

## **Addendum No. 1**

Issued: Tuesday October 22, 2024

**For Project:**  
City of Wilmington – Skyline Center Upfit

This Addendum Includes:

- **Bid Form**
- **Bid Bond Form**
- **MWBE Forms**
- **Logistic Plan**
- **Temporary Wall Baricade Plan**
- **Bid Manual – Revision 1 inclusive of the Exhibit B: Scopes of Work for all bid packages.**
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MONTEITH

BID FORM

**PROJECT: Skyline Center Upfit**

**BIDS SUBMITTED TO:** Monteith Construction Corp. – Construction Manager

**BIDDER:** \_\_\_\_\_

**NC LICENSE #:** \_\_\_\_\_

**BID DATE & TIME:** November 7, 2024 at 3:00 PM

The undersigned, as bidder, hereby declares that the only person or persons interested in this proposal as principal or principals is or are named herein and that no other person than herein mentioned has any interest in this proposal or in the contract to be entered into; that this proposal is made without connection with any other person, company or parties making a bid or proposal; and that it is in all respects fair and in good faith without collusion or fraud. The bidder further declares that he/she has examined the site of the work and the contract documents relative thereto and has read all special provisions furnished prior to the opening of bids; that bidder has satisfied themselves relative to the work to be performed.

The Bidder proposes and agrees if this proposal is accepted to contract with Monteith Construction, to furnish all necessary materials, equipment, machinery, tools, apparatus, means of transportation and labor necessary to complete the construction of:

**Bid Package:** \_\_\_\_\_

in complete accordance with the plans, specifications, and contract documents.

The Base Bid Price includes all Work required by and in strict accordance with the Bid Documents for this Project, for the Lump Sum of:

**Base Bid Price:** \_\_\_\_\_

(Figures only)

**Addenda Acknowledgement:**

Addenda received and used in computing bid. Failure to acknowledge receipt of all addenda may result in bid being considered non-responsive.

Addendum No.	Date Received

**Payment & Performance Bonds:** (Add to base bid)



## BID FORM

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If total price of work is \$500,000 or more, show the cost to add bond as a separate item from the Base Bid Price:

\$ \_\_\_\_\_  
(Figures only)

### MINORITY BUSINESS PARTICIPATION REQUIREMENTS

*Provide with the bid* - Under GS 143-128.2(c) the undersigned bidder shall identify **on its bid** (Identification of Minority Business Participation Form) the minority businesses that it will use on the project with the total dollar value of the bids that will be performed by the minority businesses.

**Also** list the good faith efforts (Affidavit **A**) made to solicit minority participation in the bid effort.

**NOTE:** A contractor that performs all of the work with its own workforce may submit an Affidavit (**B**) to that effect in lieu of Affidavit (**A**) required above. The MB Participation Form must still be submitted even if there is zero participation.

*After the bid opening* - The Construction Manager will consider all bids and alternates and determine the lowest responsible, responsive bidder. Upon notification of being the apparent low bidder, the bidder shall then file within 72 hours of the notification of being the apparent lowest bidder, the following:

An Affidavit (**C**) that includes a description of the portion of work to be executed by minority businesses, expressed as a percentage of the total contract price, which is equal to or more than the 10% goal established. This affidavit shall give rise to the presumption that the bidder has made the required good faith effort and Affidavit **D** is not necessary;

\* OR \*

If less than the **14% goal**, Affidavit (**D**) of its good faith effort to meet the goal shall be provided. The document must include evidence of all good faith efforts that were implemented, including any advertisements, solicitations and other specific actions demonstrating recruitment and selection of minority businesses for participation in the contract.

**Note:** Bidders must always submit **with their bid** the Identification of Minority Business Participation Form listing all MB contractors, vendors and suppliers that will be used. Affidavit A **or** Affidavit B, as applicable, also must be submitted with the bid. Failure to file a required affidavit or documentation with the bid or after being notified apparent low bidder is grounds for rejection of the bid.



MONTEITH

BID FORM

**Proposal Signature Page**

The bidder further proposes and agrees to commence work under this contract on a date to be specified by the Construction Manager at Risk, and shall pursue the scope of work included in his contract in accordance with the schedule prepared by the Construction Manager at Risk. Respectfully submitted this,

(Write the Date of the Month in Words) (Write the Name of the Current Month)

**WITNESS:** \_\_\_\_\_

(Witness Signs here if you are a Proprietorship or Partnership)

**ADDRESS:** \_\_\_\_\_

**LICENSE #:** \_\_\_\_\_

**FEDERAL ID#:** \_\_\_\_\_

**By:** \_\_\_\_\_  
(Printed Name of Person Signing Bid)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Title)  
(Owner, Partner, President, or Vice President)

**ATTEST:** \_\_\_\_\_

**By:** \_\_\_\_\_

**TITLE:** \_\_\_\_\_

(Corporate Secretary or Asst. Secretary Only)

(CORPORATE SEAL)

**FORM OF BID BOND**

KNOW ALL MEN BY THESE PRESENTS THAT \_\_\_\_\_

\_\_\_\_\_ as principal, and \_\_\_\_\_, as surety, who is duly licensed to act as surety in North Carolina, are held and firmly bound unto the State of North Carolina\* through \_\_\_\_\_ as obligee, in the penal sum of \_\_\_\_\_ DOLLARS, lawful money of the United States of America, for the payment of which, well and truly to be made, we bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

Signed, sealed and dated this \_\_\_\_ day of \_\_\_\_ 20\_\_

WHEREAS, the said principal is herewith submitting proposal for and the principal desires to file this bid bond in lieu of making the cash deposit as required by G.S. 143-129.

NOW, THEREFORE, THE CONDITION OF THE ABOVE OBLIGATION is such, that if the principal shall be awarded the contract for which the bid is submitted and shall execute the contract and give bond for the faithful performance thereof within ten days after the award of same to the principal, then this obligation shall be null and void; but if the principal fails to so execute such contract and give performance bond as required by G.S. 143-129, the surety shall, upon demand, forthwith pay to the obligee the amount set forth in the first paragraph hereof. Provided further, that the bid may be withdrawn as provided by G.S. 143-129.1

\_\_\_\_\_(SEAL)

\_\_\_\_\_(SEAL)

\_\_\_\_\_(SEAL)

\_\_\_\_\_(SEAL)

\_\_\_\_\_(SEAL)



# State of North Carolina AFFIDAVIT A – Listing of Good Faith Efforts

County of \_\_\_\_\_

(Name of Bidder)

Affidavit of \_\_\_\_\_

I have made a good faith effort to comply under the following areas checked:

**Bidders must earn at least 50 points from the good faith efforts listed for their bid to be considered responsive.** (1 NC Administrative Code 30 I.0101)

- 1 – (10 pts)** Contacted minority businesses that reasonably could have been expected to submit a quote and that were known to the contractor, or available on State or local government maintained lists, at least 10 days before the bid date and notified them of the nature and scope of the work to be performed.
- 2 --(10 pts)** Made the construction plans, specifications and requirements available for review by prospective minority businesses, or providing these documents to them at least 10 days before the bids are due.
- 3 – (15 pts)** Broken down or combined elements of work into economically feasible units to facilitate minority participation.
- 4 – (10 pts)** Worked with minority trade, community, or contractor organizations identified by the Office of Historically Underutilized Businesses and included in the bid documents that provide assistance in recruitment of minority businesses.
- 5 – (10 pts)** Attended prebid meetings scheduled by the public owner.
- 6 – (20 pts)** Provided assistance in getting required bonding or insurance or provided alternatives to bonding or insurance for subcontractors.
- 7 – (15 pts)** Negotiated in good faith with interested minority businesses and did not reject them as unqualified without sound reasons based on their capabilities. Any rejection of a minority business based on lack of qualification should have the reasons documented in writing.
- 8 – (25 pts)** Provided assistance to an otherwise qualified minority business in need of equipment, loan capital, lines of credit, or joint pay agreements to secure loans, supplies, or letters of credit, including waiving credit that is ordinarily required. Assisted minority businesses in obtaining the same unit pricing with the bidder's suppliers in order to help minority businesses in establishing credit.
- 9 – (20 pts)** Negotiated joint venture and partnership arrangements with minority businesses in order to increase opportunities for minority business participation on a public construction or repair project when possible.
- 10 - (20 pts)** Provided quick pay agreements and policies to enable minority contractors and suppliers to meet cash-flow demands.

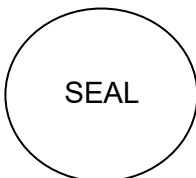
The undersigned, if apparent low bidder, will enter into a formal agreement with the firms listed in the Identification of Minority Business Participation schedule conditional upon scope of contract to be executed with the Owner. Substitution of contractors must be in accordance with GS143-128.2(d) Failure to abide by this statutory provision will constitute a breach of the contract.

The undersigned hereby certifies that he or she has read the terms of the minority business commitment and is authorized to bind the bidder to the commitment herein set forth.

Date: \_\_\_\_\_ Name of Authorized Officer: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_



State of \_\_\_\_\_, County of \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

Notary Public \_\_\_\_\_

My commission expires \_\_\_\_\_

# State of North Carolina --AFFIDAVIT B-- Intent to Perform Contract with Own Workforce.

County of \_\_\_\_\_

Affidavit of \_\_\_\_\_

(Name of Bidder)

I hereby certify that it is our intent to perform 100% of the work required for the \_\_\_\_\_

\_\_\_\_\_ contract.

(Name of Project)

In making this certification, the Bidder states that the Bidder does not customarily subcontract elements of this type project, and normally performs and has the capability to perform and will perform all elements of the work on this project with his/her own current work forces; and

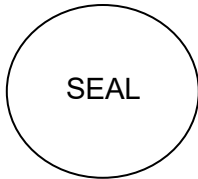
The Bidder agrees to provide any additional information or documentation requested by the owner in support of the above statement. The Bidder agrees to make a Good Faith Effort to utilize minority suppliers where possible.

The undersigned hereby certifies that he or she has read this certification and is authorized to bind the Bidder to the commitments herein contained.

Date: \_\_\_\_\_ Name of Authorized Officer: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_



State of \_\_\_\_\_, County of \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_

Notary Public \_\_\_\_\_

My commission expires \_\_\_\_\_



# State of North Carolina - AFFIDAVIT C - Portion of the Work to be Performed by HUB Certified/Minority Businesses

County of \_\_\_\_\_

**(Note this form is to be submitted only by the apparent lowest responsible, responsive bidder.)**

If the portion of the work to be executed by HUB certified/minority businesses as defined in GS143-128.2(g) and 128.4(a),(b),(e) is equal to or greater than 10% of the bidders total contract price, then the bidder must complete this affidavit.  
 This affidavit shall be provided by the apparent lowest responsible, responsive bidder within **72 hours** after notification of being low bidder.

Affidavit of \_\_\_\_\_ I do hereby certify that on the \_\_\_\_\_  
 (Name of Bidder)

\_\_\_\_\_ (Project Name)  
 Project ID# \_\_\_\_\_ Amount of Bid \$ \_\_\_\_\_

I will expend a minimum of \_\_\_\_\_% of the total dollar amount of the contract with minority business enterprises. Minority businesses will be employed as construction subcontractors, vendors, suppliers or providers of professional services. Such work will be subcontracted to the following firms listed below. Attach additional sheets if required

Name and Phone Number	*Minority Category	**HUB Certified Y/N	Work Description	Dollar Value

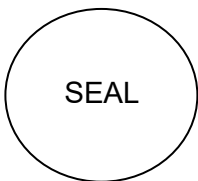
\*Minority categories: Black, African American (**B**), Hispanic (**H**), Asian American (**A**) American Indian (**I**), Female (**F**) Socially and Economically Disadvantaged (**D**)

**\*\* HUB Certification with the state HUB Office required to be counted toward state participation goals.**

Pursuant to GS143-128.2(d), the undersigned will enter into a formal agreement with Minority Firms for work listed in this schedule conditional upon execution of a contract with the Owner. Failure to fulfill this commitment may constitute a breach of the contract.

The undersigned hereby certifies that he or she has read the terms of this commitment and is authorized to bind the bidder to the commitment herein set forth.

Date: \_\_\_\_\_ Name of Authorized Officer: \_\_\_\_\_



Signature: \_\_\_\_\_

Title: \_\_\_\_\_

State of \_\_\_\_\_, County of \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

Notary Public \_\_\_\_\_

My commission expires \_\_\_\_\_

# State of North Carolina AFFIDAVIT D – Good Faith Efforts

County of \_\_\_\_\_

**(Note this form is to be submitted only by the apparent lowest responsible, responsive bidder.)**

If the goal of 10% participation by HUB Certified/ minority business **is not** achieved, the Bidder shall provide the following documentation to the Owner of his good faith efforts:

Affidavit of \_\_\_\_\_ I do hereby certify that on the \_\_\_\_\_  
(Name of Bidder)

Project ID# \_\_\_\_\_ (Project Name) Amount of Bid \$ \_\_\_\_\_

I will expend a minimum of \_\_\_\_\_% of the total dollar amount of the contract with HUB certified/ minority business enterprises. Minority businesses will be employed as construction subcontractors, vendors, suppliers or providers of professional services. Such work will be subcontracted to the following firms listed below. (Attach additional sheets if required)

Name and Phone Number	*Minority Category	**HUB Certified Y/N	Work Description	Dollar Value

\*Minority categories: Black, African American (**B**), Hispanic (**H**), Asian American (**A**) American Indian (**I**), Female (**F**) Socially and Economically Disadvantaged (**D**)

**\*\* HUB Certification with the state HUB Office required to be counted toward state participation goals.**

Examples of documentation that may be required to demonstrate the Bidder's good faith efforts to meet the goals set forth in these provisions include, but are not necessarily limited to, the following:

- A. Copies of solicitations for quotes to at least three (3) minority business firms from the source list provided by the State for each subcontract to be let under this contract (if 3 or more firms are shown on the source list). Each solicitation shall contain a specific description of the work to be subcontracted, location where bid documents can be reviewed, representative of the Prime Bidder to contact, and location, date and time when quotes must be received.
- B. Copies of quotes or responses received from each firm responding to the solicitation.
- C. A telephone log of follow-up calls to each firm sent a solicitation.
- D. For subcontracts where a minority business firm is not considered the lowest responsible sub-bidder, copies of quotes received from all firms submitting quotes for that particular subcontract.
- E. Documentation of any contacts or correspondence to minority business, community, or contractor organizations in an attempt to meet the goal.
- F. Copy of pre-bid roster
- G. Letter documenting efforts to provide assistance in obtaining required bonding or insurance for minority business.
- H. Letter detailing reasons for rejection of minority business due to lack of qualification.
- I. Letter documenting proposed assistance offered to minority business in need of equipment, loan capital, lines of credit, or joint pay agreements to secure loans, supplies, or letter of credit, including waiving credit that is ordinarily required.

Failure to provide the documentation as listed in these provisions may result in rejection of the bid and award to the next lowest responsible and responsive bidder.

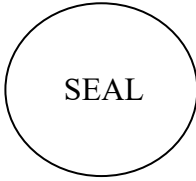
Pursuant to GS143-128.2(d), the undersigned will enter into a formal agreement with Minority Firms for work listed in this schedule conditional upon execution of a contract with the Owner. Failure to fulfill this commitment may constitute a breach of the contract.

The undersigned hereby certifies that he or she has read the terms of this commitment and is authorized to bind the bidder to the commitment herein set forth.

Date: \_\_\_\_\_ Name of Authorized Officer: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_



State of \_\_\_\_\_, County of \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

Notary Public \_\_\_\_\_

My commission expires \_\_\_\_\_

DELIVERIES  
THRU  
PARKING  
GARAGE  
TO  
SERVICE  
ELEVATOR

DUMPSTER PRIVYS

GC/CONTRACTOR PARKING  
& MATERIAL LAYDOWN



MONTEITH  
CONSTRUCTION









# SKYLINE CENTER UPFIT

BID MANUAL

Revision 1  
October 22, 2024

OWNER  
City of Wilmington





## GENERAL INSTRUCTIONS & INFORMATION TO BIDDERS

### RECEIPT OF BIDS

Only prequalified contractors are permitted to submit bids for the packages listed below. Bids must include all bid requirements as outlined. Failure to submit all information will be grounds for rejection of bid.

Bid Packages include:

- BP 02A: General Trades
- BP 06A: Millwork
- BP 08A: Doors Frames & Hardware/ Toilet Accessories
- BP 08B: Glass & Glazing (Interior Storefront) and Railings
- BP 09A: Framing & Drywall
- BP 09B: Ceilings
- BP 09C: Flooring
- BP 09D: Paint & Wallcovering
- BP 12A: Window Treatments
- 21A: Fire Sprinkler
- 22A: Plumbing
- 23A: HVAC
- 26A: Electrical & Fire Alarm

Bids must be submitted in a sealed envelope marked with Company Name and Bid Package bidding. Bids will be received no later than Thursday **November 7, 2024 at 3:00 PM** at the following address:

Attention: Evan Hermen  
Skyline Center  
929 N Front Street  
Wilmington, NC 28401

Bids will be opened and read aloud immediately following the close of bids.

Early bids can be mailed, or hand delivered to: 208 Princess Street, Wilmington, NC 20401 no later than November 6, 2024, 5:00 PM.

It is the bidder's responsibility to ensure that the bids arrive by the required bid date, time and location specified. Late bids will be rejected.

### PRE-BID VIRTUAL MEETING

The voluntary pre-bid meeting and site walk will be held on **Wednesday October 23, 2024 at 3:00 PM at the Skyline Center, 929 N. Front Street, First Floor, Room 154D, Wilmington, NC 28401**. This meeting is voluntary, but subcontractors are encouraged to attend.

