

June 22, 2023

To: Bidding Contractors

From: Phillip Steele  
ADW Architects, p.a.

Re: **ADDENDUM NO. 1**

**HGTC – Georgetown Center for Advanced Manufacturing  
Welding Lab Expansion  
Georgetown, SC 29440**

OSE PROJECT#H59-N219-CB  
ADW Project Number: #23007

SUPPLEMENTAL INFORMATION TO BIDDERS

1. The Pre-Bid Meeting was held on June 14th, 2023 at 2:00 pm. The minutes from this meeting has been included for reference.
2. The Pre-Bid Meeting sign-in sheet has been included for reference.
3. The OSE Pre-Bid Conference Discussion Items has been included for reference.

SPECIFICATIONS

1. Specification Section SE-310 Invitation for Design-Bid-Build Construction Services – Bid Opening date changed to **10:00 am Tuesday July 11th, 2023**. See attached.

QUESTIONS

1. **Question:** Can you confirm who the specific M/E/P subcontractors were for the existing HGTC Welding Lab / Advanced Manufacturing Facility project when initially constructed?

**Response:** Triad Mechanical, Coastline Electric & RC Jacobs Plumbing

These clarifications constitute Addendum No. 1 and should be considered part of the Bid Documents. General Contractor shall see that their sub-contractors are in full receipt of the information contained herein.

**End of Addendum**

**HGTC – Georgetown Center for Advanced Manufacturing  
Welding Lab Expansion  
Georgetown, SC 29440**

OSE PROJECT#H59-N219-CB  
ADW Project Number: #23007

**Pre-Bid Meeting Minutes**

Meeting Date: Wednesday June 14th, 2023 at 2:00 PM.  
Location: HGTC GCAM - Georgetown Campus Conference Center

**A. Introduction of Team Members and Roles**

1. OSE Representative – Clint Burdett                      Project Manager
2. Owner’s Representatives - HGTC
  - i) Dianna Cecala -    Procurement Manager
  - ii) Kevin Brown -    Superintendent of Bldg./Grounds
3. Architect– ADW Architects
  - i) Phillip Steele-    Project Manager
  - ii) John Kappers-    Construction Contract Administration
4. Mechanical/Electrical/Plumbing Engineer – CMTA
  - i) Dan Boland    Project Manager

**B. Reviewed the OSE Pre-Bid Conference Discussion Items (See attached)**

**C. Post Bid Information:** The lowest responsive bidder shall meet the State standards of responsibility as enumerated in Article 6 of the Instruction to Bidders.

**D. Criteria for Determining Responsibility:** Criteria the agency should use in determining whether the contractor meets the State’s Standards of Responsibility include whether the contractor has:

1. A satisfactory record of performance
2. A satisfactory record of integrity

**E. Uncertainty Concerning a Prospective Contractor’s Responsibility:** If the Agency is uncertain about the prospective contractor’s responsibility, it should require the prospective contractor to complete a Contractor’s Responsibility Questionnaire and provide any other information the Agency may need to support its determination. See attached SE350.

**F. Review of Bid Documents**

1. General overview of project scope:

ADW Architects is working with Horry-Georgetown Technical College to expand 10 booths inside the existing welding department for the existing Georgetown Center for Advanced Manufacturing Building. The building also includes adding an exterior concrete pad near the existing exterior grinding area for the welding department.

2. Construction Time/Schedule - **120** consecutive calendar days from Notice to Proceed to be issued by the Owner. For each day in excess of the above number of days, the Contractor shall pay to the Owner the sum of **\$250.00** as liquidated damages. See SE-330 Lump Sum Bid Form

3. Electronic Files of the Bidding Documents:

- i) Electronic files can be obtained on HGTC website with the following link:

<https://www.hgtc.edu/purchasing>

4. Advertisements:

- i) South Carolina Business Opportunities (SCBO)

**G. Bidding Information**

1. Date/Time: Sealed proposals will be received until **10:00 am Tuesday July 11th, 2023**
2. Location: Conway Campus, Bldg. 100, Room 122
3. Pre-Bid is non-mandatory

**H. Site Visitation after Pre-bid.**

Site will be open during the bidding. Please contact Kevin Brown with HGTC at (843) 349-5398 or Jeffrey Ball at (843) 349-7875

**I. Questions**

1. Project budget is \$300-400K. HGTC cannot award the project if Bids are over by 10%.
2. All welds for the welding booths must comply with "AWS D1.1 Structural Steel Weld".

