

**Pre-Bid Meeting  
Nash Community College  
Building D2 – Brick & Window Replacement**



Architect's Project #: 25006  
Date: Monday, October 6, 2025  
Time: 2:00 PM  
Place: Brown Auditorium  
522 N. Old Carriage Road  
Rocky Mount, NC

**Meeting Minutes**

**The minutes of this meeting are an official communication from the architect. Should you disagree in whole or in part, you should notify the writer upon receipt.**

Attendees: See attached Pre-Bid sign in sheet.

The following items were discussed:

1. The project team and owner were introduced.
  - a. Oakley Collier Architects: Tim Oakley, Architect of Record; Jennifer Starkey, Project Architect
  - b. Nash Community College: Lew Hunnicutt, President; Carol Dornseif, VP of Finance
2. Sign-In Sheet was circulated for attendees to sign.
3. General Bid Requirements discussed as follows:
  - a. Bid: **Thursday, October 23, 2025, at 2:00 pm** in the Brown Auditorium, in the Business & Industry Building, Nash Community College, 522 N. Old Carriage Road, Rocky Mount, NC 27804.
  - b. No bids may be withdrawn for 60 days following the receipt of bids.
  - c. Construction Duration: 180 days after Notice to Proceed.
  - d. Liquidated Damages: \$500 per day for unapproved extensions of time.
  - e. Submit bids in a SEALED envelope, with name and license number identified on the outside of envelope. No electronic bids will be accepted. Bids must be in paper form.
  - f. Bid forms shall include names and license numbers of subcontractors, as well as the actual subcontractor bid amount.
  - g. Bid, Performance, and Payment bonds are required.



protective barriers such as covered walkways or fencing. Adequate building access and emergency egress shall be maintained.

- b. There are no restrictions on evening or weekend hours.
7. Nash County is the AHJ. Plans and specs will be submitted for review in the coming days. A permit needs to be filed and paid for by the contractor.
8. Addendums will be issued as necessary with the last addendum going out on Monday, October 20. Contractors were encouraged to submit questions and substitution requests as early as possible to allow time for response. Last day to submit questions is Thursday, October 16.
9. Substitution requests must be submitted prior to bid. See spec section 01 60 00 for substitution requirements. Substitution requests must include a side-by-side comparison submitted to the Designer for review. Products submitted during Construction that are not pre-approved, prior to bid, will be summarily rejected.
10. Please send substitution requests and any questions in writing to Jennifer Starkey (jstarkey@oakleycollier.com) via email.
11. The floor was opened up for questions.
  - a. Question: What is the intention for the brick staining?  
Answer: Brick staining of existing brick, at select locations, should be stained to match the new brick. Though the new brick should match the existing brick, we realize that it may not be possible to perfectly match the existing brick. The brick staining is provided to allow for a better match between new and existing brick.
  - b. Question: Is there a particular location for the lay down area?  
Answer: The lay down area will likely be in the grass area adjacent to the parking lot. The exact lay down area will need to be coordinated at the start of construction.
  - c. Question: What year was the building constructed?  
Answer: 1985/86
  - d. Question: Can some of the exits be closed off during construction?  
Answer: Adequate emergency egress will need to be maintained during construction. It may be possible to close off a door if there's another nearby but will need to be evaluated on a door-by-door basis to maintain compliance with the life safety code.
  - e. Question: Lead times for glazing is approximately 16 to 20 weeks. Can the schedule be extended to allow for longer lead times?  
Answer: Near the beginning of construction, when the contractor submits a construction schedule, the contractor shall alert the architect of any potentially long lead times. The project schedule can then be addressed to avoid liquidated

damages, but only if the lead times are addressed early on in the construction process.

- f. Question: Is the owner or contractor responsible for removing and replacing landscaping?

Answer: Nash Community College will remove and replace landscaping as needed for construction.

- g. Question: Is the roof under warranty? If so, can the manufacturer of the warranty and the installer name be provided?