### PRE-BID QUESTIONS/CLARIFICATIONS

All questions and request for information shall be made in writing and submitted **to Evan Hermen via email [ehermen@monteithco.com](mailto:ehermen@monteithco.com)**. Responses to any questions/clarifications will be made in writing in the form of addenda, if required. Any verbal response during the pre-bid period is not considered part of the contract documents unless included in addendum. The site will be available for bidders to review immediately following

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the pre-bid conference. The last day for questions/clarifications and substitution requests shall be submitted **by October 29, 2024**.

#### **SUBMISSION OF BIDS**

Formal Proposals must be made in accordance with the following instructions and format provided in the Form of Proposal [Bid Form] and must be fully completed. The Bidder shall assume full responsibility for timely delivery at the location designated for receipt of Bids.

Bids must contain the following Information:

- Bid Form
- Affidavit A or Affidavit B
- Affidavit C or Affidavit D, within 72 hours of being notified as the apparent responsive, responsible, low bidder
- Bid Bond (5% for all bids over \$500,000)

#### **PREPARATION OF BIDS**

Proposals shall be complete, as called for in the Bid Proposal Form, without alterations.

Bids containing conditions, omissions, alterations, items not called for, or irregularities of any kind, may be rejected for failure to comply with the requirements stated herein.

Include the full business address of the Bidder. Signatures shall be both in longhand and typed. Partnerships must sign the Proposal. In the case of a Proposal submitted by a Corporation, the Proposal shall be signed by an Officer duly authorized to sign on behalf of the Corporation.

Include with the Proposal Form the appropriate Minority Business Forms and Affidavits completed in their entirety. Bidder has made a good faith effort to solicit Minority Business Enterprises (MBEs) per N.C. Gen. Stat. 143-128.2, as subcontractors. **The Historically Underutilized Business Enterprise (HUB) goals for this project is 14%**. The Bidders shall provide the Construction Manager with a notarized affidavit with its bid stating that it made the good faith effort required pursuant to G.S. 143-128.2. and the project % participation goal noted. The Bidder's failure to file the affidavit with its bid shall be grounds for rejection of the Bid.

#### **MODIFICATION OR WITHDRAWAL OF BID:**

Bidder may withdraw his bid from consideration if such bid was based upon a mistake as provided in North Carolina General Statute 143-129.1. Prior to the time and date designated for receipt of bids, any bid submitted may be modified or withdrawn by notice to the party receiving bids at the place designated for receipt of bids. Such notice shall be in writing over the signature of the Bidder. Written confirmation over the signature of the Bidder shall be hand delivered, mailed, and postmarked on or before the date and time set for receipt of bids, and it shall be so worded as not to reveal the amount of the original bid.

Withdrawn bids may be resubmitted up to the time designated for the receipt of bids provided that they are then fully in conformance with this Information for Bidders

#### **RIGHT TO REJECT BIDS:**

The Construction Manager and Owner expressly reserve the right to reject any or all bids, to waive any informalities or irregularities in the bids received, and to accept that bid which in its judgment best serves the interest of the Owner.

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### **TAXES**

All applicable Federal, State and Local Taxes shall be included in the Bidder's proposal. The successful bidder shall provide the Construction Manager with documentation of North Carolina sales taxes paid for all purchases on the project in a form acceptable to the Construction Manager.

### **TIME FOR COMPLETION**

Work shall be completed in accordance with the baseline schedule provided. Bidders shall include in their price all overtime, escalation, manpower, on-site coordination, interfacing with other subcontractors, weather delays as referenced in general requirements to the contract, and all other factors necessary to adhere to this schedule. Include for off-time hours for all connections to existing utilities.

### **BIDDERS REFERRED TO LAWS:**

The attention of Bidders is called to the provisions of all Municipal, County and State laws, regulations, ordinances and resolutions, as well as laws, regulations, ordinance resolutions and permits relating to obstructing streets, maintaining signals, storing and handling of explosives, or affecting the Bidder, or his employees or his work hereunder in his relation to the Construction Manager or any other person. The Bidder shall obey all such laws, regulations, ordinances, permits or resolutions controlling or limiting Contractors while engaged in the prosecution of work under this Contract.

The provisions of this contract shall be interpreted in accordance with the laws of North Carolina and in accordance with the laws, ordinances, regulations, permits and resolutions of the City of Wilmington.

### **PREFERRED BRAND ALTERNATES**

In accordance with General Statute GS 133-3, Specifications list one or more preferred brands as an alternate to the base bid in limited circumstances. Specifications containing a preferred brand alternate under this section must identify the performance standards that support the preference. Performance standards for the preference must be approved in advance by the Owner in an open meeting. Any alternate approved by the Owner shall be approved only where (i) the preferred alternate will provide cost savings, maintain, or improve the functioning of any process or system affected by the preferred item or items, or both, and (ii) a justification identifying these criteria is made available in writing to the public. In accordance with GS133-3.

### **SUBSTITUTIONS**

GS133-3 requires bidder proposed substitutions be submitted and approved prior to bid receipt. These would be bidder's "desired or voluntary" substitutions. Necessary or required substitutions can occur later when specified products are not available, late delivery, model changes, etc. then substitutions can be made after contract award per the usual procedure in the General Conditions.

### **PAYMENT & PERFORMANCE BONDS**

The base bid should not include the cost of the P & P Bond but be listed as a separate cost on the bid form.



## EXHIBIT A- GENERAL REQUIREMENTS TO THE CONTRACT

The following general requirements to the Contract are in addition to and not in lieu of other provisions established elsewhere in the contract documents.

### ARTICLE 1: CONTRACT DOCUMENTS

#### CONTRACT DOCUMENTS

The subcontract is comprised of the following contract documents: the AIA subcontractor agreement; exhibits to the contract; bid documents provided at time of bid including plans, specifications, addendum, and clarifications; amendments and change orders to the subcontract executed by the Construction Manager and subcontractor; the owner contract, in so far as the owner contracts relates, directly or indirectly, to the work performed by the subcontractor. The subcontractor assumes all obligations that the Construction Manager assumes toward the owner.

#### OBLIGATION TO STUDY THE CONTRACT DOCUMENTS

The subcontractor shall closely examine all contract documents in respect to the scope of their work and all scopes that interface with, rely on, or are performed concurrently with the scope of this contract. In review of **exhibit b- scope of the work**, subcontractor has reviewed all bid packages for overlaps or inconsistencies between scopes of work and notify the Construction Manager prior to submission of bids and within the pre-bid RFI timeline requirements. If overlapping scopes are not brought to the attention of the Construction Manager prior to bid, the subcontractor will be responsible for inclusion of overlapping scope. The subcontractor has closely studied the plans, specifications, and addendum and notified the Construction Manager in writing of any error, omission, or ambiguity in RFI from prior to submission of the bid. With submission of its bid and further through post bid scope review meetings and execution of the subcontract agreement, the subcontractor acknowledges that they have included a full scope of work consistent with the intent of the contract documents.

#### LIQUIDATED DAMAGES

Liquidated damages are not a part of this contract however, for all purposes of the agreement, time is of the essence: Failure to perform any obligation within the specified timeframes, without prior written consent, shall be considered a material breach, allowing the non-breaching party to pursue appropriate legal remedies, including termination.

#### EXECUTION OF OWNER CONTRACT

The subcontractor understands that this subcontract is contingent upon execution of the contract agreement for guaranteed maximum price between the owner and Construction Manager, and that this subcontract shall be null and void without restriction or remedies to either party if the owner/Construction Manager agreement is not executed.

### ARTICLE 2: WORK BY THE SUBCONTRACTOR

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### **EXECUTION OF THE WORK**

The subcontractor acknowledges that the scope of work is inclusive of all materials, supervision, labor, equipment, hoisting, tools, transportation, permits, insurance, submittals, warranties, and all other items required to provide a turnkey completion of the scope of work. Upon submission of the bid, the subcontractor acknowledges that bid documents may not be fully developed at time of contracting, and that the bidder has all required information, clarifications, and addendum to perform the work in conformance with the intent of the documents whether directly indicated or implied.

### **EXISTING CONDITIONS AND SITE INVESTIGATION**

Each bidder must acquaint himself thoroughly as to the character and nature of the work to be done. Each bidder furthermore must make a careful examination of the site of the work and inform himself fully as to the difficulties to be encountered in the performance of the work, the facilities for delivering, storing, and placing materials and equipment, and other conditions relating to construction and labor including, but not limited to, work by other contractors on the project site, local weather conditions and projections, temporary facilities, location of parking and laydown, etc.

No plea of ignorance of conditions that exist or may hereafter exist on the site of the work, or difficulties that may be encountered in the execution of the work, as a result of failure to make necessary investigations and examinations, will be accepted as an excuse for any failure or omission on the part of the successful bidder to fulfill in every detail all the requirements of the contract documents and to complete the work or the consideration set forth therein, or as a basis for any claim whatsoever.

Insofar as possible, the successful bidder, in carrying out his work, must employ such methods or means as will not cause interruption of or interference with the work of the Construction Manager or any separate contractor.

### **TEMPORARY ON-SITE FACILITIES**

The following on-site facilities will be provided by the Construction Manager for use by this subcontractor during the execution of their work **unless noted otherwise**:

Temporary sanitary facilities- the Construction Manager shall provide sufficient toilet facilities in a clean a sanitary condition for use by subcontractors.

Dumpsters and bins for recycling and construction waste- Construction Manager shall provide suitable dumpsters for all trades, unless specifically noted otherwise **in exhibit b**. Subcontractors are responsible for separation of waste into appropriate bins. Failure to separate waste may result in tipping or sorting fees being charged against the subcontract.

Fire extinguishers- the Construction Manager shall provide fire extinguishers except for cutting, welding, and hot work during construction. Each subcontractor shall equip their employees with fire extinguishers for all cutting, welding, and hot work operations.

The following onsite facilities will **not** be provided by the Construction Manager and is the responsibility of the subcontractor.

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Temporary office facilities- subcontractor shall make provisions to supply temporary office facilities if deemed necessary for the completion of their scope. Location of office trailer to be established by Construction Manager. Temporary power, water, or sanitary service to the subcontractor's temporary office shall be the responsibility of the subcontractor. The Construction Manager reserves the right to require the office trailer to be relocated or removed as needed to facilitate the progress of the project.

Temporary storage containers- subcontractor shall include all necessary storage containers or other facilities needed to securely store materials on the project site. No storage of more than 1 week' worth of material is to be stored in the building if permitted by monteith superintendent. Subcontractor to provide all necessary security to prevent theft of materials stored onsite. In the event of theft, the subcontractor shall immediately replace missing quantities of materials at no cost to the owner or Construction Manager unless otherwise agreed upon.

#### **TEMPORARY ON-SITE UTILITIES**

Temporary water to a single location shall be provided by Construction Manager. The subcontractor is responsible for all hoses or water tanks required for conveyance of water to the work area.

Temporary heating and ventilation: temporary heating and ventilation will be provided by the Construction Manager, and it is the responsibility of the subcontractor to provide where necessary to complete the work or to protect the work from damage.

#### **TEMPORARY POWER AND LIGHTING**

Temporary power will be available at no cost to subcontractors.

Once available, temporary lighting in accordance with OSHA standards will be provided by the electrical contractor. This subcontractor shall provide appropriate task lighting as required for completion of the scope. Once available, 110-volt, single phase power shall be provided throughout the building with GFCI protected receptacles for small tools only, unless specifically noted otherwise in **exhibit b**. Temporary power locations to be positioned such that all areas of the building can be accessed with a 100' extension cord. Extension cords, lights, stands, hangers, etc. As required for conveyance of power beyond temporary outlets to the work area is by this subcontractor.

This subcontractor shall provide its own GFCI protected outlets, whips, or plugs for permanent outlets once temporary power is removed from building.

The subcontractor shall be responsible for stringing its own cords from available outlets to the work area and must be always kept clear of egress paths.

#### **ENGINEERING, SURVEYING, AND UTILITY LOCATES**

Each bidder must include in his proposal all costs for engineering, surveying, x-raying of floors, and field measurements, which will be required to complete his work.

Engineering services: where required per contract documents, this subcontractor is to hire a licensed engineer or an otherwise certified technician (where applicable) for the engineering of required components or systems.

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All engineering costs associated with preparation of shop drawings, submittals, field investigation, inspections, etc. By subcontractor retained engineer is the responsibility of the subcontractor.

Surveying and layout required for the scope of work described herein is by this subcontract. Construction Manager will provide one vertical and one horizontal control point and one (1) benchmark for use by a licensed surveyor retained by the subcontractor. If surveyed points for installation of this scope of work differ from the existing conditions of the site, notify the Construction Manager immediately.

Subcontractor is responsible for calling for, scheduling, and documenting all utility locates (both public and private) prior to excavation. Ensure all existing utilities are located sufficiently prior to excavation. Where utilities cross proposed excavation, pothole and expose all existing utilities prior to excavation.

#### **PERMITS**

Each bidder shall include all costs for permits from all jurisdictions, departments, etc. As required for the completion of their scope, with the exception of a building permit which is provided by the owner.

#### **SUPERVISION AND LABOR**

Subcontractor shall account for a sufficient number of skilled workers, technicians, general laborers, and other specialty tradesmen to perform the contracted scope of work within the prescribed schedule requirements. The subcontractor attests that it is in full compliance with i-9 employer verification requirements and will continue to remain in compliance throughout the course of the project.

#### **SUPERVISION BY THE SUBCONTRACTOR**

The subcontractor shall directly employ and provide a minimum of one competent person by OSHA standards as full-time supervision while completing the scope of the work. This supervisor shall have the authority to make manpower and cost decisions in administering the subcontractor on behalf of the subcontractor. The supervisory personnel shall be onsite anytime the subcontractor or lower tier subcontractors are working onsite, and cannot be changed without the Construction Manager's consent and approval.

#### **REMOVAL OF SUBCONTRACTORS PERSONNEL**

The Construction Manager reserves the right to require removal and replacement of the subcontractors supervisory or labor personnel in the event that the employee is incompetent, in violation of safety or decorum policies set forth by monteith or the owner, or are otherwise deemed unfit to execute the work. Upon written notification from the Construction Manager, the subcontractor shall remove the individual or individuals and replaced at the subcontractor's cost.

Subcontractor understands that the project consists of multiple work areas, floors, and phases which will require multiple crews working simultaneously in separate areas. The subcontractor further acknowledges that separate crews, supervision, scaffolding, equipment, material deliveries, shop drawings, inspections, etc. May be required to maintain the project schedule and that all costs associated are included.

#### **OVERTIME AND WEEKEND WORK**

The subcontractor shall provide sufficient manpower to meet the project schedule while working from Monday through Friday for 8 hours per day. In the event of the need for recovery due to inadequate manpower, weather events, or other delays during a normal work week, the Construction Manager at its sole discretion,

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can require the subcontractor to work overtime or during the weekend to maintain the project schedule at no additional cost to the Construction Manager. The subcontractor shall make appropriate adjustments to manpower during the normal work week to avoid overtime and weekend work.

#### **HOUSEKEEPING**

Maintenance of a clean and orderly project site is critical to the efficiency of tradesmen, timely execution of the work, and a safe working environment. As such, the subcontractor shall cleanup and remove all debris, waste, cartons, pallets, etc. From the project area to designated bins on a continuous basis.

The subcontractor shall neatly organize and store all onsite materials in locations designated by the Construction Manager. Unless specifically approved by the superintendent, the subcontractor shall plan deliveries such that a maximum of one week of materials are stored onsite during a given period.

Prior to release of final payment, at a time designated by the Construction Manager, the subcontractor shall perform a final clean to remove all residues, dirt, or other contaminants from all materials installed as part of the scope of the work. Final cleaning also includes any overspray or impacts to adjacent materials, removal of any remaining materials, and cleanup of laydown areas.

The Construction Manager reserves the right to supplement the subcontractor's failure to complete clean up as specified herein upon 24-hour written notice to subcontractors. If debris cannot be directly associated with a subcontractor, the Construction Manager will prorate the cost of cleaning from all subcontractors working in the affected areas where cleaning was performed.

### **ARTICLE 3- CHANGES IN THE WORK:**

#### **SUBCONTRACT ADJUSTMENTS & CHANGE ORDERS**

The contractor and owner may request that the subcontractor implement a change to the contracted documents. If a change is requested that affects the cost of work or time for completion of the work, a change order request may be submitted by the subcontractor for review by the Construction Manager, owner, and designers as outlined in below sections. The subcontractor shall not be entitled to a change order or contract adjustment if the subcontractor proceeds with the work without a fully executed change order unless specifically directed to proceed through a change directive from the contractor.

#### **REQUESTS FOR PROPOSAL**

The Construction Manager, designer, or owner are the only parties from which a request for proposal shall be considered by the subcontractor as a change. In the event that a request for proposal is sent, in writing, to the subcontractor, the subcontractor shall provide pricing for the change no later than 10 days after the request for proposal is received, or 2 days prior to the date the CM is required to submit the change in respect to the owner contract.

In submission of change order proposals, the following requirements apply:

The subcontractor shall submit change order proposals in a form approved by the Construction Manager or on change proposal forms required by the owner. The form of submission shall include all applicable markups as separate line items calculated in addition to the cost of the work.

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The subcontractor shall supply the Construction Manager with appropriate documentation to support the direct cost of the work performed. This may include subcontractor's payroll records for each employee, quotes and estimates provided from suppliers and lower tier subcontractors, material take offs, or any other information required for Construction Manager and owner to understand and quantify the direct of the of the work.

Allowable mark up: the subcontractor shall indicate labor burden, overhead and profit, bond cost, insurance, taxes, etc. On the change order proposal. The subcontractor's mark-up are limited to, and may not exceed, the mark-ups allowed by the Construction Manager in the owner contract.

#### **ASSUMPTION OF INTENT**

The subcontractor acknowledges that the contract documents may be incomplete, contain inconsistencies, and otherwise require the bidder to assume the intent of the documents for a complete system or finished appearance. The subcontractor agrees it has had the opportunity to review the documents and clarify any inconsistencies or questions during the pre-bid RFI process, and that upon submission of the bid, it fully understood and included the required scope to meet the intent of the documents whether clearly indicated or assumed. As such, by entering into the subcontractor agreement, the subcontractor warrants that a complete scope of work will be provided to the satisfaction of the owner and Construction Manager without cause for claim of additional cost or change orders except where changes are specifically requested from the owner, architect, or Construction Manager.