*Please see the sign-in Attendance sheet attached.*

**HGTC – Georgetown Center for Advanced Manufacturing  
Welding Lab Expansion  
Georgetown, SC 29440**

OSE PROJECT#H59-N219-CB  
ADW Project Number: #23007

**Pre-Bid Sign-In Sheet**

Meeting Date: Wednesday June 14th, 2023 at 2:00 PM.  
Location: HGTC GCAM - Georgetown Campus Conference Center

**Attendees:**

<b>Name</b>	<b>Company</b>	<b>Phone</b>	<b>E-mail</b>
Phillip Steele	ADW Architects	704.379.1919	psteele@adwarchitects.com
Dianna Cecala	HGTC	843.349.5207	Dianna.Cecala@hgtc.edu
Kevin Brown	HGTC	843.349.5398	Kevin.Brown@hgtc.edu
Brandon Haselden	HGTC	843.349.7886	brandon.haselden@hgtc.edu
Jeffery Ball	HGTC	843.349.7875	jeffery.ball@hgtc.edu
Liz Myhre	Learning Labs	919.623.1969	liz.myhre@lli.com
Everett Green	Greenhouse Electric	843.533.0099	Greenhouseelectrical.net
John Morin	FBI Construction	843.340.9940	kentgunter@fbiconstruction.com

## PRE-BID CONFERENCE DISCUSSION ITEMS

<b>DISCUSSION ITEMS</b>	
<b><u>GENERAL</u></b>	<ol style="list-style-type: none"> <li>1. Only the written word as contained in the Bid Documents, including any addenda that may be issued, is binding.</li> <li>2. It is the bidders' responsibility to read and review all of the Bid Documents, including addenda.</li> <li>3. Statements made by the A/E, agency and/or the OSE representative are for the sole purpose of calling the bidders' attention to items of importance in the Bid Documents.</li> <li>4. All questions or requests for clarification must be submitted in writing. All responses will be made in the form of addenda to the bid documents.</li> </ol>
<b><u>SE-310 - INVITATION FOR DESIGN-BID-BUILD CONSTRUCTION SERVICES</u></b>	<ol style="list-style-type: none"> <li>1. Each bid shall have Bid Security of not less than 5% of the Base Bid amount.</li> <li>2. The successful bidder shall provide a Performance Bond and a Labor and Material Payment Bond, each in the full amount of the contract price.</li> <li>3. Prime Bidders and all subcontractors shall be licensed in accordance with the requirements of the Contractors' Licensing Board.</li> <li>4. If pre-bid is mandatory, state that only those bidder represented are eligible to bid. They must sign in under the same name that will appear on the Bid Form.</li> <li>5. Review the time, date and location of the bid opening.</li> </ol>
<b><u>INSTRUCTIONS TO BIDDERS (AIA A701-SCOSE)</u></b>	<ol style="list-style-type: none"> <li>1. Section 3.3, Substitutions:             <ol style="list-style-type: none"> <li>a. Section 3.3.1: Materials and products listed in the Bid Documents establish a standard of required function, dimension, appearance and quality to be met by a proposed substitution. The words 'or equal' and 'or approved equal' shall be interpreted as establishing a standard of quality and shall not be construed as limiting competition.</li> <li>b. Section 3.3.2: Requests for substitutions must be submitted to the A/E at least 10 days prior to the bid date. Proof of equality of substitutions is the responsibility of the proposer. The A/E's decision to approve or disapprove of the requested substitutions shall be final.</li> <li>c. Section 3.3.3: The A/E shall include in an addendum the approved substitutions</li> </ol> </li> <li>2. Section 3.4, Addenda             <ol style="list-style-type: none"> <li>a. Section 3.4.3: No addenda will be issued later than 120 hours prior to the date for receipt of bids, except addenda postponing the date of receipt of bids or withdrawing the invitation for bids.</li> <li>b. Section 3.4.4: It is the bidder's responsibility to determine, prior to submitting a bid, that all addenda issued have been received. If the pre-bid is mandatory, the bidders should verify that their firm's name has been included in an addendum.</li> </ol> </li> <li>3. Section 4.1.4: Bidder shall not qualify his bid.</li> <li>4. Section 4.3.1: Bids sent by mail or other special delivery service (UPS, FED-EX, etc.) should be labeled "Bid Enclosed". Bids shall be received at the address indicated prior to the time of the bid opening. Bids not received prior to the time of the bid opening shall be rejected as being nonresponsive.</li> <li>5. Section 5.2.2: List of reasons for which bids will be rejected. Bidders should use this as a check list prior to submitting bid.</li> </ol>

