions. Necessary or required substitutions can occur later when specified products are not available, late delivery, model changes, etc. then substitutions can be made after contract award per usual procedure in the General Conditions.

16. Bonding

All sub contracts more than \$ 300,000.00 will be required to be Bonded. See attached Bond form that is acceptable to Monteith Construction Corp.



MINORITY BUSINESS ENTERPRISE PARTICIPATION PLAN (MWBE)

A. Monteith Construction Corp. project goal for HUB business participation for the Kannapolis Fire Stations # 2 & #3 project is 20%. A minimum participation has been established by Cabarrus County of 10%.

B. Each bidder, shall identify on its bid the minority businesses that it will use on the project and an affidavit listing the good faith efforts it has made pursuant to N.C. Gen. Stat. § 143-128.2(f) and the total dollar value of the bid that will be performed by the minority businesses.

A contractor, that performs all of the work under a contract with its own workforce may submit an affidavit to that effect in lieu of the affidavit otherwise required under this subsection. The apparent lowest responsible, responsive bidder, within three business days, shall also provide either (1) an affidavit that includes a description of the portion of work to be executed by minority businesses, expressed as a percentage of the total contract price, which is equal to or more than the applicable goal or (2) documentation of its good faith effort that was identified in the bid to meet the goal, including any advertisements, solicitations, and evidence of other specific actions demonstrating recruitment and selection of minority businesses for participation in the contract. Failure to file the required affidavit or documentation that demonstrates that the contractor made the required good faith effort is grounds for rejection of the bid.

C. Bidder(s) on the Board's building projects shall undertake the following good faith efforts to recruit minority businesses to the extent required by N.C. Gen. Stat. § 143-128.2 and shall provide documentation to the Board that they have performed at least five (5) of these efforts:

1. Contacting minority businesses that reasonably could have been expected to submit a quote and that were known to the contractor or available on State or local government maintained lists at least ten days before the bid or proposal date and notifying them of the nature and scope of the work to be performed.
2. Making the construction plans, specifications and requirements available for review by prospective minority businesses, or providing these documents to them at least ten days before the bid or proposals are due.
3. Breaking down or combining elements of work into economically feasible units to facilitate minority participation.
4. Working with minority trade, community, or contractor organizations identified by the Office of Historically Underutilized Businesses and included in the bid documents that provide assistance in recruitment of minority businesses.
5. Attending any prebid meetings scheduled by the Board.
6. Providing assistance in getting required bonding or insurance or providing alternatives to bonding or insurance for subcontractors.



7. Negotiating in good faith with interested minority businesses and not rejecting them as unqualified without sound reasons based on their capabilities. Any rejection of a minority business based on lack of qualification should have the reasons documented in writing.
 8. Providing assistance to an otherwise qualified minority business in need of equipment, loan capital, lines of credit, or joint pay agreements to secure loans, supplies, or letters of credit, including waiving credit that is ordinarily required. Assisting minority businesses in obtaining the same unit pricing with the bidder's suppliers in order to help minority businesses in establishing credit.
 9. Negotiating joint venture and partnership arrangements with minority businesses in order to increase opportunities for minority business participation on a public construction or repair project when possible.
 10. Providing quick pay agreements and policies to enable minority contractors and suppliers to meet cash-flow demands.
- D. Within 72 hours after the award of the contract, the contractor shall provide to the Construction Manager the applicable bid affidavit and a list of all identified MWBE subcontractors that the contractor will use on the project.
- E. Failure to comply with procedural requirements as defined in the contract documents may render the bid as nonresponsive and may result in rejection of the bid and award to the next lowest responsible and responsive bidder.
- F. During the construction of a project, if it becomes necessary to replace a HUB subcontractor, the prime contractor shall advise the Construction Manager. No MBE subcontractor may be replaced with a different subcontractor except (1) if the subcontractor's bid is later determined by the contractor or construction manager at risk to be non-responsible or non-responsive, or the listed subcontractor refuses to enter into a contract for the complete performance of the bid work or (2) with the approval of the Board for good cause. Good faith efforts as set forth in N.C. Gen. State. § 143-131(b) shall apply to the selection of a substitute subcontractor. Prior to substituting a subcontractor, the contractor shall identify the substitute subcontractor and inform the Board or its designee of its good faith efforts pursuant to N.C. Gen. State. § 143-131(b).