#### **WORK AUTHORIZATION TICKET**

The Construction Manager may require that work be completed, for which the subcontractor feels the cost associated is outside of the subcontract agreement. In cases of potential schedule impacts or risk to safety, the superintendent can direct the subcontractor to perform the work with a work authorization ticket. The subcontractor, if directed to proceed through this method, shall provide a daily report of man hours that were directly associated with the work. The superintendent's signature attests that the documented number of manhours is accurate as it relates to the work in question. The project manager shall make final determination as to whether the work constitutes a change to the subcontract agreement.

#### **ESCALATIONS**

Each bidder should include material and labor price protection throughout the duration of the project. Subcontractors are responsible for carrying adequate monies to cover escalation over the entire project duration. If material escalations are scheduled or likely to impact material prices, the subcontractor should notify the Construction Manager as soon as possible. The Construction Manager shall make a good faith effort to expedite review and release of materials or review comparable equal products to those experiencing escalations but makes no claim to responsibility for the cost of escalations of material or labor prices, which are to be carried in the base bid.

### **ARTICLE 4- PROJECT ADMINISTRATION**

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### **PROJECT RELATED MEETINGS**

The subcontractor and their supervisory personnel shall attend all required onsite meetings including weekly trades meetings (while working onsite), preinstallation meetings, safety stand downs and toolbox talks, quality control meetings, etc. As directed by the Construction Manager. Attendance in meetings is mandatory.

### **LEAN CONSTRUCTION PRACTICES**

The Construction Manager will be implementing lean construction practices in the execution of the project. The subcontractor will be required to collaborate effectively in all pull meetings, 6-week work planning meetings, weekly planning meetings, and daily huddles.

### **CONSTRUCTION MANAGEMENT SOFTWARE**

All subcontractors shall utilize Procore throughout the course of construction. Access will be provided by the Construction Manager to all subcontractors and employees of subcontractors or lower tier subcontractors. All submittals, RFIs, closeout documents, and warranties shall be submitted through the Procore platform. The Construction Manager shall make available relevant training as needed for subcontractors for proper use of Procore.

### **SUBMITTALS, SHOP DRAWINGS, AND CLOSEOUT REQUIREMENTS**

Time is of the essence for this project and as such, submittals and shop drawings shall be submitted as expeditiously as possible. Product data is to be prepared and submitted within two (2) weeks of the executed contract, and shop drawings are to be prepared as expeditiously as possible.

The subcontractor shall thoroughly review the project specifications in review of all submittals and provide each submittal, broken out as defined by the Construction Manager, with a monteith's submittal review cover sheet. Each submittal package should clearly identify the specification section relating to the submitted materials. The subcontractor, a precedent to final payment or progress billings on closeout schedule of values, shall submit all O&M manuals to the Construction Manager. Closeout documents should be prepared as soon as submittals are returned as approved by designer.

Attic stock shall be delivered, where required by contract documents, at the completion of the project in clean, unopened, clearly labeled containers to a location designated by the Construction Manager. Transmittals shall be signed indicating all materials provided by the Construction Manager and subcontractor.

### **AS-BUILTS AND REDLINE DRAWINGS**

The subcontractor is responsible for keeping up to date a set of redline as-built drawings on the project site. As-builts are to be marked up on a digital master file each month. Completion of monthly as-built updates is a requirement for progress payment as specified by the owner contract. Final as-builts are required for completion of close out document requirements and three (3) hard copies shall be provided to the Construction Manager. If surveyed as-builts are required per the contract documents, surveys shall be provided to the Construction Manager in printed, pdf, and cad files.

### **APPLICATIONS FOR PAYMENT**

Monthly payment applications shall be prepared and submitted by the subcontractor for current work in place and materials stored on site by the 20th of each month for a period from the 20th of the previous month to the 20th of the current month.

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Schedule of values: prior to first billing on the project, a schedule of values shall be submitted and approved by the Construction Manager. The approved schedule of values shall not be modified without an executed change order.

Schedule of values are required to have the following:

- Submittals - to be paid upon 100% completion of all submittals for this scope of work.
- Safety- to be progressed as approved by cm based on actual completion
- Mockups- to be paid as a lump sum upon approval of mockups
- Clean up- to be progressed as approved by cm based on actual completion
- Closeouts- to be paid as a lump sum upon completion of all closeout documents
- Attic stock/as-builts- to be paid as a lump sum upon receipt and approval of attic stock and as-builts.
- Punchlist- value of no less than 2% of contract value for contracts under \$2m and no less than 1% for contracts above \$2m to be paid as a lump sum at completion of acceptable punch list activities.

All payment applications shall be submitted no later than the 20th of each month with all required documentation. All submissions shall be made through monteith's viewpoint subcontractor kiosk. The accounting representative for each subcontractor shall be given access to the subcontractor kiosk at no cost to the subcontractor.

The Construction Manager reserves the right to require additional documentation as a condition of progress payments as required to ensure the subcontractor is fulfilling their financial obligations to suppliers and lower tier subcontractors including but not limited to: supplier listing statements, lower tier partial lien waivers, joint check agreements, supplier inquiries by monteith, or other measures as deemed necessary, and at the sole discretion of the Construction Manager.

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## EXHIBIT B: SCOPES OF WORK

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## Bid Package #BP02A General Trades

### Description of Work

The following information is provided to define and describe the scope of work required of the successful Bidder and is intended to be complementary with the requirements of all other Contract Documents.

The scope of the work shall include, but not necessarily be limited to, providing the following:

#### **GENERAL TRADES**

1. Subcontractor shall carry one laborer for the duration of the project for cleanup and general site logistics.
2. Subcontractor shall carry an allowance of \$500/month for tools and supplies.
3. Subcontractor shall include a trash container for each floor to be removed through the service elevator daily and hauled to the dumpster. Note: Demolition by scope Subcontractors will be responsible for the removal of their material to the dumpster.
4. Subcontractor shall provide, install, and maintain daily protective rigid insulation board within elevator cab for transport and removal of materials throughout project. Protective board shall be installed in a manner as to prevent damage to any finish material of elevator cab. Subcontractor shall remove the temporary elevator projection at the completion of the project and clean back to original condition prior to project start.
5. Subcontractor shall provide, install and maintain daily temporary floor protection leading to work areas to and from service elevator on each floor. This includes the use of adhesive tack/walkoff mats throughout work to non-work areas throughout and maintained daily.
6. Include final cleaning services for the building at the completion of construction. This is to include cleaning all horizontal surfaces, floor cleaning, window cleaning, full bathroom cleaning, removal of adhesive residues, minor paint residues, cleaning stainless surfaces, cleaning of all lighting fixtures, carpet cleaning, tile grout cleaning as required, etc.
7. Include an allowance of \$10,000 to re-establish the laydown area of the project upon completion.
8. Subcontractor is responsible for protecting the window blinds for the duration of the project. This includes the removal of temporary protection at completion of the job and cleaning of the blinds.



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9. Include an allowance of \$5,000 for patching abandoned slab penetrations.
10. Include an allowance of \$4,000 for patching of spray fireproofing.

## **GENERAL**

1. This Subcontractor is responsible for unloading, storing, distribution, and protection of all work provided under this Bid Package.
2. Submittals, samples, and shop drawings shall be provided by this Subcontractor for all materials being furnished and/or installed for this scope of work. They are to be submitted within thirty (30) days from Notice to Proceed or sooner if required so that they will enable all affected parties to meet the Project Schedule.
3. Provide project specific shop drawings for all flashing details.
4. This Subcontractor is responsible for the quality of all work associated with this Bid Package and is responsible for any and all costs associated with any non-conformance with specified requirements.
5. It is understood by this Subcontractor that multiple mobilizations will be required to perform this scope of work and that all costs to perform the work in accordance with the Project Schedule are included.
6. It is the responsibility of this Subcontractor to review the other Bid Packages to ensure that the work scope included herein is not duplicated in other Bid Packages. If it is included in other Bid Packages, notify the Construction Manager immediately so that this work can be removed from one of the Bid Packages. If no notification is made, this Subcontractor will be responsible for the duplicated work.
7. Review architectural details with civil and structural details to ensure coordination has been made. Report any design discrepancies discovered to the Construction Manager immediately.
8. Field dimensions, layout, measurements, and engineering required for this scope of work shall be provided by this Subcontractor.
9. Must follow Monteith Construction's Waste Management Policy.

## **SPECIAL CONDITIONS**

1. All deliveries must be coordinated and scheduled with the Construction Manager's project superintendent prior to delivery on site.
2. This Subcontractor shall return site conditions to the same condition it was turned over to this Subcontractor after the completion of the work of this Bid Package.

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3. Reference the Special Conditions to the Contract section for temporary measures, hoisting, clean-up, and other requirements under this Bid Package.
4. This Subcontractor shall return site conditions to the same condition it was turned over to this Subcontractor after the completion of the work of this Bid Package.
5. Reference all sections of the Special Conditions of the Contract for additional requirements.

## **SAFETY**

1. This Subcontractor is fully responsible and accountable for safely performing this Bid Package scope of work. The following items are typical safety requirements that shall be included in the scope of work, but are not intended to exclude any safety related item that may be required: personal protective equipment, traffic control, material handling and equipment safety, hazardous material safety, etc.
2. Subcontractors and their lower tier subcontractors will be required to comply with Temporary Facilities and Controls, all applicable OSHA standards, and other local, state, and federal regulations. The more stringent of these will apply.
3. This Subcontractor is fully responsible and accountable for safely performing this Bid Packages scope of work. The following items are typical safety requirements that shall be included in the scope of work, but is not intended to exclude any safety related item that may be required: personal protective equipment, fall arrest systems, fall protection barricades, scaffolding and ladder safety, electrical safety, hoist way and machine room safety, material handling and equipment safety, etc. and other required safety provisions.
4. All scaffolding, erection, dismantling, access and use of scaffolding are to be in full compliance with local and state regulations
5. Provide all traffic control (barricades, fences, flagmen, temporary signage, etc.) as required by the City of Wilmington, NCDOT, etc. to complete all work under this Bid Package.
6. Subcontractor is responsible to comply with Monteith Construction Safety Manual. Items include, but are not limited to the follow:
  - a. New employee training
  - b. Weekly toolbox talks
  - c. Task specific training
  - d. Drug and alcohol screening
  - e. Injury management



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## Bid Package #BP06B – Millwork

06 05 62 - High-Pressure Decorative Wood Veneer Laminate  
06 20 23 - Interior Finish Carpentry  
06 40 23 - Interior Architectural Woodwork  
06 41 16 - Plastic-Laminate-Clad Architectural Cabinets  
06 42 16 - Flush Wood Paneling  
06 44 00 - Ornamental Woodwork  
095000 - Wood Veneered Wall Panels

### Description of Work

The following information is provided to define and describe the scope of work required of the successful Bidder and is intended to be complementary with the requirements of all other Contract Documents.

The scope of the work shall include, but not necessarily be limited to, providing the following:

#### **ARCHITECTURAL CASEWORK**

1. The Subcontractor shall provide all architectural casework, including but not limited to base cabinets, wall cabinets, dais, and countertops, as required to deliver a complete and functional architectural woodwork package, whether specifically detailed or implied in the Contract Documents.
2. The Subcontractor is responsible for providing all die-walls.
3. This Subcontractor is responsible for all millwork demo.
4. The Subcontractor shall supply all interior millwork including mouldings and wood trim.
5. The Subcontractor shall create cutouts in the casework for plumbing, electrical, mechanical, data, appliances, equipment, and any other penetration required by other trades. All edges of the cutouts must be sealed.
6. The Subcontractor shall provide fillers, scribed pieces, shims, or other necessary components to ensure proper installation.
7. In the Council Chambers, the dais and wood trim will be delivered raw and stained by the Painting Subcontractor. In all other areas, architectural casework must be shop-finished by

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this Subcontractor. Final touch-ups, cleaning, and polishing after installation are the responsibility of this Subcontractor. No field finishing will be required by others.

8. The Subcontractor shall include all brackets, hardware, supports, fasteners, standards, grommets, and accessories required for installation.
9. All blocking and backing required inside drywall partitions for the installation of this Subcontractor's scope of work shall be provided by the Drywall Subcontractor unless otherwise noted. This Subcontractor is responsible for submitting blocking and backing requirements, along with location drawings, in a timely manner to align with the Project Schedule. If any required blocking or backing is not submitted but needed for installation, the Subcontractor will provide it at no additional cost, including any drywall repairs. Blocking or backing applied to the exterior face of drywall or metal studs, as required for this scope of work, will be the responsibility of this Subcontractor. The Subcontractor is also responsible for confirming the installation of all required blocking.
10. The Subcontractor shall provide all caulking between the work installed under this Bid Package and adjoining surfaces.
11. The wood panels are not included in this scope. This work will be provided by the Acoustical Subcontractor.

## **GENERAL**

1. This Subcontractor is responsible for unloading, storing, distribution, and protection of all work provided under this Bid Package.
2. Submittals, samples, and shop drawings shall be provided by this Subcontractor for all materials being furnished and/or installed for this scope of work. They are to be submitted within thirty (30) days from Notice to Proceed or sooner if required so that they will enable all affected parties to meet the Project Schedule.
3. Provide project specific shop drawings for all flashing details.
4. This Subcontractor is responsible for the quality of all work associated with this Bid Package and is responsible for any and all costs associated with any non-conformance with specified requirements.
5. It is understood by this Subcontractor that multiple mobilizations will be required to perform this scope of work and that all costs to perform the work in accordance with the Project Schedule are included.
6. It is the responsibility of this Subcontractor to review the other Bid Packages to ensure that the work scope included herein is not duplicated in other Bid Packages. If it is included in other Bid Packages, notify the Construction Manager immediately so that this work can be



removed from one of the Bid Packages. If no notification is made, this Subcontractor will be responsible for the duplicated work.

7. Review architectural details with civil and structural details to ensure coordination has been made. Report any design discrepancies discovered to the Construction Manager immediately.
8. Field dimensions, layout, measurements, and engineering required for this scope of work shall be provided by this Subcontractor.
9. Must follow Monteith Construction's Waste Management Policy.

### **SPECIAL CONDITIONS**

1. All deliveries must be coordinated and scheduled with the Construction Manager's project superintendent prior to delivery on site.
2. This Subcontractor shall return site conditions to the same condition it was turned over to this Subcontractor after the completion of the work of this Bid Package.
3. Reference the Special Conditions to the Contract section for temporary measures, hoisting, clean-up, and other requirements under this Bid Package.
4. Reference all sections of the Special Conditions of the Contract for additional requirements.

### **SAFETY**

1. Subcontractors and their lower tier subcontractors will be required to comply with Temporary Facilities and Controls, all applicable OSHA standards, and other local, state, and federal regulations. The more stringent of these will apply.
2. This Subcontractor is fully responsible and accountable for safely performing this Bid Packages scope of work. The following items are typical safety requirements that shall be included in the scope of work but is not intended to exclude any safety related item that may be required: personal protective equipment, fall arrest systems, fall protection barricades, scaffolding and ladder safety, electrical safety, hoist way and machine room safety, material handling and equipment safety, etc. and other required safety provisions.
3. All scaffolding, erection, dismantling, access and use of scaffolding are to be in full compliance with local and state regulations
4. Provide all traffic control (barricades, fences, flagmen, temporary signage, etc.) as required by the City of Wilmington, NCDOT, etc. to complete all work under this Bid Package.
5. Subcontractor is responsible to comply with Monteith Construction Safety Manual. Items include, but are not limited to the follow:
  - a. New employee training

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- b. Weekly toolbox talks
- c. Task specific training
- d. Drug and alcohol screening
- e. Injury management

**Alternates:**

N/A

**Preferred Brand Alternates:**

N/A

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## Bid Package #BP08A – Doors, Frames & Hardware

081416 Flush Wood Doors  
087100 Door Hardware

### Description of Work

The following information is provided to define and describe the scope of work required of the successful Bidder and is intended to be complementary with the requirements of all other Contract Documents.

The scope of the work shall include, but not necessarily be limited to, providing the following:

#### **Doors and Hardware**

1. This Subcontractor is responsible for providing all hollow metal frames, aluminum frames, wood doors and aluminum doors. Installation of doors will be by this Subcontractor. The installation of the hollow metal frames will be by the Drywall Contractor.
2. This subcontractor is responsible for providing and installing all door hardware with the exception of the storefront doors.
3. This Subcontractor is responsible for removing and relocating the doors that are to be reused.
4. This Subcontractor is responsible for all door & hardware demo.
5. Subcontractor shall remove and store doors to be salvaged and/or reused. A picture inventory will be provided of each salvageable door to identify imperfections prior to handling.
6. Subcontractor to provide temporary doors and lockable hardware to accommodate access to construction areas.
7. Prior to starting work, this Subcontractor should examine / inspect the wall openings. If there are problems with the wall openings that would prevent satisfactory installation of this Subcontractor's scope of work, it should be noted to the Construction Manager immediately. This inspection must be done prior to this Subcontractor starting work. This inspection will be done early enough in advance so that repairs, if required, will not impede the Project Schedule.

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8. Provide any additional bracing, framing, reinforcing, support, and anchorage of work in this package as required for structural attachment, seismic requirements, and all governing codes and requirements.
9. This Subcontractor is responsible for removing all labels from all exposed surfaces furnished under this Bid Package. Wipe down surfaces and provide initial cleaning of interior and exterior work provided by this Subcontractor. This subcontractor is responsible for removal of all stickers and mastic.
10. This Subcontractor is responsible for providing protection of all installed finished products, doors and hardware. It is this Subcontractors responsibility to determine the best means and methods to accomplish this and must provide this information to Monteith Construction prior to performing.
11. Provide all accessories for doors and frames as listed in the specifications, on the door frame installation schedule and the door & frame notes.
12. Include for all minor adjustments to doors for complete installation.
13. Provide touch-up of frame finishes on any damaged surfaces to the satisfaction of Construction Manager, Architect, and Owner.
14. This subcontractor will be responsible for offloading and distributing their materials. The use of the service elevator is permitted.