**SE-330****LUMP SUM BID  
FORM**

1. Page BF-1:
  - a. Item 2. Bidders shall indicate the form of the bid security.
  - b. Item 3. Bidders shall acknowledge all addenda.
  - c. Item 4. By submitting a bid, Bidders agree that the Base Bid price and the Bid Alternate(s) price(s) shall not be revoked or withdrawn for the number of calendar days indicated.
  - d. Item 6.1. Base Bid shall be shown in readable numbers only (no words).
2. Page BF-1A (*when included*)
  - a. Item 6.2. Bidders shall check the box in front of “ADD TO” or “DEDUCT FROM” so as to clearly indicate the price adjustment to the Base Bid for each Alternate. All requested Alternates must be bid in order for the bid to be considered responsive.
  - b. Item 6.3. The Bidder should furnish requested unit prices. The agency reserves the right to include or not to include the unit prices in the contract and to negotiate unit prices with the Bidder. Unit prices have no bearing on the contract award with this bid form and should not be read at the bid opening.
3. Page BF-2
  - a. Note at bottom of page: If a Bid Alternate is accepted, the Subcontractors listed for the Bid Alternate shall be used for the work of both the Alternate and the Base Bid.
4. Page BF-2A
  - a. Item 1: Section 7 of the Bid Form sets forth a list of subcontractor specialties for which bidder is required to identify by name the subcontractor(s) that the Bidder will use to perform the work of each listed specialty. Bidder must identify only the subcontractor(s) who will perform the work and no others.
  - b. Item 3: Bidder must only insert the names of subcontractors who are qualified to perform the work of the listed specialties as specified in the Bidding Documents and South Carolina Licensing Laws.
  - c. Item 4: If under the terms of the Bidding Documents, Bidder is qualified to perform the work of a specialty listed and Bidder does not intend to subcontract such work but to use Bidder’s own employees to perform such work, the Bidder must insert its own name in the space provided for that specialty.
  - d. Item 5.a.: If Bidder intends to use multiple subcontractors to perform the work of a single specialty listing, Bidder must insert the name of each subcontractor Bidder will use, preferably separating the name of each by the word “**and**”. If Bidder intends to use both his own employees to perform a part of the work of a single specialty listing and to use one or more subcontractors to perform the remaining work for that specialty listing, Bidder must insert its own name and the name of each subcontractor, preferably separating the name of each with the word “**and**”.
  - e. Item 6: If Bidder is awarded the contract, Bidder must, except with the approval of the owner for good cause shown, use the listed entities to perform the work for which they are listed.
  - f. Item 8: A Bidder’s failure to insert a name for each listed specialty subcontractor will render the Bid non-responsive.
5. Page BF-3:
  - a. Sections 9(a & b), Time of Contract Performance and Liquidated Damages: Indicate that the DATE OF COMMENCEMENT shall be established in the Notice to Proceed. Review the number of Calendar Days allowed for construction to reach Substantial Completion. Review the Liquidated Damages amounts to be applied for failure to reach Substantial Completion within the contract time limit.
  - b. Section 11: If Bidder provides an electronic Bid Bond, the Bidder must indicate the electronic bid bond number and provide the proper signature and title in the spaces provided.

