

South Brunswick High School  
Softball Dugouts  
**Pre-Bid Meeting Minutes**



June 21, 2024

Meeting Date: June 20, 2024

Meeting Time: 10:00 A.M.

Attendance:

See attached sign in sheet

Introductions:

Project Architect: Jenny Williams, of Sawyer Sherwood & Associate Architecture

Owner' Representative: Greg Shuskey, Sr. Project Manager with Brunswick County Schools

Project Description:

- Project includes demolition and replacement to two softball dugouts with conventional masonry and wood frame construction.
- Sitework construction includes flatwork, miscellaneous grading/drainage, and establishment of ground cover.
- Two field light poles will be relocated per the bid documents.
- Special care to protect softball field while working is required.

Bid Documents:

- Digital copies of the Contract Documents can also be obtained by contacting the architect.
- Paper copies of the Contract Documents will be issued by the architect, as set forth in the Notice to Bidders, following receipt of a refundable bid set deposit in the amount of \$250.00. Returned bid sets must be complete and in good condition.
- S2A3's office will post a Plan Holders List and Addenda to our website under the Contractors link.

Key Dates:

- Project Bid Date: July 2, 2024 @ 2:00 P.M.
- Deadline for Substitution Requests: June 26, 2024 @ 5:00 P.M.
- Deadline for Questions from Bidders: June 26, 2024 @ 5:00 P.M.
- Deadline to Issue Addenda: June 28, 2024 @ 5:00 P.M.

Alternates:

- G-1: Door Hardware – provide preferred hardware cylindrical locks and cores by Schlage.

Minority Participation is Required:

- Verifiable goal of 10% participation by minority businesses in the total value of the work.

Bid Structure:

- Single prime contract

Bid Package Shall follow items listed in Information Bidders. The following are a few key items:

- Sealed Form of Proposal bearing the project name, name of bidder and the contractor's license number.
- Bid Bond and Bid need to be in separate envelopes and placed inside a single envelope identified above.
- Proof of Minority Business Participation Affidavit A or B
- Acknowledgement of addendum
- Bid Bond or Cash Deposit in an amount equal to not less than 5%.
- 100% Performance Bond
- 100% Payment Bond
- The owner reserves the right to reject any or all bids, waive informalities and irregularities in bidding, and to accept bids which are considered to be in the best interest of the School System.

Allowances:

- A \$10,000 Owner's Contingency Allowance is to be included in the base bid. This will be utilized upon permission of the owner with all unused amounts being credited back to the owner at the end of the project.

Construction Contract Schedule, Phasing, and Work Hours:

- 199 days from NTP to final completion.
  - NTP: August 6, 2024
  - Substantial Completion: January 22, 2025
  - Final Completion: February 21, 2025
- Refer to number 6 Schedule / Working Hours on the bid form.

Liquidated Damages:

- \$1,000 for each calendar day following Substantial Completion
- Refer to Paragraph 8.5.1.1 and 8.5.1.2 in the Supplemental Conditions

Information for the apparent low bidder:

- GC will submit the project to Brunswick County to obtain a building permit. This process is to begin on the day of NTP.
- The Zoning Permit from City of Boiling Spring Lakes and the State Stormwater Permit from DEQ have already been obtained.

Site conduct:

- This project will take place on School property where students will be present during time of work. Safety will be a priority. Please be mindful of others and have your crews conduct themselves appropriately.

Site visits prior to bidding:

- Access to the existing dugout buildings and adjacent site was provided at this meeting.

Discussions:

- Relocation of the field light poles needs to be completed by a Musco approved electrician to maintain equipment/materials warranty.
  - Musco Lighting Representative:
    - Mark Keller  
Lighting Services Developmental Representative  
Musco Sports Lighting, Inc.  
Office: 800-825-0823 ext. 2025  
Cell: 641-660-0823  
Email: [mark.keller@musco.com](mailto:mark.keller@musco.com)
  - Musco field lighting work recently completed at other Brunswick County Schools was done by:
    - Dewayne Holmes  
Walter Holmes Electric-Stadium Lights  
Phone: 910-890-4880  
Email: [dewayne@wholmeselectric.com](mailto:dewayne@wholmeselectric.com)
- Because this project is on a school campus, will there be any stop work requirements?
  - The softball field is located far from the surrounding school buildings, so stop work is not anticipated for school testing or other events.
  - If a stop work is needed, the Architect and Brunswick County Schools will provide advanced warning to the GC.
- Will workers need to be badged to work on campus?
  - GC and subcontractors will need to sign-in at the school's front office the first day on site and will not need to sign in again after that.
    - The superintendent will need to inform the front office daily of how many people will be working on site that day.

**End of Pre-Bid Meeting Minutes**

Jenny Williams, AIA

**Pre-Bid Conference Attendance**

Please Print

| Name           | Company                                | Phone        | Email                         |
|----------------|--|--------------|-------------------------------|
| Adam Cardin    | Timeless Properties<br>Construction Co | 910-617-0807 | adam@timelesspropertiescc.com |
| Emily Dillmann | ATD Building                           | 910-619-8595 | emily@atdbuildinggroup.com    |
| GREG SHUSKEY   | BCS                                    | 910-274-1127 | cshuskey@bcswan.net           |
| JENNY WILLIAMS | SAWYER SHERWOOD +<br>ASSOCIATE         | 910-762-0892 | JENNY@S2A3.COM                |
|                |  |              |                               |
|                |  |              |                               |
|                |  |              |                               |
|                |  |              |                               |
|                |  |              |                               |
|                |  |              |                               |
|                |  |              |                               |
|                |  |              |                               |