Answer: Building D-1's roof was replaced in 2022 by B&M Roofing Contractors. The membrane for D1 is GAF Everguard 60 mil TPO. Building D-2's roof was replaced in 2011 by Curtis Roofing, Kinston, NC. Based on readily available records the roof manufacturer is Johns Manville for Building D-2

12. The meeting was concluded by visiting the project site. Additional questions asked during the site visit are included in the question/answers above. If an additional site visit is needed, please contact Jennifer Starkey, [jstarkey@oakleycollier.com](mailto:jstarkey@oakleycollier.com) in order to arrange the visit.

**Pre-Bid Meeting Sign In**  
 Monday, October 6, 2025, 2:00 PM

| <b>Name</b>       | <b>Company/Department</b>    | <b>Phone</b>   | <b>Email</b>   |
|-------------------|------------------------------|----------------|--|
| Tim Oakley        | Oakley Collier Architects    | 252-937-2500   | <a href="mailto:toakley@oakleycollier.com">toakley@oakleycollier.com</a>   |
| Jennifer Starkey  | Oakley Collier Architects    | 252-937-2500   | <a href="mailto:jstarkey@oakleycollier.com">jstarkey@oakleycollier.com</a>   |
| Paul Farrell      | CRW, Inc.                    | (919) 528-6900 | <a href="mailto:pfarrell@crwonline.com">pfarrell@crwonline.com</a>   |
| Jonathan Farrell  | CRW, Inc.                    | (919) 796-2735 | <a href="mailto:jfarrell@crwonline.com">jfarrell@crwonline.com</a>   |
| Mike Jurman       | CSP                          | (919) 608-1634 | <a href="mailto:cspilccarolinas@gmail.com">cspilccarolinas@gmail.com</a>   |
| Andrew DeBrosse   | MMI                          | (706) 726-5883 | <a href="mailto:andy@mmirestoration.com">andy@mmirestoration.com</a>   |
| Chris Orton       | Stickland Waterproofing      | (919) 710-6926 | <a href="mailto:corton@stricklandwaterproofing.com">corton@stricklandwaterproofing.com</a>   |
| Daniel Hoffman    | Progressive Contracting Inc. | (910) 651-0804 | <a href="mailto:dhoffman@progressivecci.com">dhoffman@progressivecci.com</a>   |
| Cole Pierce       | Pro Construction             | (252) 813-5620 | <a href="mailto:Cole.proconstruction@gmail.com">Cole.proconstruction@gmail.com</a>   |
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| David Mann        | HAMVIS                       | (919) 922-0755 | <a href="mailto:David.mann@hamvis.com">David.mann@hamvis.com</a>   |
| John Muter        | Muter Construction           | (919) 404-8330 | <a href="mailto:buildingbids@muterconstruction.com">buildingbids@muterconstruction.com</a>   |
| Matthew Coleman   | Vanguard Builders            | (919) 300-6621 | <a href="mailto:matt@vgbnc.com">matt@vgbnc.com</a>   |
| Will King         | Whiting-Turner               | (919) 396-3039 | <a href="mailto:William.king@whiting-turner.com">William.king@whiting-turner.com</a>   |
| Sean Mason        | Whiting-Turner               | (919) 455-1286 | <a href="mailto:Sean.mason@whiting-turner.com">Sean.mason@whiting-turner.com</a>   |
| Richard Davenport | Calvin Davenport             | (252) 443-0923 | <a href="mailto:richard@calvindavenport.com">richard@calvindavenport.com</a><br><a href="mailto:jlewis@calvindavenport.com">jlewis@calvindavenport.com</a> |
| Thomas Garrett    | AR Chesson                   | (252) 673-5566 | <a href="mailto:tgarrett@archesson.com">tgarrett@archesson.com</a>   |
| Mike Morse        | IQ Contracting               | (919) 793-5715 | <a href="mailto:mmorse@iqcontracting.net">mmorse@iqcontracting.net</a>   |
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