

03/04/2026

ADDENDUM NO. 1

PROJECT: DURHAM COUNTY ADMINISTRATION 1 BUILDING
LEGAL SUITE RENOVATIONS

FROM: DTW ARCHITECTS & PLANNERS, LTD.
229 NORTH GREGSON STREET
DURHAM, NC 27701
919.317.4020 FAX: 919.317.4023 EMAIL: info@dtwarch.com

TO: PRIME BIDDERS

This addendum becomes a part of the Construction Documents and modifies the original Contract Documents dated February 13th, 2026, as noted below. Acknowledge receipt of this Addendum in the space provided on the Bid Form. Failure to do so will disqualify the bid.

This addendum consists of:

- 02 Sheets Addendum 1 Changes and Questions (8 1/2 x 11)
- 04 Sheets PRE-BID MEETING NOTES (8 1/2 x 11)
- 05 Sheets CHANGES TO SPECIFICATIONS (8 1/2 x 11)
- 02 Sheets BACKGROUND CHECK PROCESS (8 1/2 x 11)

I. CHANGES TO SPECIFICATIONS

1. Division 26 – Delete Entire Section. All electrical specifications are on the drawings.
2. Division 28 – Delete Entire Section. No security on this project.
3. Add the following Specification Section: 099410 Architectural Window Film
 - a. Note: Fillm shall match exiting pattern in building.
4. 087000 Hardware:
 - a. Change hardware set 1 to the following:
 - i. HW SET 1:

Each to Receive:	3 Heavy Duty Hinges
Door 432B, 432C, 433A	1 mortise lock with ADA levers and interior thumb turn
	1 core and cylinder
	1 set mutes

II. PRE-BID MEETING NOTES AND ATTENDEES

See Attached Pre-Bid Conference Notes (Including Sign-in Sheet, Pre-Bid was mandatory)

III. QUESTIONS

1. Does the door hardware need to match the existing hardware?
 - a. Yes, it does need to match the existing hardware.
2. Will the owner be moving the furniture and the boxes or does the GC need to move it?
 - a. Answer: The owner will move the boxes and furniture.

3. Is a port-a-potty needed?
 - a. No, contractors will be allowed to use the building facilities.
4. What is the background check procedure?
 - a. See attached background check process. Fingerprinting will also be required as part of the documentation. The State Bureau of Investigation will complete the background check process. This can take 30 +/- days. The cost is \$38 each but it will be paid by the County.
5. Are there protective pads for the elevator?
 - a. No, the contractor will need to provide them.
6. Is there access control on this project?
 - a. No, Division 28 has been removed from the specifications.
7. What is the film for the "privacy film"?
 - a. See attached specifications.
8. Where do we park?
 - a. There is no parking on site. There is paid and contract parking surrounding the building in parking lots and parking decks. The cost of parking is the contractor's responsibility.
9. Where do we put a dumpster?
 - a. One space outside on the west of the building will be reserved for a dumpster.
10. Can we use the loading dock?
 - a. Yes, the loading dock can be used by the contractor.
11. Are the doors in the project access control doors?
 - a. No, they are not. The mortise lock specified in hardware set number one is NOT an electrical or wireless electric mortise lock.

Project: **DURHAM COUNTY ADMINISTRATION I BUILDING**
COUNTY LEGAL DEPARTMENT - SUITE RENOVATIONS
 200 East Main Street, Durham, NC 27701

Project No.: 24046 - DTW Project No.

Date: **Tuesday, February 24th, 2026 @ 2:00 p.m.**

Recorded by: J. Paul Young, AIA – DTW Architects & Planners, Ltd.