<p><b><u>GENERAL CONDITIONS OF THE CONTRACT FOR CONSTRUCTION- (A201-2007-SCOPE)</u></b></p>	<ol style="list-style-type: none"> <li>1. Section 3.7.1: Requirements for general contractors to obtain business and other licenses, but not building permits.</li> <li>2. Article 11, Insurance and Bonds: <ol style="list-style-type: none"> <li>a. Bidders should verify their ability to comply with all insurance and bonding requirements of the project prior to submittal of their bid.</li> <li>b. Subparagraph 11.1.2: Contractor’s aggregate limits of Liability Insurance shall apply in total to this contract only. This requirement shall be identified on the insurance certificate or by an attached policy amendment.</li> <li>c. Subparagraph 11.3.1, Property Insurance: Contractor is to provide Builders Risk Policy to cover interest of all parties.</li> </ol> </li> <li>3. Article 16: Review typical and special inspection requirements for the project. Include requirements for the contractor to notify the appropriate inspecting entity when the construction is ready for a particular inspection.</li> </ol>
<p><b><u>CONCLUSION</u></b></p>	<ol style="list-style-type: none"> <li>1. It is the intent of the agency to award a Contract for the lowest responsive bid submitted by a responsible bidder.</li> <li>2. Remind all attendees to sign the sign-in sheet and provide all requested information before leaving the pre-bid.</li> <li>3. Emphasize the following: <ol style="list-style-type: none"> <li>a. Late bids shall be rejected as non-responsive.</li> <li>b. Bids without proper bid security, when required, shall be rejected as non-responsive.</li> <li>c. Qualified bids shall be rejected as nonresponsive.</li> <li>d. Bid <b><u>ALL</u></b> alternates included on the bid form provided.</li> <li>e. List <b><u>ALL</u></b> subcontractors required to be listed on the bid form.</li> </ol> </li> <li>4. Open the pre-bid meeting for questions by bidders.</li> <li>5. The A/E will, if necessary, provide answers to questions and other clarifying information to bidders by addendum.</li> <li>6. All lines of communication during the bidding stage should be through the A/E.</li> </ol>

# SE-310 INVITATION FOR DESIGN-BID-BUILD CONSTRUCTION SERVICES

AGENCY: HGTC - Horry-Georgetown Technical College

PROJECT NAME: HGTC - Expand Welding Booths at GT AMC

PROJECT NUMBER: H59-N219-CB CONSTRUCTION COST RANGE: \$300,000 to \$400,000

PROJECT LOCATION: Georgetown Technical College

DESCRIPTION OF PROJECT/SERVICES: *(450 character limit)*

• The scope of the project is to upfit existing space that will increase the number of welding booths in the Advanced Manufacturing Center from 20 to 30 and some site work to remove existing curb and add concrete pad. Professional work will include plumbing, HVAC, and electrical.

BID/SUBMITTAL DUE DATE: 07/11/23 TIME: 10:00 AM NUMBER OF COPIES: 1

PROJECT DELIVERY METHOD: Design-Bid-Build

AGENCY PROJECT COORDINATOR: Kevin Brown, Superintendent of Building and Grounds

EMAIL: kevin.brown@hgtc.edu TELEPHONE: (843) 349-5398

DOCUMENTS OBTAINED FROM: College website at www.hgtc.edu/purchasing (Construction Projects)

**BID SECURITY IS REQUIRED IN AN AMOUNT NOT LESS THAN 5% OF THE BASE BID.**

**PERFORMANCE AND LABOR & MATERIAL PAYMENT BONDS:** The successful Contractor will be required to provide Performance and Labor and Material Payment Bonds, each in the amount of 100% of the Contract Price.

DOCUMENT DEPOSIT AMOUNT: \$0.00 IS DEPOSIT REFUNDABLE:  Yes  No  N/A

Bidders must obtain Bidding Documents/Plans from the above listed source(s) to be listed as an official plan holder. Bidders that rely on copies obtained from any other source do so at their own risk. All written communications with official plan holders & bidders will be via email or website posting.

Agency **WILL NOT** accept Bids sent via email.

*All questions & correspondence concerning this Invitation shall be addressed to the A/E.*

A/E NAME: ADW Architects A/E CONTACT: Phillip Steele

EMAIL: psteele@adwarchitects.com TELEPHONE: (704) 749-5561

PRE-BID CONFERENCE:  Yes  No MANDATORY ATTENDANCE:  Yes  No

PRE-BID DATE: 06/14/2023 TIME: 02:00 PM

PRE-BID PLACE: GEORGETOWN Campus, Advanced Manufacturing Center Conference Room

BID OPENING PLACE: CONWAY Campus, Bldg. 100, Room 122

BID DELIVERY ADDRESSES:

HAND-DELIVERY:

Attn: Dianna Cecala, Procurement Manager

2050 Hwy 501 E, Bldg. 100, Room 120

Conway, SC 29526

MAIL SERVICE:

Attn: Dianna Cecala, Procurement Manager

PO Box 261996

Conway, SC 29528

IS PROJECT WITHIN AGENCY CONSTRUCTION CERTIFICATION?  Yes  No

APPROVED BY:



DATE: 06/05/2023

(OSE PROJECT MANAGER)