## **GENERAL**

1. This Subcontractor is responsible for unloading, storing, distribution, and protection of all work provided under this Bid Package.
2. Submittals, samples, and shop drawings shall be provided by this Subcontractor for all materials being furnished and/or installed for this scope of work. They are to be submitted within thirty (30) days from Notice to Proceed or sooner if required so that they will enable all affected parties to meet the Project Schedule.
3. This Subcontractor is responsible for the quality of all work associated with this Bid Package and is responsible for all costs associated with any non-conformance with specified requirements.
4. It is understood by this Subcontractor that multiple mobilizations may be required to perform this scope of work and that all costs to perform the work in accordance with the Project Schedule are included.
5. It is the responsibility of this Subcontractor to review the other Bid Packages to ensure that the work scope included herein is not duplicated in other Bid Packages. If it is included in other Bid Packages, notify the Construction Manager immediately so that this work can be



removed from one of the Bid Packages. If no notification is made, this Subcontractor will be responsible for the duplicated work.

6. Review architectural details with civil and structural details to ensure coordination has been made. Report on any design discrepancies discovered to the Construction Manager immediately.
7. Field dimensions, layout, measurements, and engineering required for this scope of work shall be provided by this Subcontractor.
8. Must follow Monteith Construction's Waste Management Policy.

### **SPECIAL CONDITIONS**

1. All deliveries must be coordinated and scheduled with the Construction Manager's project superintendent prior to delivery on site.
2. This Subcontractor shall return site conditions to the same condition it was turned over to this Subcontractor after the completion of the work of this Bid Package.
3. Reference the Special Conditions to the Contract section for temporary measures, hoisting, clean-up, and other requirements under this Bid Package.
4. Reference all sections of the Special Conditions of the Contract for additional requirements.

### **SAFETY**

1. Subcontractors and their lower tier subcontractors will be required to comply with Temporary Facilities and Controls, all applicable OSHA standards, and other local, state, and federal regulations. The more stringent of these will apply.
2. This Subcontractor is fully responsible and accountable for safely performing this Bid Packages scope of work. The following items are typical safety requirements that shall be included in the scope of work but are not intended to exclude any safety related item that may be required: personal protective equipment, fall arrest systems, fall protection barricades, scaffolding and ladder safety, electrical safety, hoist way and machine room safety, material handling and equipment safety, etc. and other required safety provisions.
3. All scaffolding, erection, dismantling, access and use of scaffolding are to be in full compliance with local and state regulations
4. Provide all traffic control (barricades, fences, flagmen, temporary signage, etc.) as required by the City of Wilmington, NCDOT, etc. to complete all work under this Bid Package.
5. The subcontractor is responsible for complying with Monteith Construction Safety Manual. Items include, but are not limited to the following:
  - a. New employee training

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- b. Weekly toolbox talks
- c. Task specific training
- d. Drug and alcohol screening
- e. Injury management

**Alternates:**

N/A

**Preferred Brand Alternates:**

N/A

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## Bid Package #BP08B Glass and Glazing

055000 – Metal Fabrications  
081116.13 Interior Aluminum Doors & Frames  
084126 All-Glass Entrances and Storefronts  
084126.23 Interior All-Glass Entrances  
088000 Glazing  
088300 Mirrors

### Description of Work

The following information is provided to define and describe the scope of work required of the successful Bidder and is intended to be complementary to the requirements of all other Contract Documents.

The scope of the work shall include, but not necessarily be limited to, providing the following:

#### **GLASS AND GLAZING**

1. The Subcontractor shall supply and install all aluminum doors, aluminum frames, and associated hardware, including final cores.
2. The Subcontractor shall supply and install all all-glass doors, frames, and associated hardware, including final cores.
3. Provide the teller glass window system including the teller speaker.
4. The Subcontractor shall provide and install all interior glass walls.
5. The Subcontractor shall provide and apply all necessary caulking and/or sealants required for their system or from their system to adjacent surfaces.
6. The Subcontractor shall supply and install all restroom mirrors.
7. Supply and install all wood door glass inserts.
8. Any opening noted as having “access control req’d” shall be properly prepared for this purpose. Coordinate with Owner’s vendor.
9. Remove all manufacturer stickers.
10. Complete an initial clean of all glass upon completion of installation.

#### **INTERIOR RAILINGS**

1. The Subcontractor is responsible for supplying and installing all interior railings in accordance with the Contract Documents.





2. The Basis of Design for the interior railings is the VIVA Railing Systems. The Subcontractor must submit any requests for "as equal" or substitution in advance of bidding on the project.
3. Railings shall be fabricated in continuous lengths to minimize joints wherever feasible.
4. The Subcontractor shall supply and install all necessary brackets and hardware for a complete installation.
5. While the Drywall Subcontractor is responsible for in-wall blocking, this Subcontractor shall provide shop drawings identifying all required blocking locations.

### **GENERAL**

1. This Subcontractor is responsible for unloading, storing, distribution, and protection of all work provided under this Bid Package.
2. Submittals, samples, and shop drawings shall be provided by this Subcontractor for all materials being furnished and/or installed for this scope of work. They are to be submitted within thirty (30) days from Notice to Proceed or sooner if required so that they will enable all affected parties to meet the Project Schedule.
3. This Subcontractor is responsible for the quality of all work associated with this Bid Package and is responsible for all costs associated with any non-conformance with specified requirements.
4. It is understood by this Subcontractor that multiple mobilizations may be required to perform this scope of work and that all costs to perform the work in accordance with the Project Schedule are included.
5. It is the responsibility of this Subcontractor to review the other Bid Packages to ensure that the work scope included herein is not duplicated in other Bid Packages. If it is included in other Bid Packages, notify the Construction Manager immediately so that this work can be removed from one of the Bid Packages. If no notification is made, this Subcontractor will be responsible for the duplicated work.
6. Review architectural details with civil and structural details to ensure coordination has been made. Report on any design discrepancies discovered to the Construction Manager immediately.
7. Field dimensions, layout, measurements, and engineering required for this scope of work shall be provided by this Subcontractor.
8. Must follow Monteith Construction's Waste Management Policy.

### **SPECIAL CONDITIONS**

1. All deliveries must be coordinated and scheduled with the Construction Manager's project superintendent prior to delivery on site.

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2. This Subcontractor shall return site conditions to the same condition it was turned over to this Subcontractor after the completion of the work of this Bid Package.
3. Reference the Special Conditions to the Contract section for temporary measures, hoisting, clean-up, and other requirements under this Bid Package.
4. Reference all sections of the Special Conditions of the Contract for additional requirements.

### **SAFETY**

1. Subcontractors and their lower tier subcontractors will be required to comply with Temporary Facilities and Controls, all applicable OSHA standards, and other local, state, and federal regulations. The more stringent of these will apply.
2. This Subcontractor is fully responsible and accountable for safely performing this Bid Packages scope of work. The following items are typical safety requirements that shall be included in the scope of work but are not intended to exclude any safety related item that may be required: personal protective equipment, fall arrest systems, fall protection barricades, scaffolding and ladder safety, electrical safety, hoist way and machine room safety, material handling and equipment safety, etc. and other required safety provisions.
3. All scaffolding, erection, dismantling, access and use of scaffolding are to be in full compliance with local and state regulations
4. Provide all traffic control (barricades, fences, flagmen, temporary signage, etc.) as required by the City of Wilmington, NCDOT, etc. to complete all work under this Bid Package.
5. The subcontractor is responsible for complying with Monteith Construction Safety Manual. Items include, but are not limited to the following:
  - a. New employee training
  - b. Weekly toolbox talks
  - c. Task specific training
  - d. Drug and alcohol screening
  - e. Injury management



## Bid Package #BP09A – Framing & Drywall

061053 - Miscellaneous Rough Carpentry  
078413 - Penetration Firestopping  
078443 - Joint Firestopping  
079200 - Joint Sealants  
092216 - Non-Structural Metal Framing  
092900 - GYPSUM BOARD

### Description of Work

The following information is provided to define and describe the scope of work required of the successful Bidder and is intended to be complementary with the requirements of all other Contract Documents.

The scope of the work shall include, but not necessarily be limited to, providing the following:

#### **DRYWALL**

1. This Subcontractor shall provide a complete drywall package in accordance with the Contract Documents that includes, but is not limited to the following items: wallcoverings, structural metal studs, non-load bearing metal studs, cold formed metal framing, interior wood blocking, bracing, furring, corner beads, gauge metals, trims, fasteners, fire resistant assemblies, acoustical sealants, gypsum board (abuse-resistant, fire-resistant, moisture-resistant, regular, etc.), water resistant board, cement board, backer board, expansion joints, control joints, reveals, trim pieces, metal backing, batt insulation (thermal and sound), rigid insulation, spray foam insulation, taping, bedding, finishing of drywall, operable partition rework/adjustment etc. as may be required to provide a complete and functional drywall package, whether detailed and/or implied on the Contract Documents, this Subcontractor is responsible for providing that item.
2. Include for the supply, install and removal of demountable wall partitions for construction area segregation. Needs to be readily moveable.
3. Provide and maintain air scrubbers adequate to the square footage of construction areas during this scope of work.
4. Subcontractor to assume off hours work will be required to fire/use any actuated and/or mechanical devices for anchors/fastening which may create excessive noise. Building to remain occupied and in use during construction.



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5. Include **150 hours** for un-attributable damages incurred during construction. This Subcontractor shall submit daily work tickets to Monteith Construction's Superintendent to sign when this work is being performed. Any portion of the money that is not used by the end of project shall be credited back to Monteith Construction.
6. Coordinate and provide openings and special framing required by this Bid Package and other trades.
7. Provide rigid, thermal batt, and sound batt insulation contained on, within, or above work installed under this Bid Package.
8. This contractor is responsible for the rework/adjusting the existing operable partition.
9. This contractor is responsible for mullion mates.
10. Provide wood blocking / backing as shown and/or required for all in-wall or wall-mounted items.
11. Fire-tape all drywall joints at rated drywall assemblies.
12. Provide rated top-of-wall assemblies and deflection track at all GWB partitions. Provide the top track in a sufficient depth to allow for deflection in the deck, as required at partitions and / or soffits.
13. Provide fire-stopping and/or smoke stopping at top and bottom of all rated walls as required by the Contract Documents. Penetrations in walls will be fire-stopped and smoke stopped by the Subcontractor making the penetration.
14. Provide labeling and identification markings for priority, fire, smoke-tight and / or sound partition walls as specified or required by code.
15. Provide required suspension systems for drywall ceilings, bulkheads, soffits, light coves, and for all other work provided under this Bid Package.
16. Provide framing and block outs at drywall ceilings, soffits, etc.
17. Provide any seismic bracing and/or suspension requirements for work under this Bid Package.
18. Hollow metal frames will be delivered to the jobsite under Doors, Frames, and Finish Hardware Bid Package. It is this Subcontractor's responsibility to receive / unload, distribute to the required locations on each floor, and install the hollow metal frames that are installed in metal stud walls. These frames are to be installed by this Subcontractor.
19. Installation of access doors not shown on the drawings but required by MEP trades is by this subcontractor.
20. Seal all voids at perimeter edges of electrical boxes, etc. in all sound partition walls.
21. Provide holes, cutouts framing, and related requirements for miscellaneous specialties, light fixtures, electrical, and mechanical work, etc. as required.

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22. This Subcontractor shall include patching and repair to drywall for reasonable damage. Reasonable damage includes wear and tear to drywall, corner bead repair, knicks, and other minor repairs.
23. If drywall is indicated to be applied over existing surfaces, all required surface preparation, shimming, etc. is the responsibility of this Bid Package.
24. Provide metal studs, furring, shaft wall studs, and gauge metals as required.
25. Provide expansion joints, control joints, reveal, trim pieces within the work of this Bid Package.
26. Provide acoustical sealants within or adjacent to the work of this Bid Package.
27. Coordinate framing around work installed by other trades and existing conditions as required. Provide holes, cutouts, framing and related requirements for miscellaneous specialties, light fixtures, electrical and mechanical work, etc. as required. It is the responsibility of this Bid Package to request any required framing block-outs prior to framing walls and ceilings (access panels, lights, etc). Any re-framing required due to lack of coordination will be the responsibility of this Bid Package.
28. Seal openings above ceiling through non-rated drywall partitions. Finish or mud tight to all mechanical, electrical, telecom, plumbing, fire protection, structural penetration, etc. in drywall above ceiling. Fire-stopping in rated drywall partitions of MEP/FP through-penetrations is by the Subcontractor making the penetration. Provide return air openings at full height walls to deck at locations indicated on Mechanical Drawings.
29. Provide moisture resistant drywall as required.
30. Point-up will be done in two phases - once after prime painting before the first finish coat, then a second point-up just before the second finish coat. During the second point-up, the painter shall assist in directing the finishers.
31. Provide fit and finish caulking at acoustical ceiling wall mold where gaps between the wall and wall mold result due to imperfections in the wall surface.
32. Typical, minor point-up resulting from the punch list is included.
33. Bidder is responsible for reviewing existing conditions and all contract documents to determine amount of patching and point-up.
34. Include patching and repair to new drywall work and for existing drywall for reasonable damage.
35. Provide task lighting as required for the work of this Bid Package.
36. Provide all trade work that is associated with this bid package, for any mockups, as specified.
37. Provide one (1) laborer dedicated to clean throughout the day during this scope.



## **GENERAL**

1. This Subcontractor is responsible for unloading, storing, distribution, and protection of all work provided under this Bid Package.
2. Submittals, samples, and shop drawings shall be provided by this Subcontractor for all materials being furnished and/or installed for this scope of work. They are to be submitted within thirty (30) days from Notice to Proceed or sooner if required so that they will enable all affected parties to meet the Project Schedule.
3. Provide project specific shop drawings for all flashing details.
4. This Subcontractor is responsible for the quality of all work associated with this Bid Package and is responsible for any and all costs associated with any non-conformance with specified requirements.
5. It is understood by this Subcontractor that multiple mobilizations will be required to perform this scope of work and that all costs to perform the work in accordance with the Project Schedule are included.
6. It is the responsibility of this Subcontractor to review the other Bid Packages to ensure that the work scope included herein is not duplicated in other Bid Packages. If it is included in other Bid Packages, notify the Construction Manager immediately so that this work can be removed from one of the Bid Packages. If no notification is made, this Subcontractor will be responsible for the duplicated work.
7. Review architectural details with civil and structural details to ensure coordination has been made. Report any design discrepancies discovered to the Construction Manager immediately.
8. Field dimensions, layout, measurements, and engineering required for this scope of work shall be provided by this Subcontractor.
9. Must follow Monteith Construction's Waste Management Policy.

## **SPECIAL CONDITIONS**

1. All deliveries must be coordinated and scheduled with the Construction Manager's project superintendent prior to delivery on site.
2. This Subcontractor shall return site conditions to the same condition it was turned over to this Subcontractor after the completion of the work of this Bid Package.
3. Reference the Special Conditions to the Contract section for temporary measures, hoisting, clean-up, and other requirements under this Bid Package.
4. This Subcontractor shall return site conditions to the same condition it was turned over to this Subcontractor after the completion of the work of this Bid Package.



5. Reference all sections of the Special Conditions of the Contract for additional requirements.

**SAFETY**

1. This Subcontractor is fully responsible and accountable for safely performing this Bid Package scope of work. The following items are typical safety requirements that shall be included in the scope of work, but are not intended to exclude any safety related item that may be required: personal protective equipment, traffic control, material handling and equipment safety, hazardous material safety, etc.
2. Subcontractors and their lower tier subcontractors will be required to comply with Temporary Facilities and Controls, all applicable OSHA standards, and other local, state, and federal regulations. The more stringent of these will apply.
3. This Subcontractor is fully responsible and accountable for safely performing this Bid Packages scope of work. The following items are typical safety requirements that shall be included in the scope of work, but is not intended to exclude any safety related item that may be required: personal protective equipment, fall arrest systems, fall protection barricades, scaffolding and ladder safety, electrical safety, hoist way and machine room safety, material handling and equipment safety, etc. and other required safety provisions.
4. All scaffolding, erection, dismantling, access and use of scaffolding are to be in full compliance with local and state regulations
5. Provide all traffic control (barricades, fences, flagmen, temporary signage, etc.) as required by the City of Wilmington, NCDOT, etc. to complete all work under this Bid Package.
6. Subcontractor is responsible to comply with Monteith Construction Safety Manual. Items include, but are not limited to the follow:
  - a. New employee training
  - b. Weekly toolbox talks
  - c. Task specific training
  - d. Drug and alcohol screening
  - e. Injury management

**Alternates:**

Alternate #1: State the amount to be added to the base bid

**Preferred Brand Alternates:**

Alternate #2: State the amount to be added to the base bid



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## Bid Package #BP09B - Ceilings

095113 Acoustical Panel Ceilings  
095000 Wood Veneered Wall Panels

### Description of Work

The following information is provided to define and describe the scope of work required of the successful Bidder and is intended to be complementary with the requirements of all other Contract Documents.

