



Finance

Purchasing Division
929 North Front
Street, 10th Floor
P O Box 1810
Wilmington, NC 28402-1810

910 341-7830
910 341-7842 fax
wilmingtonnc.gov
Dial 711
TTY/Voice

ADDENDUM NUMBER 1
SKYLINE CENTER
4TH and 7TH FLOOR RENOVATIONS
PB-BMH-1025

October 03, 2025

To all holders of PB-BMH-1025 Bid Documents: Please be advised of the following questions and responses:

1. 1.PLEASE SEE THE ATTACHED

Acknowledge receipt of this Addendum in the space provided in the Proposal. Failure to do so may disqualify the Bidder.

Christine R. Karem, Sr. Contract Specialist
M/WBE Coordinator
Purchasing Division
END OF ADDENDUM ONE

Addendum 1
Page 1 of 7



514 Market Street, Wilmington NC 28401
phone 910.762.2621
www.bmharch.com

October 3, 2025

ADDENDUM #1

City of Wilmington Skyline Center
4th and 7th Floor Renovations
Wilmington, North Carolina
PB-BMH-1025

This addendum forms a part of the contract documents and modifies the original drawings dated September 19, 2025. The enclosed additions, deletions, corrections, and changes shall be as binding as if incorporated in the original documents. All General Conditions, Special Conditions, etc. as originally specified shall apply to these items. Acknowledgement of receipt of this addendum will be required as part of the contract agreement.

- Item 1 The bid date and place have changed. The time was corrected.**
The bid date has changed from October 21, 2025, to November 13, 2025. The bid time is 3:00 pm, not 3:00 am. The bid location has changed to Skyline Center, Purchasing Division, 929 N. Front Street, 10th Floor, Room 1069, Wilmington, NC.
- Item 2 1st Non-Mandatory Pre-bid notes.**
The first non-mandatory pre-bid conference was held on Tuesday, September 30, 2025. See **Attachment #1** for the non-verbatim notes. Attendance at the pre-bid conference is NOT mandatory for contractors to submit a bid.
- Item 3 2nd Non-Mandatory Pre-bid Meeting**
A 2nd Non-Mandatory Pre-Bid Conference will be held at 10:00 a.m., October 09, 2025, at 929 N. Front Street, 4th Floor, Conference Room #1, Wilmington, NC.
- Item 4 Advertisement For Bid**
The changes to the items listed above are included in the attached Advertisement For Bid, and two small corrections were made. The corrected document is included as **Attachment #2**. Corrections are highlighted.
- Item 5 Freight Elevator Size**
The inside dimensions of the freight elevator are as follows: 72" wide X 102.5" deep X 107" tall.
- Item 6 Furniture Systems**
The furniture systems that conflict with the new work will be removed from this location by others.
- Item 7 Ceiling Speakers**
Relocated speakers in the ceiling shall include the scope of cable extensions under this contract.

- Item 8 Low Voltage Cabling**
Others will do the low-voltage cabling. The contract includes only data boxes and conduits to terminate above the ceiling.
- Item 9 Permit Costs**
The General Contractor will be responsible for paying any associated permit costs.
- Item 10 Wood Door Finish**
Solid core wood door veneers shall be maple book-matched prefinished with a clear seal finish.
- Item 11 Acoustical Ceiling Tile**
Acoustical ceiling tile shall be Basis of Design Armstrong 1941 beveled tegular edge in white 15/16" grid.
- Item 12 Supplementary General Conditions – Section 11.1 – Contractor's Liability Insurance**
Clarification - 11.1.6– Builders Risk Insurance – Installation floater is acceptable in lieu of Builders Risk Insurance.
- Item 13 Bid Communication**
All questions and building access shall be directed to Darrell McCall, Facility Superintendent. Email contact and inquiries are referred.
Darrell.mccall@wilmingtonnc.gov, 910-341-4610 office, 910-538-8942 cell.

Acknowledge receipt of this Addendum in the space provided on the Proposal. Failure to do so may disqualify the Bidder.

