



GRAHAM COUNTY GOVERNMENT  
196 KNIGHT STREET (Physical) – 12 NORTH MAIN STREET  
(Mailing) ROBBINSVILLE, NC 28771 p: 828-479-7960

**CDBG-17-C-2984 FY18-19 NR Supplemental Reconstruction  
Project No.: GCCDBG-24-055-056**

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October 29, 2024

**Addendum 01**

Graham County Government  
Graham County Administrative Offices Building No. GC07  
196 Knight Street (Physical) 12 North Main Street (Mailing)  
Robbinsville, NC 28771

The following changes, revisions, additions, and/or clarifications shall be made in the specifications and this addendum, and all other addenda shall be a part of the contract documents. Please acknowledge receipt of this addendum in the place provided on the proposal form attachment A in the first block next to where it says Instructions:.

**General Items:**

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- **G-1:** See attached Pre-Bid Meeting Minutes and Attendee Sign-in sheet dated 10/28/2024. These documents are attached and shall be incorporated as a part of the bid documents. Bidding contractors shall acknowledge receipt off addenda on bid forms.

**Attachments:**

- Pre-Bid Meeting Minutes and attendees noted dated 10/28/2024.
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### **Pre-Bid Conference Minutes**

CDBG-17-C-2984 FY18-19 NR Supplemental Reconstruction  
Robbinsville Graham County, North Carolina  
28771 Project No: GCCDBG-24-055-056

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**Pre-Bid Meeting date:** October 28, 2024, at 2:00 P.M. Local Time

**Meeting place:** Microsoft Teams Meeting

**Owner:** Graham County

**1. Sign-in Sheet Attendees:**

- Jason Marino, Graham County Project Manager
- Travis Old Housing Rehabilitation Specialist
- Jeremy Lunsford WNC Contracting, Inc.

**2. Meeting Intent:** Prebid conference to discuss the Graham County CDBG-17-C-2984 FY18-19 NR Supplemental Reconstruction project.

**3. Bidding Schedule:**

- a. Advertisement for bids published: 10/21/2024.
- b. Pre-bid conference: 10/28/2024 @ 2:00 PM Local Time Teams Meeting Invite.
- c. Last day for Addendum Questions: 11/4/2024 by 5:00 PM.
- d. Final Addendum Issued: 11/6/2024.
- e. Sealed Bids due: 11/20/2024 by 2:00 PM Local Time.
- f. Sealed Bids must be received at: Graham County Administrative Offices building in the reception office room No. 117 located at 196 Knight Street Robbinsville, NC 28771.

**4. Scope of Work:** Graham County is soliciting bids from licensed general contractors to perform or cause the performance of the demolition and reconstruction of two single-family houses in Graham County. Homes shall be constructed according to the specifications outlined herein in this IFB and any additional construction specification documents attached hereto.

**5. Discussion Items:**

- a. Schedule – Start time frame and duration. Start within 30 days of award. Complete June/July 2025.
- b. Storage containers and placement.
- c. Help residents move large items like furniture/appliances etc. (no personal items) into the storage containers and then back into the home when it's complete.
- d. Material order lead time.



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- e. LBP, ACM, and Radon Reports.
  - i. 243 Orr Branch Road: LBP – Negative. ACM – Detected Ext. Chimney & Foundation Gray Flashing Mastic 5% Chrysotile. See Report. Radon - non-action level.
  - ii. 66 Atoah Road: LBP – Detected. See Report. ACM – Detected: Brown Sheet Flooring 30% Chrysotile. 9x9 White Floor Tile & Mastic 2% Chrysotile. See Report. Radon - non-action level.
- f. Utilities disconnect and reconnect. Septic Tank/Well water.
- g. Temporary Power Service.
- h. Provide a comprehensive safety program throughout the project.

### 6. **Additional Information:**

- a. If a tanked water heater is selected provide a closet in the first room on the left going down the hall with enough space for a floor pan and working room for maintenance around the unit with both the PRV and floor pan piped to the outside.
- b. Provide a final survey of the new home located on the plat for recording.
- c. Acknowledge receipt of all addenda and each individual number on the Bid Form – Attachment A in the first block next to where it says Instructions:

### 7. **List of Primary Points of Contact:**

- a. Travis Old Housing Rehabilitation Specialist Phone - 252-202-4945. Email: [travis@currituckhomes.com](mailto:travis@currituckhomes.com)
- b. Jason Marino Graham County Project Manager Phone: 828-479-7960 ext. 2125, Mobile: 828-735-5322. Email: [jason.marino@grahamcounty.org](mailto:jason.marino@grahamcounty.org)
- c. Kim Crisp Interim Graham County Manager Phone: 828-479-7961. Email: [kim.crisp@grahamcounty.org](mailto:kim.crisp@grahamcounty.org)

- 8. See additional meeting minutes provided.