The scope of the work shall include, but not necessarily be limited to, providing the following:

#### **ACOUSTICAL CEILINGS**

1. This Subcontractor shall provide a complete acoustical tile ceiling system package that includes, but is not limited to the following items: suspension systems, stabilizer bars, acoustical ceiling panels, hanger wire, grid, seismic bars and trim where required, struts, clips (seismic, hold down, impact, etc.), related accessories, acoustical sealants, sound blankets, etc. as may be required to provide a complete and functional acoustical tile ceiling system, whether detailed and/or implied on the Contract Documents, this Subcontractor is responsible for providing that item.
2. The Subcontractor is responsible for the supply and installation of the wood veneered wall panels (WWP-1).
3. This Subcontractor is responsible for all reveals.
4. Provide hanger wires where required to support light fixtures, devices, etc.
5. Provide cutouts in ceiling tiles and cut ceiling tiles for penetration for other trades. Coordinate these openings with the appropriate Subcontractor. This includes, but is not limited to, sprinkler heads, exit signs, fire alarm devices, HVAC grilles, can lights, security and telecom devices, etc.
6. Include \$2,500 for unattributable damages incurred during construction. This Subcontractor shall submit daily work tickets to Monteith Construction's Superintendent to sign when this work is being performed. Any portion of the money that is not used by the end of the project shall be credited back to Monteith Construction.
7. Include all trims and accessories associated with ceiling grid installation and transitions between ACT and all adjacent materials.

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8. Review and perform field measurements for ceiling heights in areas with acoustical ceilings two (2) weeks prior to the scheduled start of ceiling grid installation in each area. Immediately notify the Construction Manager in writing of any items which will prevent the ceiling from being installed at the height indicated and advise if any additional bulkheads are required.
9. Include a full pass through for all acoustical ceiling areas for typical punch list work, including, but not limited to touch-up and replacement of damaged ceiling tiles.
10. Provide layout and engineering as required for work in this bid package to ensure balanced cut tile borders at the edges of the room. If layout results in borders less than 2" on 2x2 tiles, use 2x4 tiles cut down to give the appearance of a full 2x2 tile.
11. Provide extra material per the specifications.
12. Subcontractor is responsible for patching of existing ceiling.
13. Subcontractor will be responsible for offloading and distributing their materials. The use of one of the elevators is permitted or the subcontractor may choose to utilize an exterior opening created on each floor through the removal of an existing window. Hoisting equipment is by this subcontractor.

#### **GENERAL**

1. This Subcontractor is responsible for unloading, storing, distribution, and protection of all work provided under this Bid Package.
2. Submittals, samples, and shop drawings shall be provided by this Subcontractor for all materials being furnished and/or installed for this scope of work. They are to be submitted within thirty (30) days from Notice to Proceed or sooner if required so that they will enable all affected parties to meet the Project Schedule.
3. Provide project specific shop drawings for all flashing details.
4. This Subcontractor is responsible for the quality of all work associated with this Bid Package and is responsible for any and all costs associated with any non-conformance with specified requirements.
5. It is understood by this Subcontractor that multiple mobilizations will be required to perform this scope of work and that all costs to perform the work in accordance with the Project Schedule are included.
6. It is the responsibility of this Subcontractor to review the other Bid Packages to ensure that the work scope included herein is not duplicated in other Bid Packages. If it is included in other Bid Packages, notify the Construction Manager immediately so that this work can be removed from one of the Bid Packages. If no notification is made, this Subcontractor will be responsible for the duplicated work.



7. Review architectural details with civil and structural details to ensure coordination has been made. Report any design discrepancies discovered to the Construction Manager immediately.
8. Field dimensions, layout, measurements, and engineering required for this scope of work shall be provided by this Subcontractor.
9. Must follow Monteith Construction's Waste Management Policy.

### **SPECIAL CONDITIONS**

1. All deliveries must be coordinated and scheduled with the Construction Manager's project superintendent prior to delivery on site.
2. This Subcontractor shall return site conditions to the same condition it was turned over to this Subcontractor after the completion of the work of this Bid Package.
3. Reference the Special Conditions to the Contract section for temporary measures, hoisting, clean-up, and other requirements under this Bid Package.
4. This Subcontractor shall return site conditions to the same condition it was turned over to this Subcontractor after the completion of the work of this Bid Package.
5. Reference all sections of the Special Conditions of the Contract for additional requirements.

### **SAFETY**

1. This Subcontractor is fully responsible and accountable for safely performing this Bid Package scope of work. The following items are typical safety requirements that shall be included in the scope of work, but are not intended to exclude any safety related item that may be required: personal protective equipment, traffic control, material handling and equipment safety, hazardous material safety, etc.
2. Subcontractors and their lower tier subcontractors will be required to comply with Temporary Facilities and Controls, all applicable OSHA standards, and other local, state, and federal regulations. The more stringent of these will apply.
3. This Subcontractor is fully responsible and accountable for safely performing this Bid Packages scope of work. The following items are typical safety requirements that shall be included in the scope of work, but is not intended to exclude any safety related item that may be required: personal protective equipment, fall arrest systems, fall protection barricades, scaffolding and ladder safety, electrical safety, hoist way and machine room safety, material handling and equipment safety, etc. and other required safety provisions.
4. All scaffolding, erection, dismantling, access and use of scaffolding are to be in full compliance with local and state regulations



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5. Provide all traffic control (barricades, fences, flagmen, temporary signage, etc.) as required by the City of Wilmington, NCDOT, etc. to complete all work under this Bid Package.
6. Subcontractor is responsible to comply with Monteith Construction Safety Manual. Items include, but are not limited to the follow:
  - a. New employee training
  - b. Weekly toolbox talks
  - c. Task specific training
  - d. Drug and alcohol screening
  - e. Injury management

**Alternates:**

N/A

**Preferred Brand Alternates:**

N/A

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## Bid Package #BP09E Carpet, Resilient Flooring and Ceramic Tile

093013 Ceramic Tiling  
096513 Resilient Base and Accessories  
096813 Tile Carpeting  
096816 Sheet Carpeting

### Description of Work

The following information is provided to define and describe the scope of work required of the successful Bidder and is intended to be complementary with the requirements of all other Contract Documents.

The scope of the work shall include, but not necessarily be limited to, providing the following:

#### **CARPET & RESILIENT FLOORING**

1. Provide all resilient flooring and carpet work for a complete installation including, but not limited to the following: resilient sheet, tile, rubber base, outside corners, rubber stair treads and risers, carpet tile, special shapes, adhesives, trim, transitions, floor leveling / floor prep, etc. as may be required to provide a complete and functional resilient flooring and carpet package, whether detailed and/or implied on the Contract Documents, this Subcontractor is responsible for providing that item.
2. Provide all tile work for a complete installation including, but not limited to the following: porcelain tile, ceramic tile, wall tile, tile base, thresholds, special shapes, tile accessories, trim pieces, setting material, grout, crack isolation membrane, stone thresholds, transitions, surface preparation, floor leveling, sealants, expansion joints, control joints, isolation joints, floor protection, cleaning, sealants, etc. as may be required to provide a complete and functional hard tile package, whether detailed and/or implied on the Contract Documents, this Subcontractor is responsible for providing that item.
3. Provide carpet tile, adhesives, etc. as indicated on the Contract Documents, or as needed for a complete installation.
4. Provide carpet tile, transitions strips, trim, adhesives, related accessories, etc. as may be required to provide a complete and functional carpet package.
5. Provide all patterns, inlays, and borders as required.
6. Vacuum carpets at completion of work at each area and replace any damaged or stained carpeting.



7. Provide rubber base, manufacturer outside corners, and job formed inside corners. This Subcontractor shall assure that the base is tightly adhered throughout the length of each piece.
8. Review substrates at areas to receive resilient flooring, carpet and tile at least (2) weeks prior to the scheduled start of work for each area. Immediately notify the Construction Manager in writing of any unacceptable substrates, allowing adequate time for corrective work to be performed prior to the scheduled start of your work for that area. Start of work indicates acceptance of substrate conditions and full responsibility for completed work.
9. Provide surface preparation and leveling as required for installation of the materials installed under this package, including minor reasonable floor leveling prep of subsurface (examples: minor low spots, concrete control joints, etc.). Concrete patch / leveling material and adhesive must be compatible per the manufacturer's specifications.
10. Provide tile sizes as shown noted in Contract Documents using manufactured pieces. Cut tiles only when uncut pieces cannot be used.
11. Layout tile patterns at each area for approval by Architect, Owner, and Monteith Construction prior to tile installation.
12. Provide special tile trim pieces at any location that require special trim pieces.
13. Provide moisture testing of concrete slabs before installation.
14. Include an allowance of \$3,500 for excessive floor prep. This Subcontractor shall submit daily work tickets to Monteith Construction's Superintendent to sign when this work is being performed. Any portion of the money that is not used at the end of project shall be credited back to Monteith Construction.
15. Include an allowance of \$5,000 for floor protection as directed by the Project Superintendent. This Subcontractor shall submit daily work tickets to Monteith Construction's Superintendent to sign when this work is being performed. Any portion of the money that is not used by the end of project shall be credited back to Monteith Construction.
16. Subcontractor will be responsible for offloading and distributing their materials. The use of one of the elevators is permitted.
17. Include an attic stock of 2 percent of quantity installed.
18. This Subcontractor shall clean all floor and wall tile at completion of work.

#### **GENERAL**

1. This Subcontractor is responsible for unloading, storing, distribution, and protection of all work provided under this Bid Package.
2. Submittals, samples, and shop drawings shall be provided by this Subcontractor for all materials being furnished and/or installed for this scope of work. They are to be submitted

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within thirty (30) days from Notice to Proceed or sooner if required so that they will enable all affected parties to meet the Project Schedule.

3. Provide project specific shop drawings for all flashing details.
4. This Subcontractor is responsible for the quality of all work associated with this Bid Package and is responsible for any and all costs associated with any non-conformance with specified requirements.
5. It is understood by this Subcontractor that multiple mobilizations will be required to perform this scope of work and that all costs to perform the work in accordance with the Project Schedule are included.
6. It is the responsibility of this Subcontractor to review the other Bid Packages to ensure that the work scope included herein is not duplicated in other Bid Packages. If it is included in other Bid Packages, notify the Construction Manager immediately so that this work can be removed from one of the Bid Packages. If no notification is made, this Subcontractor will be responsible for the duplicated work.
7. Review architectural details with civil and structural details to ensure coordination has been made. Report any design discrepancies discovered to the Construction Manager immediately.
8. Field dimensions, layout, measurements, and engineering required for this scope of work shall be provided by this Subcontractor.
9. Must follow Monteith Construction's Waste Management Policy.

### **SPECIAL CONDITIONS**

1. All deliveries must be coordinated and scheduled with the Construction Manager's project superintendent prior to delivery on site.
2. This Subcontractor shall return site conditions to the same condition it was turned over to this Subcontractor after the completion of the work of this Bid Package.
3. Reference the Special Conditions to the Contract section for temporary measures, hoisting, clean-up, and other requirements under this Bid Package.
4. This Subcontractor shall return site conditions to the same condition it was turned over to this Subcontractor after the completion of the work of this Bid Package.
5. Reference all sections of the Special Conditions of the Contract for additional requirements.

### **SAFETY**

1. This Subcontractor is fully responsible and accountable for safely performing this Bid Package scope of work. The following items are typical safety requirements that shall be included in the scope of work, but are not intended to exclude any safety related item that

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may be required: personal protective equipment, traffic control, material handling and equipment safety, hazardous material safety, etc.

2. Subcontractors and their lower tier subcontractors will be required to comply with Temporary Facilities and Controls, all applicable OSHA standards, and other local, state, and federal regulations. The more stringent of these will apply.
3. This Subcontractor is fully responsible and accountable for safely performing this Bid Packages scope of work. The following items are typical safety requirements that shall be included in the scope of work, but is not intended to exclude any safety related item that may be required: personal protective equipment, fall arrest systems, fall protection barricades, scaffolding and ladder safety, electrical safety, hoist way and machine room safety, material handling and equipment safety, etc. and other required safety provisions.
4. All scaffolding, erection, dismantling, access and use of scaffolding are to be in full compliance with local and state regulations
5. Provide all traffic control (barricades, fences, flagmen, temporary signage, etc.) as required by the City of Wilmington, NCDOT, etc. to complete all work under this Bid Package.
6. Subcontractor is responsible to comply with Monteith Construction Safety Manual. Items include, but are not limited to the follow:
  - a. New employee training
  - b. Weekly toolbox talks
  - c. Task specific training
  - d. Drug and alcohol screening
  - e. Injury management

**Alternates:**

N/A

**Preferred Brand Alternates:**

N/A



## Bid Package #BP 09E Paint & Wallcoverings

097200 Wall Coverings

099123 Interior Painting

099124 Interior Painting (MPI Standards)

### Description of Work

The following information is provided to define and describe the scope of work required of the successful Bidder and is intended to be complementary with the requirements of all other Contract Documents.

The scope of the work shall include, but not necessarily be limited to, providing the following:

#### **Painting**

1. This subcontractor shall provide a complete painting system package that includes, but is not limited to the following items: paint gypsum wallboard walls, ceilings, soffits, and bulkheads; paint hollow metal doors, door frames, and window frames; paint exposed surfaces of steel pan stairs and railings; paint unfinished MEP/FP items required to be field painted in MEP/FP specifications etc. as may be required to provide a complete and functional painting system, whether detailed and/or implied on the Contract Documents, this Subcontractor is responsible for providing that item.
2. Include \$5,000.00 for unattributable damages incurred during construction. This Subcontractor shall submit daily work tickets to Monteith Construction's Superintendent to sign when this work is being performed. Any portion of the money that is not used by the end of the project shall be credited back to Monteith Construction.
3. This subcontractor is responsible for field staining the DIAS and wood base. All other millwork/casework and wood doors are to be prefinished by others.
4. Provide all interior painting required by the Contract Documents.
5. Refer to Contract Documents for general location, color, and finish materials for items scheduled to receive paint. Notify Monteith Construction of any item where a paint color is not specified such that an appropriate paint color can be selected by the architect and in sufficient time to meet the requirements of the project schedule.
6. This Subcontractor shall include all miscellaneous touch up of walls occurring between prime coat and finish coat and must obtain the consensus of Monteith Construction prior to

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beginning final coat. The final paint coat shall be installed after the flooring and ceilings are in place. The Painting Subcontractor shall include minor touch-up of drywall partitions and ceilings (i.e. small nicks and holes shall be repaired by the Painting Subcontractor).

7. Include all surface preparation and cleaning as necessary for painting. Review substrates at areas to be painted at least (2) weeks prior to the scheduled start of work for each area. Immediately notify the Construction Manager in writing of any unacceptable substrates, allowing adequate time for corrective work to be performed prior to the scheduled start of your work for that area. Start of work indicates acceptance of substrate conditions and full responsibility for completed work. Re-priming of areas requiring substrate repairs after acceptance of substrate condition will be by the Painting Subcontractor regardless of timing. Repainting of areas not achieving acceptable finish results shall be redone at the Painting Subcontractor's expense.
8. Prepare ferrous metal surfaces prior to starting painting operations. Solvent clean all galvanized and aluminum surfaces scheduled to receive paint. Finishes on wood and metal surfaces to be sanded between coats to assure smoothness and adhesion of subsequent coats.
9. The Painting Subcontractor shall field verify that the moisture content of all surfaces receiving paint are within paint manufacturer's acceptable limits.
10. Provide all labor and materials required to fill in minor dents in hollow metal doors and frames including sanding smooth to be ready for final finish paint. Notify the Construction Manager if any frames are damaged beyond minor bondo work.
11. Clean any overspray or paint on items not scheduled to be painted immediately after painting.
12. Subcontractor will be responsible for offloading and distributing their materials. The use of one of the elevators is permitted or the subcontractor may choose to utilize an exterior opening created on each floor through the removal of an existing window. Hoisting equipment is by this subcontractor.
13. Protect all surfaces adjacent to areas to be painted from paint overspray, brush marks, etc. Cover open junction boxes such that overspray does not adhere to wires, devices, etc. Protect flooring, mechanical equipment, plumbing fixtures, countertops, etc.

## **GENERAL**

1. This Subcontractor is responsible for unloading, storing, distribution, and protection of all work provided under this Bid Package.



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2. Submittals, samples, and shop drawings shall be provided by this Subcontractor for all materials being furnished and/or installed for this scope of work. They are to be submitted within thirty (30) days from Notice to Proceed or sooner if required so that they will enable all affected parties to meet the Project Schedule.
3. This Subcontractor is responsible for the quality of all work associated with this Bid Package and is responsible for all costs associated with any non-conformance with specified requirements.
4. It is understood by this Subcontractor that multiple mobilizations will be required to perform this scope of work and that all costs to perform the work in accordance with the Project Schedule are included.
5. It is the responsibility of this Subcontractor to review the other Bid Packages to ensure that the work scope included herein is not duplicated in other Bid Packages. If it is included in other Bid Packages, notify the Construction Manager immediately so that this work can be removed from one of the Bid Packages. If no notification is made, this Subcontractor will be responsible for the duplicated work.
6. Review architectural details with civil and structural details to ensure coordination has been made. Report any design discrepancies discovered to the Construction Manager immediately.
7. Field dimensions, layout, measurements, and engineering required for this scope of work shall be provided by this Subcontractor.
8. Must follow Monteith Construction's Waste Management Policy.

### **SPECIAL CONDITIONS**

1. All deliveries must be coordinated and scheduled with the Construction Manager's project superintendent prior to delivery on site.
2. This Subcontractor shall return site conditions to the same condition it was turned over to this Subcontractor after the completion of the work of this Bid Package.
3. Reference the Special Conditions to the Contract section for temporary measures, hoisting, clean-up, and other requirements under this Bid Package.
4. This Subcontractor shall return site conditions to the same condition it was turned over to this Subcontractor after the completion of the work of this Bid Package.
5. Reference all sections of the Special Conditions of the Contract for additional requirements.