Prepared by:
Bowman Murray Hemingway Architects, PC
Bruce Bowman, AIA
bowman@bmharch.com
910-617-3134 – c
910-762-2621 – o



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September 30, 2025
**PRE-BID CONFERENCE - SKYLINE CENTER
4TH and 7TH FLOOR RENOVATIONS
PB-BMH-1025**

Welcome

Welcome to the Pre-Bid Conference for the SKYLINE CENTER 4TH and 7th FLOOR RENOVATIONS

Please be sure to sign in on the Sign-In Sheet.

Introduction

Sr. Contract Specialist – Christine R. Karem - M/WBE Coordinator
Project Manager – Aubrey Parsley - Economic Development Manager
Project Architect – Bruce Bowman - Bowman Murray Hemingway Architects

Project Description

The scope of work includes, but is not limited to, constructing a non-fire-rated exit access corridor and tenant demising walls on Level Seven to isolate new tenant suites from common core elements and adjoining tenant spaces. Three tenant suites are included on Levels Four and Seven in the project, subdividing the open office floor plate to multiple offices and support spaces.

Bid Opening

Bid opening– Thursday, November 13, 2025 @ 3:00 pm – 929 N. Front Street, 10th Floor, Rm 1069, Wilmington, NC

Bids shall remain valid for 90 calendar days.

Construction Project Schedule

The CONTRACTOR shall commence the work to be performed under this contract within **ten (10) days** of receipt of a written order from the Purchasing Manager and shall complete all work hereunder **within 110 calendar days** of the date of beginning. The CONTRACTOR further agrees to pay, as liquidated damages, the sum of **\$385.00** for each consecutive calendar day thereafter as hereinafter provided in Paragraph G-1.47 of the General Conditions.

MBE Participation Requirements

MBE/WBE/HUB/DBE participation goal is 14.0%. A list of potential subcontracting opportunities is included in the bid document. Only certified MBE/WBE/HUB/DBE firms will be counted towards the goal. Firms must be certified by the Office of Historically Underutilized Businesses (HUB) or by the North Carolina Department of Transportation (NCDOT) to be counted. The Statewide Uniform Certification Program took effect on July 1, 2009. For more information, visit the HUB website at <http://www.doa.nc.gov/hub/> or visit the NCDOT website at www.ncdot.org.

1. Bidders must make a "good faith effort" to identify and subcontract with MBE/WBE/HUB/DBE firms as defined in the bid document on page MBE-3.
2. You must sign and notarize Affidavit "A" on page MBE-4 for your bid to be considered.
3. Review the "MBE/WBE/HUB/DBE Policy Statement, Special Notice" thoroughly. Bidders must provide a list of all firms contacted for subcontract work on the project. The list must include all items referenced in the MBE/WBE/HUB/DBE Policy Statement. A form is provided in the bid document. However, firms may use their own form. You must indicate which subcontractors will be utilized on the project.

Bid Submittal Requirements

1. The Affidavit and Certificate of Non-Collusion, Non-Suspension, and Non-Conviction, on pages A-1 to A-3 in the bid document, must be signed and notarized for your bid to be considered. Also, complete and submit the E-Verify Affidavit.
2. Complete the Proposal pages and sign. Acknowledge receipt of any addenda on the Proposal page 6.
3. 5% Bid Bond is required.
4. Review Insurance Requirements in Supplementary General Conditions thoroughly. (AIA Document A201-2017)
5. Provide any other information, data, documents, etc., which may assist the City in evaluating bids and the firm's MBE/WBE/HUB/DBE good faith efforts.

Pay Requests

Pay Requests must be submitted correctly to receive payment in a timely manner.

Questions

Questions related to the proposed project, including questions concerning the plans and specifications, will be addressed by the City and Bowman Murray Hemingway Architects up to Seven (7) calendar days prior to the bid opening. No addenda will be issued after this time. The last day for questions is October 14, 2025.

SUBSCRIBE TO OUR PAGE FOR E-NOTIFICATION!

