



PURCHASING

July 16, 2026

MEMO TO: Prospective Bidders

FROM: Kimberly Toon, Purchasing Manager

SUBJECT: **Addendum #1: City Hall 3rd Floor Renovation**

DUE DATE AND TIME: **JULY 23, 2026 at 2:00 p.m.**

1. The Bid Documents are hereby modified by this Addendum #1 dated July 16, 2026. To include the following:
 - 1. Prebid Meeting Minutes**
 - 2. Q&A for Prebid Meeting Questions**
 - 3. Additional Bid Process Clarifications**
 - 4. Q&A for Bid RFIs sent via email**
2. The foregoing changes shall be incorporated in the Bid Documents, and a copy of the Addendum 1, signed by the Bidder, must accompany the Bid to indicate the Bidder's familiarity with the changes.

1. Prebid Meeting Minutes

Prebid Meeting Attendance:

1. Contractors:
 - LLDC, Cruz Masters LLC, Alpha Builders and Consultants, M&E Contracting, Tropic Breeze A&W Builders, BKS Construction, Ernest Marks, TKPA Preservation & Roofing, Eastern, K+C Contractors Inc, KKJGC, Shaw Construction Co
2. Design Team:
 - Summit Design and Engineering Services (Erin Kopf)
3. Owner:
 - City of Fayetteville (Roger Hunt, Joseph Staton)

Prebid Meeting Minutes:

1. Reviewed agenda (attached for reference) and walked storage room to be renovated, the adjacent rooms, electrical room, and stair access.
2. Owner Information Provided
 - The elevator at the back of the building, beside the 3rd floor electrical room, will be

available for use. Note the 8' ceiling height in the elevator, so items brought in through the elevator will be limited to less than 8' in length. Provide protection within the elevator or protection of items brought in through the elevator, as to not scratch, scuff or mar the elevator interior or exterior. Be mindful of sharp objects that could damage the walls while moving materials into the construction space.

3. Items Noted for Further Review
 - Need to clarify who RFIs should be sent to.

2. Q&A for Prebid Meeting Questions

1. Where are the drawings available?
 - Pages 99-115 within the available bid document.
2. Is the bid bond required?
 - The bid bond is not required.
3. Is there a stair available for use, in addition to the elevator, to bring in materials?
 - Yes, the plan south-east egress stair, closest to the room being renovated, may be used to bring materials up to the 3rd floor. Parking for all loading into the building shall be at the back of the building, in the loading zone directing adjacent to the building. Checking in at the front desk must occur first to access the building and stair / elevator. The exterior stair door shall not be left open or propped open at any time and must remain closed immediately after the necessary materials are brought into the building.

3. Additional Bid Process Clarifications

All RFIs shall be sent to cofbiddingquestions@fayettevillenc.gov. The due date remains July 14th, 2026 by 5:00pm.

4. Q&A for Bid RFIs sent via email

1. **Question:** What is the required height of the new metal stud walls?

Answer: Field measurements noted ~10'-8" to the bottom of corrugated decking. Metal stud kickers may be required if conflicts are present above ceiling.

2. **Question:** What is the required specification for the acoustical ceiling grid and tiles? Will they be tegular or Square edge?

Answer: 15/16" face, exposed tee grid with ¾" thick, 9/16" beveled tegular ceiling tiles.

3. **Question:** Will the door hardware's for openings EX1 and EX2 cylindrical or mortise locksets?

Answer: EX1 and EX2 are mortise locksets.

4. **Question:** Please confirm fire sprinkler testing is included in the allowance for the fire sprinkler modification?

Answer: Yes, the allowance does include fire sprinkler testing.

Bidder Acknowledgement:

Bidder Name (Print): _____

Bidder Signature: _____

Date of Signature: _____



AGENDA – PRE-BID CITY HALL 3RD FLOOR RENOVATION

Date: July 8, 2026

General Information:

The purpose of this meeting is to solicit competitive sealed bids from qualified, licensed general contractors to provide renovation services for an existing storage room located on the 3rd floor of City Hall at 433 Hay Street, Fayetteville, NC 28301.

The resulting contract is expected to provide a fully completed and code-compliant office renovation that delivers functional private office space, upgraded building systems, and all necessary supporting infrastructure in accordance with the project plans, specifications, and applicable regulatory requirements.

Bids shall include an allowance of \$10,000 for all labor and materials for the associated fire sprinkler system modification work.

Following the meeting, a site walk-through of the third-floor renovation area will be conducted to allow attendees to familiarize themselves with the existing conditions and project location.

BIDS Due

July 23, 2026 @ 2:00pm

Contract Time

The Project has an expected duration of **60** days.