### **SAFETY**

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1. Subcontractors and their lower tier subcontractors will be required to comply with Temporary Facilities and Controls, all applicable OSHA standards, and other local, state, and federal regulations. The more stringent of these will apply.
2. This Subcontractor is fully responsible and accountable for safely performing this Bid Packages scope of work. The following items are typical safety requirements that shall be included in the scope of work but are not intended to exclude any safety related item that may be required: personal protective equipment, fall arrest systems, fall protection barricades, scaffolding and ladder safety, electrical safety, hoist way and machine room safety, material handling and equipment safety, etc. and other required safety provisions.
3. All scaffolding, erection, dismantling, access and use of scaffolding are to be in full compliance with local and state regulations
4. Provide all traffic control (barricades, fences, flagmen, temporary signage, etc.) as required by the City of Wilmington, NCDOT, etc. to complete all work under this Bid Package.
5. The subcontractor is responsible for complying with Monteith Construction Safety Manual. Items include, but are not limited to the following:
  - a. New employee training
  - b. Weekly toolbox talks
  - c. Task specific training
  - d. Drug and alcohol screening
  - e. Injury management

**Alternates:**

N/A

**Preferred Brand Alternates:**

N/A

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## Bid Package #BP 12A Window Treatments

122413 – Roller Window Shades

### Description of Work

The following information is provided to define and describe the scope of work required of the successful Bidder and is intended to be complementary with the requirements of all other Contract Documents.

The scope of the work shall include, but not necessarily be limited to, providing the following:

#### **WINDOW TREATMENTS**

1. This Subcontractor shall provide and install window shades per the specs and drawings.
2. This Subcontractor is responsible for manual and motor operated roller shades.
3. The Basis of Design for the shades is MechoShade Systems. The Subcontractor must provide a product by either MechoShade or the other manufacturers called out in the specifications.
4. Subcontractor will be responsible for offloading and distributing their materials. The use of one of the elevators is permitted or the subcontractor may choose to utilize an exterior opening created on each floor through the removal of an existing window. Hoisting equipment if needed is by this subcontractor.

#### **GENERAL**

1. This Subcontractor is responsible for unloading, storing, distribution, and protection of all work provided under this Bid Package.
2. Submittals, samples, and shop drawings shall be provided by this Subcontractor for all materials being furnished and/or installed for this scope of work. They are to be submitted within thirty (30) days from Notice to Proceed or sooner if required so that they will enable all affected parties to meet the Project Schedule.
3. Provide project specific shop drawings for all flashing details.

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4. This Subcontractor is responsible for the quality of all work associated with this Bid Package and is responsible for any and all costs associated with any non-conformance with specified requirements.
5. It is understood by this Subcontractor that multiple mobilizations will be required to perform this scope of work and that all costs to perform the work in accordance with the Project Schedule are included.
6. It is the responsibility of this Subcontractor to review the other Bid Packages to ensure that the work scope included herein is not duplicated in other Bid Packages. If it is included in other Bid Packages, notify the Construction Manager immediately so that this work can be removed from one of the Bid Packages. If no notification is made, this Subcontractor will be responsible for the duplicated work.
7. Review architectural details with civil and structural details to ensure coordination has been made. Report any design discrepancies discovered to the Construction Manager immediately.
8. Field dimensions, layout, measurements, and engineering required for this scope of work shall be provided by this Subcontractor.
9. Must follow Monteith Construction's Waste Management Policy.

### **SPECIAL CONDITIONS**

1. All deliveries must be coordinated and scheduled with the Construction Manager's project superintendent prior to delivery on site.
2. This Subcontractor shall return site conditions to the same condition it was turned over to this Subcontractor after the completion of the work of this Bid Package.
3. Reference the Special Conditions to the Contract section for temporary measures, hoisting, clean-up, and other requirements under this Bid Package.
4. This Subcontractor shall return site conditions to the same condition it was turned over to this Subcontractor after the completion of the work of this Bid Package.
5. Reference all sections of the Special Conditions of the Contract for additional requirements.

### **SAFETY**

1. This Subcontractor is fully responsible and accountable for safely performing this Bid Package scope of work. The following items are typical safety requirements that shall be included in the scope of work, but are not intended to exclude any safety related item that may be required: personal protective equipment, traffic control, material handling and equipment safety, hazardous material safety, etc.



2. Subcontractors and their lower tier subcontractors will be required to comply with Temporary Facilities and Controls, all applicable OSHA standards, and other local, state, and federal regulations. The more stringent of these will apply.
3. This Subcontractor is fully responsible and accountable for safely performing this Bid Packages scope of work. The following items are typical safety requirements that shall be included in the scope of work, but is not intended to exclude any safety related item that may be required: personal protective equipment, fall arrest systems, fall protection barricades, scaffolding and ladder safety, electrical safety, hoist way and machine room safety, material handling and equipment safety, etc. and other required safety provisions.
4. All scaffolding, erection, dismantling, access and use of scaffolding are to be in full compliance with local and state regulations
5. Provide all traffic control (barricades, fences, flagmen, temporary signage, etc.) as required by the City of Wilmington, NCDOT, etc. to complete all work under this Bid Package.
6. Subcontractor is responsible to comply with Monteith Construction Safety Manual. Items include, but are not limited to the follow:
  - a. New employee training
  - b. Weekly toolbox talks
  - c. Task specific training
  - d. Drug and alcohol screening
  - e. Injury management

**Alternates:**

N/A

**Preferred Brand Alternates:**

N/A

## Bid Package #BP21A Fire Sprinkler

### Description of Work

The following information is provided to define and describe the scope of work required of the successful Bidder and is intended to be complementary with the requirements of all other Contract Documents.

The scope of the work shall include, but not necessarily be limited to, providing the following:

#### **FIRE PROTECTION**

1. Provide a complete and operational fire protection system. Include all sprinkler piping, heads, valves, caps, control valve assemblies, and fire department connections according to the contract documents and the NC DOI Requirements for Automatic Fire Sprinkler Systems. Fire protection system complete from 1' above finish floor where fire service water lines enter building, including final service connections.
2. Controls and switches and all associated control wiring (regardless of voltage) as required.
3. Design and submit all shop drawings, calculations, catalog cuts, etc. as required to appropriate state and local authorities and insurance company to obtain all approvals as required.
4. Perform flow tests prior to starting design of fire protection system. Submit report to Construction Manager.
5. Pads, curbs, inertia bases and other concrete work necessary for the installation of the work within this package. All interior pads are to be painted yellow.
6. Vibration isolation and seismic control devices and calculations required by regulations for seismic site class as indicated on the contract documents.
7. Blocking / backing is provided by the Drywall Subcontractor. Submit blocking / backing requirements and location drawings in drywall partitions to the Drywall Subcontractor. Blocking / backing that is not submitted prior to the commencement of wall framing will be the responsibility of this Bid Package.
8. Coordinate installation of sprinkler heads such that the heads are located in the center of acoustical ceiling tiles and symmetrically installed.
9. Coordination of sprinkler head layout prior to installation with other overhead work.
10. The Acoustical Ceilings Subcontractor is responsible for cutting holes in ceiling tiles for sprinkler heads. The cut tiles will be installed in the grid in each room. This Bid Package is





responsible for installing the sprinkler head in the cut tiles. This includes removing the tile from the grid and reinstalling in the correct location if necessary. The cost to repair or replace any tiles damaged by this Bid Package will be the responsibility of this Bid Package.

11. Provide cages on sprinkler heads in rooms with exposed ceilings (mechanical, electrical, etc.).
12. Provide caulking, sealants, and fire-stopping for all work installed under this Bid Package.
13. Provide and locate access doors as necessary or specified for work within this package.
14. Provide sleeves, block-outs, coring, and supports necessary for the work within this Bid Package.
15. Furnish sleeves for all masonry wall penetrations in new masonry construction. Masonry Subcontractor to install. Fire Protection Subcontractor to clearly indicate the exact location for the sleeves and verify location.
16. Provide coding of piping, systems, and equipment as necessary for work within this Bid Package.
17. Painting of exposed piping is by the Painting Subcontractor. This contractor to protect sprinkler heads prior to painting.
18. Install all piping and sleeves parallel to or at right angles to the building structure.
19. Install hangers prior to fireproofing when possible and patch otherwise at the expense of this Bid Package.
20. Testing and Inspections, and system certifications/verification at conclusion of project. Provide personnel to conduct tests of the fire suppression systems. Include testing and inspections on a per phase basis.

## **GENERAL**

1. Submittals and shop drawings shall be provided by this Subcontractor for all materials being furnished and/or installed for this scope of work. They are to be provided in a timely manner so that it will enable all affected parties to meet the Project Schedule.
2. This Subcontractor is responsible for the quality of all work associated with this Bid Package and is responsible for any and all costs associated with any non-conformance with specified requirements.
3. It is understood by this Subcontractor that multiple mobilizations may be required to perform this scope of work and that all costs to perform the work in accordance with the Project Schedule are included.
4. It is the responsibility of this Subcontractor to review the other Bid Packages to ensure that the work scope included herein is not duplicated in other Bid Packages. If it is included in other Bid Packages, notify the Construction Manager immediately so that this work can be



removed from one of the Bid Packages. If no notification is made, this Subcontractor will be responsible for the duplicated work.

5. Review structural details with architectural details to ensure coordination has been made. Report any design discrepancies discovered to the Construction Manager immediately.
6. Provide layout and engineering as required for all work in this Bid Package.
7. Must follow Monteith Construction's Waste Management Policy.

## **GENERAL**

1. Submittals, samples, and shop drawings shall be provided by this Subcontractor for all materials being furnished and/or installed for this scope of work. They are to be submitted within sixty (60) from Notice to Proceed or sooner if required so that they will enable all affected parties to meet the Project Schedule.
2. The Owner will employ an independent testing agency (ITA) to perform all testing and inspection services required. This Subcontractor will be required to cooperate with ITA during all inspections. This Subcontractor will be responsible to notify the Construction Manager twenty-four (24) hours in advance of any required inspections. The Construction Manager will be responsible for scheduling all inspections by the ITA. All results are to be reported in a field report issued by the ITA to the Construction Manager for distribution to this Subcontractor, the A/E, the Owner, and the Building Inspector.
3. This Subcontractor is responsible for the quality of all work associated with this Bid Package and is responsible for any and all costs associated with any non-conformance with specified requirements.
4. It is understood by this Subcontractor that multiple mobilizations may be required to perform this scope of work and that all costs to perform the work in accordance with the Project Schedule are included.
5. It is the responsibility of this Subcontractor to review the other Bid Packages to ensure that the work scope included herein is not duplicated in other Bid Packages. If it is included in other Bid Packages, notify the Construction Manager immediately so that this work can be removed from one of the Bid Packages. If no notification is made, this Subcontractor will be responsible for the duplicated work.
6. Review fire protection details with structural, mechanical, electrical, plumbing, and architectural details to ensure coordination has been made. Report any design discrepancies discovered to the Construction Manager immediately.
7. Provide layout and engineering as required for all work in this Bid Package.

## **SPECIAL CONDITIONS**

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1. Reference the Special Conditions of the Contract for Building Information Modeling (BIM) requirements.
2. Reference all sections of the Special Conditions of the Contract for additional requirements.
3. This project is being completed in multiple phases in accordance with the Project Construction Schedule included in Exhibit S. This Subcontractor is to include expected durations for delivery and installation of fire protection work with this CPM schedule.
4. Field dimensions, layout, measurements, and engineering required for this scope of work shall be provided by this Subcontractor.
5. Reference the Special Conditions to the Contract section for temporary measures, hoisting, clean-up, and other requirements under this Bid Package.

## **SAFETY**

1. This Subcontractor is fully responsible and accountable for safely performing this Bid Package scope of work. The following items are typical safety requirements that shall be included in the scope of work, but are not intended to exclude any safety related item that may be required: personal protective equipment, traffic control, material handling and equipment safety, hazardous material safety, etc.
2. Subcontractors and their lower tier subcontractors will be required to comply with Temporary Facilities and Controls, all applicable OSHA standards, and other local, state, and federal regulations. The more stringent of these will apply.
3. This Subcontractor is fully responsible and accountable for safely performing this Bid Packages scope of work. The following items are typical safety requirements that shall be included in the scope of work, but is not intended to exclude any safety related item that may be required: personal protective equipment, fall arrest systems, fall protection barricades, scaffolding and ladder safety, electrical safety, hoist way and machine room safety, material handling and equipment safety, etc. and other required safety provisions.
4. Subcontractor is responsible to comply with Monteith Construction Safety Manual. Items include, but are not limited to the follow:
  - a. New employee training
  - b. Weekly toolbox talks
  - c. Task specific training
  - d. Drug and alcohol screening
  - e. Injury management

## **Coordination Drawings**

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This project will utilize Building Information Modeling (BIM) to coordinate the locations of all Mechanical, Electrical, Plumbing, Fire Suppression, and Telecommunications (MEPFS & T) systems included in this project. Monteith Construction Co (MCC) will lead the coordination effort with input from all of the MEPFS & T trades. Coordination drawings shall be prepared and submitted by the MEPFS & T subcontractors to MCC and the Design Team. This coordination effort is to minimize conflicts and delays during the procurement and installation processes before and during construction, as well as documenting accurate installed conditions of all MEPFS & T systems as As-Built drawings. This subcontractor is specifically required to participate in the coordination process for this project. The coordination process will be based on electronic 3D and 2D files that will be imported into the Construction Manager-produced building model. The end result of this process is to identify and resolve areas of conflict with Architect and Engineer designed components as well as conflicts with other trades. The coordination process does not relieve the subcontractor from the responsibility of submitting work specific shop drawings to the Design Team for review. The subcontractor is to fully understand the BIM requirements as related to their scope of work, and make adequate provisions in the base bid amount to participate in the coordination process from inception to completion.

1. This coordination effort will be led by the Construction Manager with input from all MEPFS & T trades as follows:
  - a. The Construction Manager will provide baseline 3D models and 2D CAD files to all subcontractors for coordination. The models and CAD files will be produced either by the Design Team, or by the Construction Manager following the Contract Construction Documents.
  - b. This Subcontractor shall be responsible for creating 3D models and 2D dimensioned drawings of all of their contract work, both horizontal and vertical. The 3D models should include any and all systems and components pertaining to this subcontractor's scope of work.
  - c. An initial "BIM Coordination Kickoff Meeting" will be held prior to Construction Manager-led BIM Coordination activities. This meeting is to establish milestone dates per the Construction Schedule, system sequencing and precedence, model and coordination drawing submittal process, and to introduce all parties involved in

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coordination. The kickoff meeting will be mandatory for the Project Manager, BIM Detailer, and Superintendent / Foreman of all trades involved in the coordination process.

- d. Weekly Coordination Meetings will be held after the BIM Kickoff Meeting, and will continue until the coordination process is complete for all areas of the project. Weekly meetings will be scheduled by MCC. These meetings will be mandatory for the BIM Detailer and Project Manager of all trades involved in the coordination process. Superintendent / Foreman participation is highly suggested.
- e. Areas of the project will be fully coordinated in the order set in the BIM Coordination Kickoff Meeting. As areas are coordinated, each subcontractor is to produce scaled, fully dimensioned drawings of their respective system within that area. Dimensioned Drawings are to include elevations, dimensions, isometrics, etc of systems and components in order to accurately install the systems. Dimensions and elevations are to be set by the subcontractor. Project Control Lines, when available, will be provided by MCC.
- f. Dimensioned Drawings will be sent out to each subcontractors Project Manager via DocuSign. Each Project Manager is to promptly review these dimensioned drawings to assure accordance with the contract. Once reviewed, the Project Manager is to sign the dimensioned drawings on DocuSign. All cost attributable to failure of a subcontractor to provide its timely approval of the dimensioned drawings or failure to cooperate in the production or assembly of input for said drawings shall be borne by such subcontractor.
- g. When the Coordination process is complete, monthly As-Built Meetings will be scheduled by MCC. The intent of these meetings is to record any changes to the coordination drawings that occurred in the field. Each subcontractor is responsible for relaying any drawings and markups to their BIM Detailer before this meeting so that the models accurately reflect what is installed. The As-built models will be converted to dimensioned drawings at the end of the project, and submitted to the Design Team for record.

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2. The Construction Manager shall publish a list of all the required 3D dimensioned drawings with due dates for each.
3. Coordination efforts are not to take place solely at the date and time of the weekly scheduled meetings. Each subcontractor is responsible for communicating with other trades involved in the coordination process to ensure all milestone dates are reached. The intent of the weekly scheduled meetings is to evaluate areas with major conflicts, and determine the best course of action for clash resolution in these areas.
4. The subcontractor is responsible for identifying all potential conflicts with the building as designed by the Design Team. The Subcontractor shall include all required piping / duct modifications, fittings, etc to comply with the final system layouts. The Subcontractor shall include all required piping / duct modifications, fittings, etc to comply with field conditions for connections into existing utilities or systems.
5. All systems in the building are to be coordinated with accurate representations of the access spaces needed to properly use and maintain the systems. This subcontractor shall include all necessary offsets, etc to provide access to all devices and equipment for access. All cost associated with relocating aforementioned devices and equipment to more accessible locations due to improper coordination efforts shall be borne by this subcontractor.
6. The Construction Manager shall be responsible for merging the dimensioned drawings into a single coordinated drawing set for submittal to the Design Team for review.
7. Each subcontractor that has stake in the coordination process will be required to sign off on acceptance of the coordinated dimensioned drawings prior to installation of systems in the given area.
8. The coordination activities include below and above ground work of HVAC, Electrical, Plumbing, Fire Suppression / Protection, Telecommunications, Fire Alarm, etc within five feet (5') of the building line.
9. If the Subcontractor does not have in-house modeling capabilities, if the Subcontractor needs contact information to price out BIM Detailing and Coordination, or if the Subcontractor has



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any questions about these requirements, please contact Will McLawhorn at  
[wmclawhorn@monteithco.com](mailto:wmclawhorn@monteithco.com).

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## Bid Package #BP 22A Plumbing

### Description of Work

The following information is provided to define and describe the scope of work required of the successful Bidder and is intended to be complementary with the requirements of all other Contract Documents.

