

NOTICE TO BIDDERS

Sealed proposals will be received by the NEW BERN HOUSING AUTHORITY for the **Burn Unit Restoration – 203 Trent Court Project** until **2:00 PM, Thursday, November 20, 2025**, and immediately thereafter publicly opened and read for the furnishing of labor, material and equipment entering into the contract. Scope of work will consist of renovations to the existing apartment and includes, but is not limited to, the following items:

Burn Unit Restoration – 203 Trent Court

1. Provide smoke and fire damage restoration.
2. Provide all work outlined in Document 000100 – Scope of Work.
3. Provide all other work as required in the Project Manual and as required by codes and the authority having jurisdiction.

CONSTRUCTION DRAWINGS ARE NOT BEING ISSUED FOR THE PROJECT, ONLY A PROJECT MANUAL.

A Pre-Bid Conference is not scheduled.

Due to the nature of the project, Contractors are STRONGLY ENCOURAGED to visit the apartment and walk the interior of apartment 203. By submitting a bid, Contractors attest that they have a complete and full understanding of the written Scope of Work and have reflected such in their bid.

It should be noted that the apartment 203 has been vacant for approximately Two (2) years.

Contractors will be able to arrange on-site visits to visit the interior of the apartment on the following dates:

- **WEDNESDAY, NOVEMBER 12, 2025 from 9:00 AM – 3:00 PM**
- **THURSDAY, NOVEMBER 13, 2025 from 9:00 AM – 3:00 PM**

The Owner will make the apartments available, on those dates, so Contractors can have access to the interior. Contractors are asked to notify the Owner / schedule their visits ahead of time. Contractors shall contact Reggie Barner, Interim Executive Director, at (252) 633-0800.

Questions that arise from the Site Visits are to be directed to the Architect at bids@stognerarchitecture.com.

THE PROJECT MANUAL INCLUDES A WRITTEN SCOPE OF WORK ONLY FOR APARTMENT 203.

Project Manual will be open for inspection in the office of Stogner Architecture, PA, 615 East Broad Avenue, Rockingham, North Carolina (Designer); at the Housing Authority Office; or Project Manual will be available for on-line viewing from the offices of **Construct Connect** www.constructconnect.com; **Dodge Data & Analytics** <http://dodgeprojects.construction.com>; **The Blue Book** www.thebluebook.com; and **Construction Journal** www.constructionjournal.com.

Project Manual may be obtained by download from Stogner Architecture, PA. by qualified bidders. For instructions on downloading these documents email bids@stognerarchitecture.com.

Documents may be obtained in printed form from **McGee Cadd Greenville, 2095 S. Evans Street, Greenville, NC 27834, 252-752-4400** and E-Mail: mcgee02@mcgee-cadd.com with production costs being paid by the contractor.

Stogner Architecture, PA does not warrant, nor guarantee the information made available and/or transmitted to Contractors by 3rd party plan rooms and copy shops. Contractors may contact Stogner Architecture, PA directly to

obtain project information and documents,

All contractors are hereby notified that they must have proper license under the State laws governing their respective trades, whether or not Federal Funding is involved.

North Carolina's Permanent Rules for the Lead Based Paint Hazard Management Program for Renovation, Repair and Painting (LHMP-RRP); 10A NCAC 41C.0900, became effective 11-01-2010. These rules and the associated General Statutes **REQUIRE** Certification of Prime Contractor, Renovators, Dust Sampling Technicians and firms conducting renovation, repair and painting for compensation that disturbs lead based paint in housing or child occupied facilities built before 1978.

The building in this contract has a (DOFA) Date of First Availability of: 1947

The apartment in this contract has not been tested in accordance with North Carolina's LHMP-RRP rules; This Contract Anticipates a disturbance of the minimum amount of painted surfaces and based on the RRP Rules the Prime Contractor is REQUIRED to be Certified prior to Bidding or the Bid will be rejected. TEST PRIOR TO JULY 1997 DO NOT COMPLY WITH NC RULES.

Provide a Copy of Prime Bidder's Firm Certification; CERTIFICATION must be by State of North Carolina (NOTE: EPA Certification is not accepted in North Carolina).

Contractors are notified that Chapter 87, Article 1, General Statutes of North Carolina will be observed in receiving and awarding Contracts.

Contractors will be responsible to ensure that economic opportunities, to the greatest extent feasible follow Section 3 Requirements 24 CFR Part 135.1 and Section 3 Clause 24 CFR Part 135.38.