Liquidated Damages

Substantial Completion: Contractor shall pay Owner **\$1000.00** for each day that expires after the time (as duly adjusted pursuant to the Contract) specified above for Substantial Completion, until the Work is substantially complete.

Completion of Remaining Work: After Substantial Completion, if Contractor shall neglect, refuse, or fail to complete the remaining Work within the Contract Times (as duly adjusted pursuant to the Contract) for completion and readiness for final payment, Contractor shall pay Owner **\$1000.00** for each day that expires after such time until the Work is completed and ready for final payment.

Questions Deadline

Due by July 14, 2026, by 5:00 p.m.

cofbiddingquestions@fayettevillenc.gov

Bid Bond

Required and in accordance with contract

Payment Bond

Required and in accordance with contract



Performance Bond

Required and in accordance with contract

Project Scope of Work

The project consists of the renovation of an existing storage room located on the 3rd floor of City Hall at 433 Hay Street, Fayetteville, NC 28301. The renovation will convert the existing space into three equally sized private offices and an adjoining corridor. The work shall include all associated architectural, mechanical, electrical, IT/data, fire sprinkler, and life safety modifications necessary to provide compliant egress and meet applicable City of Fayetteville standards and code requirements.

Insurance Requirements

Required and in accordance with contract

Permits, Licenses, Notices

Contractor shall be responsible for pulling permits, and shall bear the costs of all licenses, fees and inspections and give notices necessary and incidental to the due and lawful prosecution of the work.

Contractor's Guarantee

The Contractor's one-year correction period shall commence upon the date of Substantial Completion, unless otherwise provided in the Contract Documents. This correction period does not limit or replace any longer manufacturer warranties or other contractual obligations.

Construction Schedule

The construction duration will be determined based on the Contractor's proposed schedule and sequencing plan submitted following contract award. Substantial Completion and Final Completion dates will be established upon review and acceptance of the Contractor's schedule.

Shop Drawings, Submittals, Samples Data, Testing:

The Contractor shall prepare and submit all required shop drawings, product data, material samples, and other submittals for review in accordance with the Contract Documents. All required testing, inspections, certifications, and quality control activities shall be coordinated by the Contractor and performed by qualified personnel as specified. No materials shall be fabricated, delivered, or installed until the applicable submittals have been reviewed in accordance with the Contract requirements.

Throughout construction, the Contractor shall maintain accurate record documents reflecting all field changes and deviations from the Contract Documents. Prior to Final Completion, the Contractor shall submit complete and accurate as-built drawings, along with all other closeout documentation required by the Contract Documents, as a condition of project closeout and final acceptance.

Staging Areas:

There is no designated exterior staging area available for this project. All material storage and staging shall be confined to the limits of construction. The rear building elevator shall serve as the designated freight elevator for transporting materials and equipment to the third floor. The Contractor shall coordinate all deliveries and elevator access with City Hall security personnel. The Contractor is responsible for scheduling deliveries and coordinating access for all subcontractors throughout the duration of the project.

END OF AGENDA



City of Fayetteville
City Hall 3rd Floor Renovation
Mandatory Prebid Meeting

DATE: July 8, 2026 TIME: 1:00am

SUBJECT: Sign-in Sheet

COMPANY NAME

PHONE

E-MAIL

COF

910.433.1173

rogerhunt@fayettevillenc.gov

Summit

919-245-5209

~~kopf~~ erin.kopf@summitde.com

LLDC

910-485-6602

WC@LLDCUS.com

LLDC

910-568-9146

DL@LLDCUS.com

Cruz Masters LLC

646-979-9549

jimmy.cruz@cruzmastersllc.com

Alpha Builders & Consultants

910-584-9209

demoore3601@gmail.com

M&E Contracting

910 322 2422

Ryan@mecl.com

Tropic Breeze Art & Build

910-624-4304

TROPICBREEZEBUILDERS@yahoo.com

BKS Construction

910-978-2417

ajohnson@bksconstruction.org

Ernest Marks

919-770-1927

Ernest@marks-construction.com

TRPA Preservation & Roofing

910-214-2740

eric@theparoofingllc.com

Eastern

645-201-6107

dsimmons@buildwitheastern.com

K+C Contractors, Inc.

910-390-4332

Nick.Chavis@kerlcontractors.com

City of Fayetteville

910.433.1949

JOSEPH.STATON@FAYETTEVILLENC.GOV

KKJGC

910-286-9534

info@kkjgc.com

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SHAW CONSTRUCTION Co. INC. 919-625-4198 SHAW.CONSTRUCTION@YAHOO.COM