The scope of the work shall include, but not necessarily be limited to, providing the following:

#### **PLUMBING**

1. Provide plumbing systems complete and operable per applicable codes and as indicated on the drawings, specifications, and bid scope of work. Includes related work within five feet of building lines including final service connections.
2. Cut, cap, and make safe for demolition.
3. Provide domestic water, sanitary sewer, waste and vent piping systems, and storm drainage piping systems, and medical vacuum and compressed air piping systems.
4. Include for all wall and ceiling cutting and patching to complete this work.
5. Plumbing fixtures, hose bibs, drains, vents, cleanouts, valves, arrestors, trap primers, heat tracing, and all other plumbing related hardware, equipment and accessories required for a complete system.
6. Domestic hot water system including water heaters, tanks, pumps, sump pumps, circuit setters, pressure reducing valve assembly, backflow preventers, pressure regulators, etc.
7. Include all demolition and removal of plumbing systems as required and shown on drawings.  
All concrete floor cutting and core drilling for this trade will be done by the plumbing contractor. Patching and fire stopping is the responsibility of the plumbing contractor.
8. Motor starters, fuses, and disconnects integral with plumbing equipment.
9. Review electrical drawings to verify that power shown to be provided for equipment furnished by this Bid Package is adequate. If equipment furnished requires different power than that shown on the electrical drawings, the cost to revise the power is the responsibility of this Bid Package.
10. Disconnection and demolition and removal of existing plumbing systems (including fixtures, piping, insulation, hangers & supports, etc.) as indicated and as required for the





installation of the new plumbing work. Include all necessary valves, stops, caps, etc. to make the system safe for demolition.

11. Vibration isolation and seismic control devices and calculations required by regulations for seismic site class as indicated on the contract documents.
12. Provide in-wall blocking for any plumbing materials in this scope as required. Coordinate schedule with the Drywall Subcontractor. Blocking shall be treated material with edges notched to avoid bending returns of drywall studs.
13. Caulking, sealants and fire-stopping for all work installed under this Bid Package.
14. Furnish and locate access doors as necessary or specified for work within this package.
15. Sleeves, block-outs, coring and supports necessary for the work within this package.
16. Furnish sleeves for all masonry wall penetrations in new masonry construction. Masonry Subcontractor to install. Plumbing Subcontractor to clearly indicate the exact location for the sleeves and verify location.
17. Attachment to roof deck is not allowed. Attachments must be made to roof joists and main structural framing members.
18. Insulation for plumbing systems.
19. Provide access doors as necessary or specified for this work.
20. Coding and labeling of piping, systems, and equipment as necessary for work within this package. Painting of exposed piping is by others. Labels to be installed after painting.
21. Install all piping and sleeves parallel to or at right angles to the building structure.
22. Testing and system certifications as required.
23. Layout and engineering as required for work in this Bid Package.

## **GENERAL**

1. Submittals, samples, and shop drawings shall be provided by this Subcontractor for all materials being furnished and/or installed for this scope of work. They are to be submitted within sixty (30) from Notice to Proceed or sooner if required so that they will enable all affected parties to meet the Project Schedule.
2. This Subcontractor shall provide all labor, materials, and equipment to complete mock-up panel(s) shown in the Contract Documents for all elements associated with this scope of work.
3. This Subcontractor is responsible for the quality of all work associated with this Bid Package and is responsible for any and all costs associated with any non-conformance with specified requirements.



4. It is understood by this Subcontractor that multiple mobilizations will be required to perform this scope of work and that all costs to perform the work in accordance with the Project Schedule are included.
5. It is the responsibility of this Subcontractor to review the other Bid Packages to ensure that the work scope included herein is not duplicated in other Bid Packages. If it is included in other Bid Packages, notify the Construction Manager immediately so that this work can be removed from one of the Bid Packages. If no notification is made, this Subcontractor will be responsible for the duplicated work.
6. Review architectural details with structural, mechanical, electrical, plumbing, and fire protection details to ensure coordination has been made. Report any design discrepancies discovered to the Construction Manager immediately.
7. Provide layout and engineering as required for all work in this Bid Package.
8. Must follow Monteith Construction's Waste Management Policy.

### **SPECIAL CONDITIONS**

1. Field dimensions, layout, measurements, and engineering required for this scope of work shall be provided by this Subcontractor.
2. Reference the Special Conditions to the Contract section for temporary measures, hoisting, clean-up, and other requirements under this Bid Package.
3. Reference all sections of the Special Conditions to the Contract for additional requirements.

### **SAFETY**

1. This Subcontractor is fully responsible and accountable for safely performing this Bid Package scope of work. The following items are typical safety requirements that shall be included in the scope of work, but are not intended to exclude any safety related item that may be required: personal protective equipment, traffic control, material handling and equipment safety, hazardous material safety, etc.
2. Subcontractors and their lower tier subcontractors will be required to comply with Temporary Facilities and Controls, all applicable OSHA standards, and other local, state, and federal regulations. The more stringent of these will apply.
3. This Subcontractor is fully responsible and accountable for safely performing this Bid Packages scope of work. The following items are typical safety requirements that shall be included in the scope of work, but is not intended to exclude any safety related item that may be required: personal protective equipment, fall arrest systems, fall protection



- barricades, scaffolding and ladder safety, electrical safety, hoist way and machine room safety, material handling and equipment safety, etc. and other required safety provisions.
4. Contractor must do their due-diligence in locating all underground utilities, both known and unknown, prior to any excavation work deeper than 6" (six inches). Methods shall include professional locating service, ground penetrating radar and potholing all utilities to verify location and depth before equipment is used within 5' of known utility.
  5. Subcontractor is responsible to comply with Monteith Construction Safety Manual. Items include, but are not limited to the follow:
    - a. New employee training
    - b. Weekly toolbox talks
    - c. Task specific training
    - d. Drug and alcohol screening
    - e. Injury management

### **Coordination Drawings**

This project will utilize Building Information Modeling (BIM) to coordinate the locations of all Mechanical, Electrical, Plumbing, Fire Suppression, and Telecommunications (MEPFS & T) systems included in this project. Monteith Construction Co (MCC) will lead the coordination effort with input from all of the MEPFS & T trades. Coordination drawings shall be prepared and submitted by the MEPFS & T subcontractors to MCC and the Design Team. This coordination effort is to minimize conflicts and delays during the procurement and installation processes before and during construction, as well as documenting accurate installed conditions of all MEPFS & T systems as As-Built drawings. This subcontractor is specifically required to participate in the coordination process for this project. The coordination process will be based on electronic 3D and 2D files that will be imported into the Construction Manager-produced building model. The end result of this process is to identify and resolve areas of conflict with Architect and Engineer designed components as well as conflicts with other trades. The coordination process does not relieve the subcontractor from the responsibility of submitting work specific shop drawings to the Design Team for review. The subcontractor is to fully understand the BIM requirements as related to their scope of work, and make adequate provisions in the base bid amount to participate in the coordination process from inception to completion.

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1. This coordination effort will be led by the Construction Manager with input from all MEPFS & T trades as follows:
  - a. The Construction Manager will provide baseline 3D models and 2D CAD files to all subcontractors for coordination. The models and CAD files will be produced either by the Design Team, or by the Construction Manager following the Contract Construction Documents.
  - b. This Subcontractor shall be responsible for creating 3D models and 2D dimensioned drawings of all of their contract work, both horizontal and vertical. The 3D models should include any and all systems and components pertaining to this subcontractor's scope of work.
  - c. An initial "BIM Coordination Kickoff Meeting" will be held prior to Construction Manager-led BIM Coordination activities. This meeting is to establish milestone dates per the Construction Schedule, system sequencing and precedence, model and coordination drawing submittal process, and to introduce all parties involved in coordination. The kickoff meeting will be mandatory for the Project Manager, BIM Detailer, and Superintendent / Foreman of all trades involved in the coordination process.
  - d. Weekly Coordination Meetings will be held after the BIM Kickoff Meeting, and will continue until the coordination process is complete for all areas of the project. Weekly meetings will be scheduled by MCC. These meetings will be mandatory for the BIM Detailer and Project Manager of all trades involved in the coordination process. Superintendent / Foreman participation is highly suggested.
  - e. Areas of the project will be fully coordinated in the order set in the BIM Coordination Kickoff Meeting. As areas are coordinated, each subcontractor is to produce scaled, fully dimensioned drawings of their respective system within that area. Dimensioned Drawings are to include elevations, dimensions, isometrics, etc of systems and components in order to accurately install the systems. Dimensions and elevations are to be set by the subcontractor. Project Control Lines, when available, will be provided by MCC.

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subcontractor.

6. The Construction Manager shall be responsible for merging the dimensioned drawings into a single coordinated drawing set for submittal to the Design Team for review.
7. Each subcontractor that has stake in the coordination process will be required to sign off on acceptance of the coordinated dimensioned drawings prior to installation of systems in the given area.
8. The coordination activities include below and above ground work of HVAC, Electrical, Plumbing, Fire Suppression / Protection, Telecommunications, Fire Alarm, etc within five feet (5') of the building line.
9. If the Subcontractor does not have in-house modeling capabilities, if the Subcontractor needs contact information to price out BIM Detailing and Coordination, or if the Subcontractor has any questions about these requirements, please contact Will McLawhorn at [wmclawhorn@monteithco.com](mailto:wmclawhorn@monteithco.com).

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## Bid Package #BP 23A HVAC

### Description of Work

The following information is provided to define and describe the scope of work required of the successful Bidder and is intended to be complementary with the requirements of all other Contract Documents.

The scope of the work shall include, but not necessarily be limited to, providing the following:

#### **MECHANICAL**

1. Provide mechanical systems complete and operable per applicable codes and as indicated on the drawings, specifications and bid scope of work.
2. Disconnection and demolition and removal of existing HVAC systems (including ductwork, piping, insulation, hangers & supports, etc.) as indicated and as required for the installation of the new HVAC work. Include all necessary valves, stops, caps, etc. to make the system safe for demolition.
3. Include for all wall and ceiling cutting and patching to complete this work.
4. Provide support wires for air devices and mechanical equipment.
5. Vertical and horizontal core drilling, patching and firestopping for mechanical penetrations is the responsibility of this contractor.
6. Ensure climate control in occupied areas during construction including temp cooling and heat as necessary.
7. Variable frequency drives, insulation, mechanical piping, underground pre-insulated piping, pumps, water treatment, air distribution, fans, terminal units, louvers, boilers, heat pumps, chillers, air handling units, commissioning, electric unit heaters, condensing units, tanks, fire / smoke dampers, fire dampers, balancing dampers, valves, switches, reducers, exhausts, flues and caps, pre-manufactured expansion loops, access doors, and all mechanical equipment as indicated on the contract documents and / or needed to provide a complete operational system.
8. Deliver and keep open ends of ductwork closed off to prevent debris / dust from entering until the building is completely enclosed.



9. Installation of duct-mounted smoke detectors including sampling tubes furnished by the Electrical Subcontractor. Coordinate with Electrical Subcontractor for location and requirements.
10. Mechanical control systems, including the complete building automation system and all associated control / interlock wiring (regardless of voltage), etc. Review fire protection, plumbing, and electrical documents for equipment furnished by other trades that must be monitored by the building automation system.
11. Wiring of dampers, VAVs, other control devices from junction boxes provided by the Electrical Subcontractor in locations indicated on the electrical drawings.
12. Motor starters, fuses and disconnects integral with mechanical equipment.
13. Review electrical drawings to verify that power shown to be provided for equipment furnished by this Bid Package is adequate. If equipment furnished requires different power than that shown on the electrical drawings, the cost to revise the power is the responsibility of this Bid Package.
14. Provide complete testing of mechanical systems.
15. Support commissioning of systems installed under this Bid Package as required.
16. Provide vibration isolation and seismic control devices and calculations required by regulations for seismic site class as indicated on the contract documents.
17. Provide bracing, framing, support and anchorage of work in this package as required for structural attachment, wind-loading requirements, and all governing codes and requirements. Steel and miscellaneous metals shown and sized on the structural drawings will be provided by the Structural Steel and Miscellaneous Metals Subcontractor. Any additional or supplemental requirements are the responsibility of this Bid Package. Provide hanger wires where required to support diffusers, devices, etc.
18. Provided blocking / backing is provided by the Drywall Subcontractor. Submit blocking / backing requirements and location drawings to the Drywall Subcontractor. Blocking / backing that is not submitted will be the responsibility of this Bid Package.
19. Provide caulking, sealants, and fire-stopping for all work installed under this Bid Package. Provide metal angles at duct penetrations as required.
20. Provide access doors as necessary or specified for this work.
21. Provide sleeves, block-outs, coring and supports necessary for the work within this package.
22. Furnish sleeves for all masonry wall penetrations in new masonry construction. The Masonry Subcontractors is to install the sleeves. The Mechanical Subcontractor is to clearly indicate the exact location for the sleeves and verify location.





23. Provide embeds, sleeves, block-outs, etc. to be cast in concrete floors and walls. Verify all openings shown on structural drawings for mechanical ductwork / piping are correct and verify locations in the field prior to concrete being poured.
24. Provide mechanical openings required in the existing construction shall be provided by this Bid Package, including any support steel as shown or required by the Architect / Engineer.  
This bid  
Package to include all cutting and patching required for this work.
25. Attachment to roof deck is not allowed. Attachments must be made to roof joists and main structural framing members
26. Provide layout and engineering as required for all work in this Bid Package.
27. Provide insulation for mechanical systems.
28. Provide coding and labeling of piping, systems, and equipment as necessary for work within this package. Painting of exposed mechanical work is by the Painting Subcontractor. Labels are to be installed after painting by the Mechanical Subcontractor.
29. This Bid Package will be responsible for the costs to paint any work that is not pre-finished and that is installed after the exposed ceiling has been painted.
30. Install all piping, ductwork, and sleeves parallel to or at right angles to the building structure.
31. Install hangers prior to fireproofing when possible and patch otherwise at the expense of this package.
32. Provide start up and owner training.
33. Provide testing and system certifications as required.
34. Provide filters and warranties as required for use of mechanical system during building construction. Replace filters during construction as required. Include set of clean filters for balancing and if required, a new set prior to Owner acceptance.
35. Provide electrical distribution in excess of the temporary electric provided for the project as required for welders, hoists, etc.
36. Provide all hoisting, unloading, and cranes for the setting of mechanical equipment as needed. Any required permitting or traffic control is the responsibility of this contractor.
37. Attendance at weekly subcontractor meetings by all second-tier subcontractors under this Bid Package is required at least two weeks prior to and during their work onsite.
38. Coordination Drawings include a \$ 6,500.00-dollar allowance for this requirement.

## **TEST AND BALANCE**

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1. This Subcontractor shall provide complete test and balance of mechanical systems that includes, but is not limited to the following items: providing all labor, material, equipment, and hoisting necessary and/or incidental as required to complete the scope of work identified in the Construction Documents.
2. Perform testing, adjusting, and balancing for all of the HVAC and domestic water systems.
3. Perform a complete design review of the Construction Documents, shop drawings, and submittal information for discrepancies.
4. Perform testing and adjusting for pressurization from space to space with complete documentation.
5. Coordinate testing requirements and reports with the Mechanical, Electrical Subcontractor, and Commissioning Agent.
6. Use test instruments that have been calibrated within a time period as recommended by the certifying agency or the manufacturer, whichever is more recent. Instruments shall be checked for accuracy prior to the start of the testing, adjusting, and balancing activity. The Subcontractor shall be responsible for the selection of the test instruments used to perform this work, and shall submit a complete list of instruments it proposes for approval. The list shall include the manufacturers name, model, and serial number of each instrument and copies of calibration certificates prior to beginning work. No work shall commence until the list has been approved by Monteith Construction. Re-measurement of air distribution devices shall be accomplished utilizing the same instruments used in the original balance report.
7. Submit the final balancing report for approval. Promptly address all listed deficient items including re-balancing as necessary. Resubmit a revised final report if required. This process shall be repeated at the Subcontractor's expense until the report is accepted by the Architect and Engineers without corrections needed.
8. Participate in and provide guidance during the development of coordination drawings. Identify and locate where additional dampers, valves, etc. are needed for proper execution of this scope of work.
9. Provide all platform ladders, scaffolding, and other means to access required areas.

## **GENERAL**

1. Submittals, samples, and shop drawings shall be provided by this Subcontractor for all materials being furnished and/or installed for this scope of work. They are to be submitted

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within sixty (60) from Notice to Proceed or sooner if required so that they will enable all affected parties to meet the Project Schedule.

2. This Subcontractor is responsible for the quality of all work associated with this Bid Package and is responsible for any and all costs associated with any non-conformance with specified requirements.
3. It is understood by this Subcontractor that multiple mobilizations will be required to perform this scope of work and that all costs to perform the work in accordance with the Project Schedule are included.
4. It is the responsibility of this Subcontractor to review the other Bid Packages to ensure that the work scope included herein is not duplicated in other Bid Packages. If it is included in other Bid Packages, notify the Construction Manager immediately so that this work can be removed from one of the Bid Packages. If no notification is made, this Subcontractor will be responsible for the duplicated work.
5. Review mechanical details with architectural, structural, electrical, plumbing, and fire protection details to ensure coordination has been made. Report any design discrepancies discovered to the Construction Manager immediately.
6. Provide layout and engineering as required for all work in this Bid Package.
7. Must follow Monteith Construction's Waste Management Policy.

### **SPECIAL CONDITIONS**

1. Field dimensions, layout, measurements, and engineering required for this scope of work shall be provided by this Subcontractor.
2. Reference the Special Conditions to the Contract section for temporary measures, hoisting, clean-up, and other requirements under this Bid Package.
3. Install access panels/doors furnished by other Bid Packages at all wall and ceiling assemblies provided under this Bid Package.
4. Reference all sections of the Special Conditions to the Contract for additional requirements.

### **SAFETY**

1. This Subcontractor is fully responsible and accountable for safely performing this Bid Package scope of work. The following items are typical safety requirements that shall be included in the scope of work, but are not intended to exclude any safety related item that may be required: personal protective equipment, traffic control, material handling and equipment safety, hazardous material safety, etc.



