

**DPS Controls Replacement for:  
RN Harris Elementary School  
DURHAM PUBLIC SCHOOLS**

**ADDENDUM NO. 1**

**DATE:** December 5, 2023

**PROJECT:** Durham Public Schools  
RN Harris Elementary School  
Controls Replacement

**OWNER:** Durham Public Schools  
2011 Hamlin Road, Durham, NC 27704

**ENGINEER:** Dewberry Engineers Inc.  
2610 Wycliff Road, Suite 410, Raleigh, NC 27607

This Addendum, applicable to the work designated herein, shall be understood to be and is an Addendum to the contract documents and, as such, shall become a part of and included in the contract.

1. Please see attached November 29, 2023 Pre-Bid Meeting Minutes. The Pre-Bid Meeting Minutes shall become part of the contract documents.

Attached: 1. November 29<sup>th</sup> Pre-Bid Meeting Minutes

End of Addendum No. 1



Dewberry Engineers Inc.  
2610 Wycliff Road, Suite 410  
Raleigh, North Carolina 27607

(919) 881-9939 Phone  
(919) 881-9923 Fax

**Prepared by:** Johnny Wood / Kevin Coyne-LeChase **DDI Project No.:** 50155242

**Project:** DPS RN Harris Elementary **Page 1 of** 3

**Contract:** Controls Modifications

**Date:** November 29, 2023

**Purpose:** Pre-bid meeting

## Items Discussed:

1. Johnny Wood thanked everyone for their interest in the project and attendance at the pre-bid meeting.
2. Johnny Wood asked everyone to sign the attendance sign-in sheet.
3. Johnny Wood asked if everyone had been able to access the bid documents. All indicated they had downloaded the documents.
4. Johnny Wood introduced the Durham Public Schools (DPS) Owner Team and Design Team (Dewberry Engineers Inc.). Christopher Liszka with DPS will be the Owner representative during the construction portion of the project. Kevin Coyne with LeChase will be the Owner's Agent during the project. Johnny Wood with Dewberry Engineers Inc. will be representing the Design Team.
5. Johnny Wood generally explained the Scope of Project:
  - a. Controls were replaced in early 2017.
  - b. Perform a complete point-to-point checkout on the existing control system. (existing control shop drawings attached as an appendix).
  - c. Perform a complete functional checkout on the existing control system. (existing control shop drawings attached as an appendix).
  - d. Perform testing, adjusting, & balancing on the existing system in its entirety, water and air side. Balance system to original cfm airflow and gpm flows indicated on existing drawings (attached as an appendix).
  - e. Replace existing actuators, sensors, etc. found to be not functional during checkout, as part of an allowance included in the contract.
  - f. Project has Federal funding.
6. Please reference Specification Section 23 90 10 – BAS. DPS has standardized on Brady Trane as their server-based graphics generator/integrator. All of DPS graphics are held on the server, not at the local level; therefore, the successful controls installer on this project would not modify the graphics, Brady Trane would. Brady and the successful controls contractor will coordinate together. Brady Trane contact is:

John Wilson  
Controls Account Executive  
(336) 944-5336 - Mobile Phone  
[john.wilson@bradyservices.com](mailto:john.wilson@bradyservices.com)

7. Johnny Wood indicated the schedule in the contract documents lists Notice to Proceed on January 9,

2024 and Substantial Completion on May 7, 2024, 119 calendar days.