Each proposal shall be accompanied by a cash deposit or a certified check drawn on some bank or trust company insured by the Federal Deposit Insurance Corporation, of an amount equal to not less than five percent (5%) of the proposal or in lieu thereof a bidder may offer a bid bond of five percent (5%) of the bid executed by a surety company licensed under the laws of North Carolina and per Section 9 of Form 5369 and individual sureties **must** be listed on US Treasury Circular Number 570 to execute the contract in accordance with the bid bond and per HUD-5369 Sections 9 and 10. **Five Percent shall be based on the maximum bid price, ie: Base Bid plus Unit Prices plus Contingency Allowance plus All Add Alternates.** Said deposit shall be retained by the Owner as liquidated damages in event of failure of the successful bidder to execute the contract within ten (10) days after the award or to give satisfactory surety as required by law. **(Bid Bond not required if bid is less than \$100,000.00.)**

Refer to provisions for Equal Employment Opportunity and payment of not less than the minimum salaries and wages indicated in the project manual must be paid on this project.

A Performance Bond and a Payment Bond will be required for one hundred percent (100%) of the contract price, **OR** a 20% cash Escrow **OR** a 25% Letter of Credit. (NOTE: IF CASH ESCROW OR LETTER OF CREDIT IS USED IT MUST REMAIN IN FORCE UNTIL END OF WARRANTY PERIOD) **Surety not required if Bid is less than \$100,000.00.**

Payment will be made on the basis of ninety percent (90%) of monthly estimates and final payment made upon completion and acceptance of work.

Bid Opening:

Bids will be opened and read from the Stogner Architecture, PA office. The bid opening will be a **Virtual Public Bid Opening using Zoom**. All bidders may attend the Bid Opening virtually via Audio and/or Visual Conferencing through the Zoom Video Conferencing platform or in person.

The Bid Date and Time will be enforced and the Zoom Meeting will start exactly on time.

For instructions on how to use Zoom to access the Virtual Public Bid Opening, please refer to Additional Instructions to Bidders, HUD-5369, Item 26.

Bid Delivery Methods:

Bids may be delivered by one of the following methods:

1. Bids may be dropped off at the office of the Architect:

**Stogner Architecture, PA
615 East Broad Avenue
Rockingham, NC 28379
Attention: Wayne Stogner**

2. Bids may be sent to the office of the Architect by United States Postal Service Express Mail Next Day Service per HUD 5369, Page 204, Section 5.3. Pay attention to the time that it must be sent in order to reach the Stogner Architecture office before the Bid Date and Time – overnight delivery to Rockingham is not guaranteed by all delivery companies and the delivery timeframe varies based on the location of origin. Equal service by FedEx or UPS will be accepted.
3. Bids may be sent by Registered or Certified Mail as spelled out in the Notice to Bidders, HUD-5369, Page 2 of 4, Section 5.1. Please pay attention to timing.
4. Bids may be sent electronically and uploaded to a Secure File Sharing System called Sharefile per the Notice to Bidders, HUD 5369, Page 2 of 4, Section 5.2, by Bidders who follow the instructions below.

Bidders who wish to submit their bid electronically may upload their Entire Bid Package to the Stogner Architecture Sharefile by Citrix Account. Electronic Upload to the Stogner Architecture Sharefile account is the only approved method of electronic Bid Package Submission.

- Bidders will need to visit this exact URL/Web address:
<https://stognerarchitecture.sharefile.com/r-r9e20ca9ef5be41e5a8d456575282a23b>
- Enter Company Name and Name.
- Upload their entire bid package electronically.
- Bid uploads will automatically be time- and date-stamped as they are loaded into the Sharefile accounts.
- Bids will not be viewed by anyone prior to the Bid Opening Date and Time.
- Bids will be viewed electronically after the Bid Opening Date and Time. Bids will automatically be time- and date-stamped each time a party views the files. This will ensure that bids will be considered “sealed” until after the bid receipt date and time.
- The Viewing log can be made available to bidders upon request.

This process basically requires uploading a file to a secure server. Bidders who choose this method must begin the process early enough so that the files are received, not just sent, no later than the Bid Date and Time.

Keep in mind that large files may take longer to upload. Additionally, bidders who choose to scan / convert their bids into an electronic file should double check the electronic file prior to upload to ensure that papers did not “stick together” or “go missing” or other during your scanning process. Bidders will not be able to claim that a portion “did not scan” or “are missing” as an excuse for missing documents.

Late bids due to “internet outages”, “slow internet”, etc will not be accepted.

Emailed/Faxed bids will not be accepted. These methods of transmission have limitations that make it

more difficult to guarantee that a bid package has not been opened before the set bid date and time.

No bid may be withdrawn after the scheduled closing time for the receipt of bids for a period of Sixty (60) days. The Owner reserves the right to reject any or all bids and to waive informalities.

Signed:

Reggie Barner
Interim Executive Director
NEW BERN HOUSING AUTHORITY
New Bern, North Carolina

Designer: Stogner Architecture, PA
615 East Broad Avenue
Rockingham, North Carolina 28379
(910) 895-6874