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2. Contractor must do their due-diligence in locating all underground utilities, both known and unknown, prior to any excavation work deeper than 6” (six inches). Methods shall include professional locating service, ground penetrating radar and potholing all utilities to verify location and depth before equipment is used within 5’ of known utility.
3. Subcontractor is responsible to comply with Monteith Construction Safety Manual. Items include, but are not limited to the follow:
  - a. New employee training
  - b. Weekly toolbox talks
  - c. Task specific training
  - d. Drug and alcohol screening
  - e. Injury management

### **Coordination Drawings**

This project will utilize Building Information Modeling (BIM) to coordinate the locations of all Mechanical, Electrical, Plumbing, Fire Suppression, and Telecommunications (MEPFS & T) systems included in this project. Monteith Construction Co (MCC) will lead the coordination effort with input from all of the MEPFS & T trades. Coordination drawings shall be prepared and submitted by the MEPFS & T subcontractors to MCC and the Design Team. This coordination effort is to minimize conflicts and delays during the procurement and installation processes before and during construction, as well as documenting accurate installed conditions of all MEPFS & T systems as As-Built drawings. This subcontractor is specifically required to participate in the coordination process for this project. The coordination process will be based on electronic 3D and 2D files that will be imported into the Construction Manager-produced building model. The end result of this process is to identify and resolve areas of conflict with Architect and Engineer designed components as well as conflicts with other trades. The coordination process does not relieve the subcontractor from the responsibility of submitting work specific shop drawings to the Design Team for review. The subcontractor is to fully understand the BIM requirements as related to their scope of work, and make adequate provisions in the base bid amount to participate in the coordination process from inception to completion.

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1. This coordination effort will be led by the Construction Manager with input from all MEPFS & T trades as follows:
  - a. The Construction Manager will provide baseline 3D models and 2D CAD files to all subcontractors for coordination. The models and CAD files will be produced either by the Design Team, or by the Construction Manager following the Contract Construction Documents.
  - b. This Subcontractor shall be responsible for creating 3D models and 2D dimensioned drawings of all of their contract work, both horizontal and vertical. The 3D models should include any and all systems and components pertaining to this subcontractor's scope of work.
  - c. An initial "BIM Coordination Kickoff Meeting" will be held prior to Construction Manager-led BIM Coordination activities. This meeting is to establish milestone dates per the Construction Schedule, system sequencing and precedence, model and coordination drawing submittal process, and to introduce all parties involved in coordination. The kickoff meeting will be mandatory for the Project Manager, BIM Detailer, and Superintendent / Foreman of all trades involved in the coordination process.
  - d. Weekly Coordination Meetings will be held after the BIM Kickoff Meeting, and will continue until the coordination process is complete for all areas of the project. Weekly meetings will be scheduled by MCC. These meetings will be mandatory for the BIM Detailer and Project Manager of all trades involved in the coordination process. Superintendent / Foreman participation is highly suggested.
  - e. Areas of the project will be fully coordinated in the order set in the BIM Coordination Kickoff Meeting. As areas are coordinated, each subcontractor is to produce scaled, fully dimensioned drawings of their respective system within that area. Dimensioned Drawings are to include elevations, dimensions, isometrics, etc of systems and components in order to accurately install the systems. Dimensions and elevations are to be set by the subcontractor. Project Control Lines, when available, will be provided by MCC.

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subcontractor.

6. The Construction Manager shall be responsible for merging the dimensioned drawings into a single coordinated drawing set for submittal to the Design Team for review.
7. Each subcontractor that has stake in the coordination process will be required to sign off on acceptance of the coordinated dimensioned drawings prior to installation of systems in the given area.
8. The coordination activities include below and above ground work of HVAC, Electrical, Plumbing, Fire Suppression / Protection, Telecommunications, Fire Alarm, etc within five feet (5') of the building line.
9. If the Subcontractor does not have in-house modeling capabilities, if the Subcontractor needs contact information to price out BIM Detailing and Coordination, or if the Subcontractor has any questions about these requirements, please contact Will McLawhorn at [wmclawhorn@monteithco.com](mailto:wmclawhorn@monteithco.com).

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## Bid Package #BP 26A Electrical & Fire Alarm

### Description of Work

The following information is provided to define and describe the scope of work required of the successful Bidder and is intended to be complementary with the requirements of all other Contract Documents.

The scope of the work shall include, but not necessarily be limited to, providing the following:

#### **ELECTRICAL**

1. Provide electrical systems complete and operable per applicable codes and as indicated on the drawings, specifications and bid scope of work.
2. Include for all wall and ceiling cutting and patching to complete this work.
3. Removal, storage, and reinstallation of all electrical devices to be reused.
4. Ensure working condition of all occupied areas while making safe construction areas per phasing plan.
5. Disconnection and demolition and removal of existing electrical systems (including lighting, boxes, receptacles, hangers & supports, etc.) as indicated and as required for the installation of the new electrical work. Include all necessary items to make the system safe for demolition.
6. Provide all site electrical, power to lift stations, and low voltage demolition, and relocation as shown on the Contract Documents. This includes backfill and compaction to required subgrades.
7. Provide all penetrations, core drilling, patching and firestopping related to this scope of work.
8. Provide underground conduit / sleeves as shown on the Contract Documents for lights at the parking lots that are provided by the local utility company.
9. The work of this Bid Package shall include patching and repairs required for existing roadways, paving, walks, and landscaping that are disturbed outside of the construction fencing limits solely for the installation of site electrical work. At a minimum, provide orange construction fencing around all site utility work.
10. Motor starters and disconnects where not integral with mechanical, plumbing, or fire protection equipment.

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11. Power rough-in, wiring and final connection of all owner-furnished equipment and equipment furnished by others or. Coordinate new electrical services with the local utilities, local authorities, Engineer, Owner, and Construction Manager.
12. Disconnection, demolition and removal of existing electrical and low voltage systems (including devices, cover plates, conduit, raceways, wiring, panels, disconnects, transformers, equipment, equipment curbs / pads, etc.) as indicated and as required for the installation of the new electrical work. Coordinate demolition of energized equipment with the Mechanical Subcontractor to ensure items are safe for demolition prior to removal.
13. Review all contract documents for systems and items that must remain in operation throughout demolition and construction including, but not necessarily limited to, systems in all other buildings on campus where no work is performed; fire alarm, telecomm, security, CATV head-end equipment. All costs associated with maintaining continuous power is the responsibility of this Bid Package including, but not limited to, temporary conduit, wiring, panels, breakers, generators, fuel, etc.
14. Coordinate any shutdowns with Construction Manager.
15. Provide fire alarm system complete including rough-in, cabling, devices and equipment.
16. Wire sprinkler flow and tamper switches, including wiring, conduit, tie-into the fire alarm system. Provide and wire tamper switch at backflow.
17. Telephone / data systems pathways.
18. Provide pads, light pole bases, encasement and other concrete work necessary for the installation of the work within this package. Provide all interior and exterior housekeeping pads as required and provide chamfered edges. Interior pads are to be painted yellow.
19. Provide support as required for electrical panels and telephone equipment, including backboards, independent supports, etc. Include fire-retardant paint as indicated on plywood provided by this Bid Package.
20. In-wall blocking / backing is provided by the Drywall Subcontractor. Submit blocking / backing requirements and location drawings to the Drywall Subcontractor. Blocking / backing that is not submitted will be the responsibility of this Bid Package.
21. Provide caulking, sealants, fire-stopping, putty pads for all work installed under this Bid Package.
22. Provide color coding and labeling of conduit, boxes, systems, and equipment as required for work within this Bid Package.
23. Provide access doors as necessary or specified for work within this package.
24. Provide sleeves, block-outs, coring and supports necessary for the work within this package.



25. Furnish sleeves for all masonry wall penetrations in new masonry construction. The Masonry Subcontractor is to install. The Electrical Subcontractor is to clearly indicate the exact location for the sleeves and verify location. This contractor is responsible for all cutting and patching  
Of this trade.
26. Furnish embeds, sleeves, block-outs, back boxes, etc. to be cast in concrete floors and walls to the Cast-In-Place Subcontractor.
14. Attachment to roof deck is not allowed. Attachments must be made to roof joists and main structural framing members. This applies to all work installed by this Bid Package, including hanger wires for light fixtures. Provide hanger wires where required to support light fixtures, devices, etc.
27. All raceways and sleeves shall be coordinated with adjacent walls to ensure that all penetrations enter and exit walls at 90 degree angles.
28. Provided authorized start up and owner training.
29. Provide testing and system certifications as required.
30. Provide warranties as required for use of electrical items during construction.
31. Provide temporary power, wiring, lighting and distribution in accordance with current OSHA requirements. Includes installation, maintenance, and removal. Include temporary power and removal of temporary Power to CM trailer.
32. The Electrical Subcontractor is to provide 120V temporary power service at one location at each building phase for use by all Subcontractors.
33. Attendance at weekly subcontractor meetings by all low voltage, second-tier subcontractors under this Bid Package is required at least two weeks prior to and during their work onsite.
34. During the priming and finish painting process, provide temporary cover plates over all junction boxes and devices. These plates shall be installed backwards to allow trimming around boxes. Upon completion, remove temporary plates and install permanent cover and device plates.
35. Light Fixture Replacements include a \$5,000 dollar allowance for the replacement of broken or damaged lighting fixtures that are existing to remain.

## **GENERAL**

1. Submittals, samples, and shop drawings shall be provided by this Subcontractor for all materials being furnished and/or installed for this scope of work. They are to be submitted within sixty (60) from Notice to Proceed or sooner if required so that they will enable all affected parties to meet the Project Schedule.



2. This Subcontractor is responsible for the quality of all work associated with this Bid Package and is responsible for any and all costs associated with any non-conformance with specified requirements.
3. It is understood by this Subcontractor that multiple mobilizations will be required to perform this scope of work and that all costs to perform the work in accordance with the Project Schedule are included.
4. It is the responsibility of this Subcontractor to review the other Bid Packages to ensure that the work scope included herein is not duplicated in other Bid Packages. If it is included in other Bid Packages, notify the Construction Manager immediately so that this work can be removed from one of the Bid Packages. If no notification is made, this Subcontractor will be responsible for the duplicated work.
5. Review electrical details with structural, mechanical, architectural, plumbing, and fire protection details to ensure coordination has been made. Report any design discrepancies discovered to the Construction Manager immediately.
6. Provide layout and engineering as required for all work in this Bid Package.
7. Must follow Monteith Construction's Waste Management Policy.

### **SPECIAL CONDITIONS**

1. Field dimensions, layout, measurements, and engineering required for this scope of work shall be provided by this Subcontractor.
2. Reference the Special Conditions to the Contract section for temporary measures, hoisting, clean-up, and other requirements under this Bid Package.
3. Install access panels/doors furnished by other Bid Packages at all wall and ceiling assemblies provided under this Bid Package.
4. Layout and engineering as required for work in this Bid Package.
5. Reference all sections of the Special Conditions to the Contract for additional requirements.

### **SAFETY**

1. This Subcontractor is fully responsible and accountable for safely performing this Bid Package scope of work. The following items are typical safety requirements that shall be included in the scope of work, but are not intended to exclude any safety related item that may be required: personal protective equipment, traffic control, material handling and equipment safety, hazardous material safety, etc.



City of Wilmington Skyline Center Upfit

Project Bid Manual  
Wilmington, NC

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Revision: 1

2. Subcontractors and their lower tier subcontractors will be required to comply with Temporary Facilities and Controls, all applicable OSHA standards, and other local, state, and federal regulations. The more stringent of these will apply.
3. This Subcontractor is fully responsible and accountable for safely performing this Bid Packages scope of work. The following items are typical safety requirements that shall be included in the scope of work, but is not intended to exclude any safety related item that may be required: personal protective equipment, fall arrest systems, fall protection barricades, scaffolding and ladder safety, electrical safety, hoist way and machine room safety, material handling and equipment safety, etc. and other required safety provisions.
4. Any slab block-outs or conduit stubs in floor slabs shall be covered, barricaded, or otherwise protected from being a fall or trip hazard.
5. Contractor must do their due-diligence in locating all underground utilities, both known and unknown, prior to any excavation work deeper than 6" (six inches). Methods shall include professional locating service, ground penetrating radar and potholing all utilities to verify location and depth before equipment is used within 5' of known utility.
6. Subcontractor is responsible to comply with Monteith Construction Safety Manual. Items include, but are not limited to the follow:
  - a. New employee training
  - b. Weekly toolbox talks
  - c. Task specific training
  - d. Drug and alcohol screening
  - e. Injury management

### **Coordination Drawings**

This project will utilize Building Information Modeling (BIM) to coordinate the locations of all Mechanical, Electrical, Plumbing, Fire Suppression, and Telecommunications (MEPFS & T) systems included in this project. Monteith Construction Co (MCC) will lead the coordination effort with input from all of the MEPFS & T trades. Coordination drawings shall be prepared and submitted by the MEPFS & T subcontractors to MCC and the Design Team. This coordination effort is to minimize conflicts and delays during the procurement and installation processes before and during construction, as well as documenting accurate installed conditions of all MEPFS & T systems as As-Built drawings. This subcontractor is specifically required to participate in the coordination process for this

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project. The coordination process will be based on electronic 3D and 2D files that will be imported into the Construction Manager-produced building model. The end result of this process is to identify and resolve areas of conflict with Architect and Engineer designed components as well as conflicts with other trades. The coordination process does not relieve the subcontractor from the responsibility of submitting work specific shop drawings to the Design Team for review. The subcontractor is to fully understand the BIM requirements as related to their scope of work, and make adequate provisions in the base bid amount to participate in the coordination process from inception to completion.

1. This coordination effort will be led by the Construction Manager with input from all MEPFS & T trades as follows:
  - a. The Construction Manager will provide baseline 3D models and 2D CAD files to all subcontractors for coordination. The models and CAD files will be produced either by the Design Team, or by the Construction Manager following the Contract Construction Documents.
  - b. This Subcontractor shall be responsible for creating 3D models and 2D dimensioned drawings of all of their contract work, both horizontal and vertical. The 3D models should include any and all systems and components pertaining to this subcontractor's scope of work.
  - c. An initial "BIM Coordination Kickoff Meeting" will be held prior to Construction Manager-led BIM Coordination activities. This meeting is to establish milestone dates per the Construction Schedule, system sequencing and precedence, model and coordination drawing submittal process, and to introduce all parties involved in coordination. The kickoff meeting will be mandatory for the Project Manager, BIM Detailer, and Superintendent / Foreman of all trades involved in the coordination process.
  - d. Weekly Coordination Meetings will be held after the BIM Kickoff Meeting, and will continue until the coordination process is complete for all areas of the project. Weekly meetings will be scheduled by MCC. These meetings will be mandatory for the BIM Detailer and Project Manager of all trades involved in the coordination process. Superintendent / Foreman participation is highly suggested.



- e. Areas of the project will be fully coordinated in the order set in the BIM Coordination Kickoff Meeting. As areas are coordinated, each subcontractor is to produce scaled, fully dimensioned drawings of their respective system within that area. Dimensioned Drawings are to include elevations, dimensions, isometrics, etc of systems and components in order to accurately install the systems. Dimensions and elevations are to be set by the subcontractor. Project Control Lines, when available, will be provided by MCC.
  - f. Dimensioned Drawings will be sent out to each subcontractors Project Manager via DocuSign. Each Project Manager is to promptly review these dimensioned drawings to assure accordance with the contract. Once reviewed, the Project Manager is to sign the dimensioned drawings on DocuSign. All cost attributable to failure of a subcontractor to provide its timely approval of the dimensioned drawings or failure to cooperate in the production or assembly of input for said drawings shall be borne by such subcontractor.
  - g. When the Coordination process is complete, monthly As-Built Meetings will be scheduled by MCC. The intent of these meetings is to record any changes to the coordination drawings that occurred in the field. Each subcontractor is responsible for relaying any drawings and markups to their BIM Detailer before this meeting so that the models accurately reflect what is installed. The As-built models will be converted to dimensioned drawings at the end of the project, and submitted to the Design Team for record.
2. The Construction Manager shall publish a list of all the required 3D dimensioned drawings with due dates for each.
  3. Coordination efforts are not to take place solely at the date and time of the weekly scheduled meetings. Each subcontractor is responsible for communicating with other trades involved in the coordination process to ensure all milestone dates are reached. The intent of the weekly scheduled meetings is to evaluate areas with major conflicts, and determine the best course of action for clash resolution in these areas.
  4. The subcontractor is responsible for identifying all potential conflicts with the building as designed by the Design Team. The Subcontractor shall include all required piping / duct modifications, fittings, etc to comply with the final system layouts. The Subcontractor shall



include all required piping / duct modifications, fittings, etc to comply with field conditions for connections into existing utilities or systems.

5. All systems in the building are to be coordinated with accurate representations of the access spaces needed to properly use and maintain the systems. This subcontractor shall include all necessary offsets, etc to provide access to all devices and equipment for access. All cost associated with relocating aforementioned devices and equipment to more accessible locations due to improper coordination efforts shall be borne by this subcontractor.
6. The Construction Manager shall be responsible for merging the dimensioned drawings into a single coordinated drawing set for submittal to the Design Team for review.
7. Each subcontractor that has stake in the coordination process will be required to sign off on acceptance of the coordinated dimensioned drawings prior to installation of systems in the given area.
8. The coordination activities include below and above ground work of HVAC, Electrical, Plumbing, Fire Suppression / Protection, Telecommunications, Fire Alarm, etc within five feet (5') of the building line.
9. If the Subcontractor does not have in-house modeling capabilities, if the Subcontractor needs contact information to price out BIM Detailing and Coordination, or if the Subcontractor has any questions about these requirements, please contact Will McLawhorn at [wmclawhorn@monteithco.com](mailto:wmclawhorn@monteithco.com).