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*The minutes contained herein are the author's understanding of the meeting. They are assumed to be complete and correct unless **Graham County** is otherwise notified.*

# Meeting Minutes for Pre-Bid Conference

Invitation for Bid #: GCCDBG-24-055-056  
Project ID #: Residential Construction Services  
NR-Supplemental Reconstruction 55&56  
Meeting Date & Time: October 28, 2024 @ 2:00 pm  
Meeting Location: Microsoft Teams



Electronic .pdf files of the Bid documents may be obtained online at [https://grahamcounty.org/proj\\_mgr.html](https://grahamcounty.org/proj_mgr.html)

Meeting Attendance: Jason Marino – Graham County  
Jeremy Lunsford – WNC Contracting  
Travis Old – Currituck Homes

## ***THE FOLLOWING INFORMATION WAS DISCUSSED:***

- **Tank Water Heater Location**
  - If a tank water heater is chosen, it should be in the front room nearest the Living Room within a framed, finished enclosure. The enclosure must allow side access and accommodate a drain pan and overflow switch. The drain pan should drain through the floor and out of the crawlspace.
- **Environmental Reports**
  - Reports will be available at the website address provided above.
- **Storage Container Costs**
  - The County will cover the cost of storage containers.
- **Final Survey Requirements**
  - A final survey by a licensed surveyor will be required upon completion and must be recorded with Graham County.
- **Flooring Requirements**
  - The Bidder may choose to install LVP flooring throughout the home.
- **Use of Split-Face Block and Waterproof Membrane**
  - The Bidder may use 8x8x16 CMU blocks below grade, provided that this configuration, beneath split-face blocks, passes local building code inspections.
- **Completion Timeline**
  - Project completion is expected no later than May/June 2025.
- **Safety Expectations**

THIS INFORMATION IS PRESENTED FOR INFORMATIONAL and CLARIFICATION PURPOSES ONLY.  
ANY ALTERATION TO THE BID DOCUMENTS MUST BE COMPLETED THROUGH AN OFFICIAL ADDENDUM.

# Meeting Minutes for Pre-Bid Conference

- The Contractor is responsible for implementing a safety program to ensure all workers and subcontractors adhere to the highest safety standards.
- **Chain of Command**
  - The County will oversee all contractors, using their project manager for construction oversight instead of a third-party construction manager.
- **Well Easement for 243 Orr Branch Rd**
  - The current structure receives water from a well on an adjacent lot; a well easement may be necessary.
- **Available Surveyors**
  - Mattern & Craig and Aldridge Land Surveying were confirmed as surveyors available for hire.
- **Bid Clarification**
  - Currituck Homes reminded Bidders that this is an Invitation for Bid, not a Promise to Construct. Limited funding may restrict the County's ability to construct any home.
- **Cost-Efficiency Proposals**
  - Bidders are encouraged to suggest cost-effective improvements. Any changes to construction specifications should be submitted with the bid forms. If no proposed changes are noted at the time of bidding, the Contractor must follow the Bid Documents exactly.

**FORMAL QUESTIONS SHALL BE SUBMITTED IN WRITING NO LATER THAN 5 PM on**

**NOVEMBER 4, 2024.**

**Email Formal, written questions to:**

**travis@currituckhomes.com & Jason.marino@grahamcounty.org**

**Pre-Bid Conference Attendance Sign-in Sheet**

Graham County CDBG-17-C-2984 FY18-19 NR Supplemental Reconstruction Pre-Bid Conference Date: October 28, 2024 @ 2:00 PM Microsoft Teams Meeting

| Name and Company                                | Email and Phone  |
|---|--|
| Jason Marino<br>Graham County Project Manager   | <a href="mailto:jason.marino@grahamcounty.org">jason.marino@grahamcounty.org</a><br>828-735-5322 |
| Travis Old<br>Housing Rehabilitation Specialist | <a href="mailto:travis@currituckhomes.com">travis@currituckhomes.com</a><br>252-202-4945         |
| Jeremy Lunsford<br>WNC Contracting, Inc         | <a href="mailto:jeremy@wncontract.com">jeremy@wncontract.com</a><br>828-735-1362                 |
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