



11/24/2025

**ADDENDUM NO. 1:**

**TO:** All prospective bidders

**RE:** Town of Canton  
Armory Community Center Renovation  
71 Penland Street, Canton, NC 28716  
CGD|PBK Project No. 23029

The following attachments, changes or clarifications shall become part of the contract documents for the above referenced project.

**GENERAL:**

A1-G1 **Mandatory Pre-Bid Conference Minutes:**  
See attachment.

A1-G2 **Mandatory Pre-Bid Conference Attendee List:**  
See attachment.

**END OF ADDENDUM NO. 1**

**CRAIG GAULDEN DAVIS | PBK**

A handwritten signature in blue ink, appearing to read "John D. Hansen".

John D. Hansen, AIA, LEED AP BD+C  
[jhansen@cgdarch.com](mailto:jhansen@cgdarch.com)

Enclosures as noted:



## PRE-BID MANDATORY CONFERENCE AGENDA

**Meeting Date:** November 20, 2025

**Time:** 11:00 AM

**Attendees:** See Attendee Attached Attendee List

**Project:** Town of Canton  
Armory Community Center Renovation  
71 Penland Street, Canton, NC 28716

**Project #:** 23029

---

### Review the following:

- Introductions by John Hansen & Adam Berry with Craig Gaulden Davis | PBK and Lisa Stinnett, Natalie Walker, and Sam Dunbar with the Town of Canton.
- Noted bid date as December 18, 2025, at 2 p.m. Bids must be received before or at 2 p.m. Bid Location will be at the Town of Canton – Town Hall at 85 Summer Street, Canton, NC 28716.
- Lump sum bids must be submitted using the Proposal Form in the Project Manual. All the documents required by project manual must be submitted to be qualified as a bidder.
- A Bid Bond is required of not less than five (5%) percent of the base bid. Submit per the project manual.
- Construction will commence following qualification of the low bidder, approval of the bid amount by the Town of Canton and finalizing the Owner Contractor Agreement per the construction documents. Onsite construction activities shall occur following finalizing the Owner Contractor Agreement.
- Per the Proposal Form, substantial completion is required no later than 1 year after receiving the notice to proceed unless the contract time is adjusted in accordance with the Owner Contractor Agreement.
- Contractor to review the construction documents on weather delays and the required documentation required to be submitted to the Architect for review and evaluation.
- Per the Project Manual, liquidated damages of the sum of Two Hundred Fifty Dollars (\$250.00) for each calendar day that exceeds the specified or adjusted contract time for Substantial Completion.
- Two (2) alternates shall be included on the Proposal Form as described in the Proposal Form and specification section 012300. Reviewed each alternate.
- Two (2) Unit Prices shall be included in the Proposal Form as described in the Proposal Form and specification section 012200. Reviewed each unit prices
- Four (4) Allowances shall be incorporated in the lump sum bid as described in the Allowance specification section 012100. Reviewed each allowance.
- Contractors must adhere to the Town's adopted "Minority Business Participation Outreach Plan" requiring contractors to comply with Title VI of the Civil Rights Act of 1964, the Davis Bacon Act, at the Anti-kickback Act, the Contract Work Hours Standard Act, and 40 CFR 33.106 and 40CFR 60-4.

## Pre-Bid Mandatory Conference Minutes

Town of Canton

Armory Community Center Renovation

Prepared by Craig Gaulden Davis | PBK

Page 2 of 2

11/20/2025

- Addendum No. 1 will be issued as soon as possible and will include the Pre-Bid Mandatory Conference Minutes and Attendee list. Bid questions are due to Kim Poole ([kpoole@cgdarch.com](mailto:kpoole@cgdarch.com)) by 5 p.m. on Monday, December 8, 2025.
- A geotechnical report has not been provided for the project and will not be provided.
- The contractor is to work with the Owner's Special Inspection contractor.
- General Contractors and Subcontractors may have access to the building. Please contact Sam Dunbar at 828-648-2363 / [sdunbar@cantonnc.com](mailto:sdunbar@cantonnc.com) to arrange visits.
- Substitutions may be submitted prior to bid. Bidders must submit the substitution request form in section 016000.1. All substitutions requests should be by 5 p.m. on Monday, December 8 to Kim Poole ([kpoole@cgdarch.com](mailto:kpoole@cgdarch.com)).
- If a conflict is discovered between the drawings and the specifications or within other contract documents, the Architect shall be notified for an interpretation. The response will be documented and issued in the form of addenda and issued to all bidders.
- Use of the site for construction, including parking and laydown areas, shall be coordinated with the Town following bidding.
- The owner will occupy areas outside the designated construction area during the entire construction period. The construction site and areas immediately outside the construction site shall be maintained orderly, clean, and safe.
- Temporary facilities shall be provided per specification section 015000. The Contractor may locate the construction office inside the building. The contractor is responsible for temporary power. Temporary water is available on the Town's neighboring site.
- Owner Architect Contractor (OAC) construction progress meetings will occur every other week. The meeting will be held by phone or virtually until construction commences on site. Once construction commences, the location of face-to-face meetings will be at or near the site.
- Use of the areas outside the construction site boundary for site access and construction activities shall be coordinated with the Owner throughout construction. Use of these areas may have day and time restrictions.
- Per Section 012000, the Schedule of Values shall be broken down to capture the material and labor values for building components associated with FEMA funding.
- The bid documents and the scope of work were summarized. A building tour was conducted to review the scope of each area.

## End of Minutes

CRAIG GAULDEN DAVIS, INC.



John D. Hansen, AIA, LEED AP BD+C

[jhansen@cgdarch.com](mailto:jhansen@cgdarch.com)

cc: All Attending



(Please Print)

MANDATORY  
PRE-BID CONFERENCE ATTENDEES

TOWN OF CANTON – ARMORY COMMUNITY CENTER RENOVATION  
11.20.2025 AT 11:00 AM



Name	Company	Phone No.	Email Address
Ed Clay	Clayton Construction	864-612-1278	<a href="mailto:jfine@claytonconstruction.net">jfine@claytonconstruction.net</a>
Ian Leightner	Harper General Contractors	828-782-1159	<a href="mailto:ian.leightner@harpergc.com">ian.leightner@harpergc.com</a>
Scott Brown	Cherokee Enterprises, Inc.	828-367-8368	<a href="mailto:sbrown@cherokeeenterprises.com">sbrown@cherokeeenterprises.com</a>
Davis Puckett	Hogan Construction	407-205-4148	<a href="mailto:dpuckett@hoganconstructiongroup.com">dpuckett@hoganconstructiongroup.com</a>
John Hansen	Craig Gaulden Davis   PBK	864-242-0761	<a href="mailto:jhansen@cgdarch.com">jhansen@cgdarch.com</a>
Adam Berry	Craig Gaulden Davis   PBK	864-242-0761	<a href="mailto:aberry@cgdarch.com">aberry@cgdarch.com</a>
Lisa Stinnett	Town of Canton	N/A	N/A
Natalie Walker	Town of Canton	N/A	N/A
Sam Dunbar	Town of Canton	N/A	N/A