*** Please visit the City's website at www.wilmingtonnc.gov and subscribe to our page. You will receive an email bulletin when bids are advertised and any updates are posted. Click on "**Current Bids**" and you will be directed to our "**Contracting Opportunities**" page. At the bottom of this page, click on "**Subscribe to this page**" button to receive updates. ***

ADVERTISEMENT FOR BID
CITY OF WILMINGTON, NC
SKYLINE CENTER 4TH AND 7TH FLOOR
RENOVATIONS
CONTRACT NUMBER: PB-BMH-1025

Pursuant to North Carolina General Statute 143-129, sealed proposals addressed to the Sr. Contract Specialist, P. O. Box 1810, 929 N. Front Street, 10th Floor Wilmington, NC 28402, and marked "CITY OF WILMINGTON-SKYLINE CENTER 4th and 7th FLOOR RENOVATIONS CONTRACT" will be received until 3:00 p.m. **November 13, 2025**, at which time they will be publicly opened and read at the Purchasing Division, 929 N. Front Street, 10th Floor Room 1069, Wilmington, NC. The City will receive SINGLE PRIME BIDS ONLY for this project.

Project Description: The scope of work includes, but is not limited to, constructing a non-firerated exit access corridor and tenant demising walls on Level Seven to isolate new tenant suites from common core elements and adjoining tenant spaces. Three tenant suites are included on Levels Four and Seven in the project, subdividing the open office floor plate to multiple offices and support spaces.

The bid package is as described below:

- a. **Base Bid** – Install 9' tall metal framed gypsum demising walls with doors and windows on both 4th and 7th floors, ceiling/carpet demolition and repair in those areas, and relocation of any existing ceiling devices per mechanical, electrical, and fire protection drawings; see A-101 & 102 for new wall location.
- b. **Add Alternate #1** – additional demising walls with doors and windows on the 7th floors, ceiling/carpet demolition and repair in those areas, and relocation of any existing ceiling devices per mechanical, electrical, and fire protection drawings; see A-101 & A-102 for new wall locations.
- c. **Add Alternate #2** – 1,271 SF Senator Budd Office Suite B.2 upfit; see A-103 for plans and schedules.
- d. **Add Alternate #3** – 3,804 SF GPM Office Suite E up-fit; see A-105 for plans and schedules
- e. **Add Alternate #4** – 818 SF Studsvik Office Suite D up-fit; see A-104 for plans and schedules

All firms submitting bids for the proposed work must be properly licensed under Chapter 87, N.C. General Statutes. The bidder's license number must appear on the outside of the envelope.

In accordance with the City of Wilmington's Minority/Disadvantaged Business Policy, the bidder shall make good faith efforts, as defined by the Bid Specifications, to subcontract 14% of the dollar value of the prime contract to businesses which are at least 51% owned and controlled by minority, socially, and/or economically disadvantaged individuals (MBE/DBE's). A complete copy of the City of Wilmington's MBE/WBE policy is available for inspection at the Purchasing Manager's Office.

Potential Subcontract opportunities which may exist on this project include but may not be limited to Non-loading Bearing Metal Framing and Gypsum, Hollow Metal Door and Window Frames, Lay In Acoustical Ceiling Systems, Casework, Finishes and Related Miscellaneous Electrical and Mechanical Work, and other items not specifically referenced herein.

If the bidder fails to achieve the contract goal stated herein, it is required to provide documentation demonstrating that it made a good faith effort in attempting to meet the established goals. A bid which fails to meet these requirements will be considered non-responsive and will be rejected.

A Non-Mandatory Pre-Bid Conference will be held at **10:00 a.m., October 09, 2025, at 929 N. Front Street, 4th Floor, Conference Room #1, Wilmington, NC.** All parties interested in the project are invited to attend.

Potential respondents should email kathy.bryant@wilmingtonnc.gov to acknowledge receipt of the Bid and to inform the City of its intent to respond. Provide the name, title, address, telephone and email address of the contact person. Addenda will be posted to the City's website at www.wilmingtonnc.gov.

The City of Wilmington does not discriminate on basis of race, sex, color, age, national origin, religion or disability in its employment opportunities, programs, services or activities.

Bids for this project shall be guaranteed by all bidders for a period of 90 days following the bid opening. **The City of Wilmington Reserves the Right to Reject any and all Bids.**

Sincerely,

Christine R. Karem
Sr. Contract Specialist