8. Johnny Wood noted this project is ESSER funded (federal funds). Davis-Bacon Wage rates shall be applied, if applicable. Contractor is also required to provide Certified Payroll documents during the process.
9. Kevin Coyne noted it is anticipated completing the Federal Form WH-347 will satisfy the certified payroll requirement.
10. Johnny Wood noted this project is ESSER funded (federal funds). All materials as much as possible shall be purchased from the United States, in accordance with the federal requirements.
11. Johnny Wood explained the Information for Bidders in contract is standard for DPS.
12. Bid Bond is required.
13. Performance & Payment bond is required.
14. Johnny Wood explained the Project has one (1) alternate:
  - a. Alternate #1: Testing and Balancing for Entire School, air and water side.
15. Johnny Wood indicated there are no unit prices.
16. Johnny Wood indicated there is one (1) allowance for \$15,000 for removal/replacement of miscellaneous sensors, actuators, etc. found to not be functioning during the check out process. Any amount not utilized will be returned to DPS.
17. Johnny Wood explained the General Conditions of the contract apply to all portions of the project. All standard DPS policies have to be followed.
18. Johnny Wood indicated to specifically note Exhibit C of the General Conditions in the specifications for the requirement for DPS that requires all contractors working on DPS property to submit a "Sexual Offender Registry Check Certification Form". The successful Contractors, including all sub-contractors, will be required to submit this form when submitting the contract. Contractors are required to complete this information before they will be allowed on the school property.
19. Johnny Wood indicated a Photo ID must be generated and worn by all Contractors at all times on site during construction.
20. Johnny Wood indicated School Staff and Students will be located in the building during the construction periods. Any work that can be done and not interfere with normal school operations (AHU's in mechanical rooms, boiler, chiller, etc.) can be performed during normal hours. Any work that will interfere with normal school operations (VAV's above ceiling, FCU's above ceiling, etc.) will have to be performed outside of class hours to not interfere with normal school operations.
21. Johnny Wood discussed Staging Areas. Several areas on site can be used on site for staging. These will be finalized during construction.
22. Johnny Wood discussed a portion of the Temporary Facilities required by the contract:
  - a. Contractor is required to provide his own toilets for use.
  - b. Contractor is required to provide a temporary construction fence around any staging area/equipment storage utilized.
  - c. Contractor can utilize existing water at school. Any damage to the existing water system shall be repaired.
  - d. Contractor can use existing power at school. Any damage to the existing electrical system shall be repaired.
23. Kevin Coyne noted DPS has staff onboard for any MBE assistance or questions. If this help is needed, please contact Kevin and he can provide contact information.
24. Johnny Wood noted that DPS has a specific MBE Affidavit A form which requires additional information from the standard state form. Please note this and include the additional info required.
25. Johnny Wood noted to please review specification section 00 43 93-Bid Packet Requirements to

be aware of all the items required to be included in the bid.

26. Johnny Wood indicated Durham County is the local authority. No construction permit is anticipated to be required for this work.
27. Johnny Wood indicated all bid clarification questions should be submitted in writing to the following:
  - Kevin Coyne, LeChase Construction, [kevin.Coyne@lechase.com](mailto:kevin.Coyne@lechase.com)
  - Natalie MacDonald, Dewberry, [nmacdonald@dewberry.com](mailto:nmacdonald@dewberry.com)
  - Johnny Wood, Dewberry, [jwood@dewberry.com](mailto:jwood@dewberry.com)
28. Johnny Wood indicated to please note bids will be received up to 10:00am on Tuesday, December 12<sup>th</sup>. Bid opening will be at 10:30am in person. Deliver bids to 2011 Hamlin Road, Durham, NC 27704. No email or fax bids will be accepted.
29. Questions will be taken up to end of day Monday, December 4<sup>th</sup>. An addendum will be issued on Tuesday December 5<sup>th</sup> for response to questions.
30. Those in attendance viewed the existing conditions.

End of meeting minutes.



**Dewberry**<sup>®</sup>

**Engineers  
Planners  
Surveyors**

**Sign-In Sheet**

Dewberry Engineers Inc.  
2610 Wycliff Road, Suite 410  
Raleigh, North Carolina 27607

(919) 881-9939 Phone  
(919) 881-9923 Fax

**Project:** DPS – RN Harris Elementary School Controls Modifications

**Dewberry Project No:** 50155242

**Date/Time:** November 29, 2023 / 1:00pm

**Subject:** Pre-Bid Meeting

**Name**

**Company**

**Email**

Kevin Coyne

LeCHASS

Kevin.coyne@leCHASS.com

Johnny Ward

Dewberry

jward@dewberry.com

Kenneth Almond

ECI

Kenneth.Almond@ecicontrols.net

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