Purpose: **PRE-BID CONFERENCE**

PRE-BID CONFERENCE

ATTENDEES

Name	Company	Phone	Email
Dan Nosbusch	Durham County Engineering	919.560.7963	dnosbusch@dconc.gov
J. Paul Young	DTW Architects & Planners, Ltd.	919.317.4020	pyoung@dtwarch.com
Susan O. Straw	DTW Architects & Planners, Ltd.	919.317.4020	sstraw@dtwarch.com
Tim Cothran	Riggs-Harrod Builders, Inc.	919.687.0111	tcothran@riggsharrod.com
Mark Ferris	ACH Constructors	919.484.9550	markf@achconstructors.com
Steve Carroll	Central Builders, Inc. of Mebane	336.227.4551	steve@centralbuildersinc.com
Nick Brodd	Incline Construction, Inc.	919.598.8006	nbrodd@inclineconstruction.com
Michael Brewer	Salisbury & Moore Construction	919.930.8770	mike@salisbury.moore.com
Christopher Boyd	CB Trades, LLC		cboyd@cbtradesllc.com
Justin Jackson	G&G Builders, Inc.	919.365.7488	justiin@ggbuildersnc.com
Katelynn Spencer	SGS Contracting, LLC	919.391.8515	katelynn@sgscontractingllc.com
Rick Cormier	Resolute Building Co., Inc.	919.933.1000	rcormier@resoluteinc.com
Matt Coleman	Vanguard Construction Group	919.300.6621	matt@vanguard-cg.com
Amanda Hodge	H.M. Kern Corp.	336.668.3213	jkepley@hmkern.com
Brent Garlington	Trend Construction, Inc.	910.723.3743	bgarlington@trendinc.biz

Additional Distribution

Name	Company	Phone	Email
Nelson Ragan	Edmondson Engineers, P.A.	919.544.1936	nelson@edmpa.com
Dennis Hayes	Edmondson Engineers, P.A.	919.544.1936	dennis@edmpa.com

INTRODUCTIONS:

1. Introduced the Owner Team and Design Team.

Owner’s Representatives: **Durham County Engineering & Environmental Services**
 • Dan Nosbusch, Project Manager
 • Peri Manns, Assistant Director

Architects: **DTW Architects & Planners, Ltd.**
 • J. Paul Young, AIA, Project Architect
 • Susan O. Straw, Associate, Project Manager

P/M/E Engineers: **Edmondson Engineers, P.A.**
 Electrical:
 Mechanical:
 • Nelson Ragan
 • Tripp Martin

DISCUSSION:

1. General scope of the project was discussed.
2. **Bid Response Due: Tuesday, March 12th, 2026 @ 2:00 p.m. , Durham County Engineering Division, 201 E. Main Street, 5th Floor, Durham, NC.**
3. LAST DAY for questions is March 2nd, 2026, at 5:00pm. All questions on bids and bid documents to be directed to DTW Architects & Planners, LTD. All Addendums will sent to all attendees of the Pre-Bid.
4. LAST DAY for material substitutions requests is March 2nd, 2026, at 3:00pm for evaluation. See Instruction to Bidders. Approved substitutions will be included in an Addendum.
5. Construction schedule reviewed.
 COMMENCEMENT OF CONTRACT**Upon Owner’s Notice to Proceed (Anticipated NTP – April 2026)**

 Substantial Completion (Issuance of Certificate of Occupancy).....**120 Calendar Days from NTP**

 Final Completion of Owner / Architect Punchlist.....**10 Calendar Days from SC**
6. Liquidated Damages are included in the Contract.
Contract completion time for all work on this project is for One Hundred-Thirty (130) calendar days from the Notice to Proceed. Failure to complete the work within the designated time period will result in an assessment of liquidated damages in the amount of Five Hundred Dollars (\$500.00) per calendar day.
7. Plans and specifications are now available at the office of DTW Architects & Planners, Ltd. located at 3333 Durham Chapel Hill Blvd, Suite D100, Durham, NC 27707 and at the following Plan Rooms:
 - City of Durham Equal Opportunity & Equal Assurance Office located in Durham, NC
 - N.C. Institute of Minority Economic Development located in Durham, NC
 - Dodge Data & Analytics Website at www.construction.com,
 - Construct Connect (formerly Carolinas AGC / HCAC / CDC News /ISQFT / CMD /RCD / Bid Clerk) Website at www.content@constructconnect.com
 - Construction Journal at www.constructionjournal.com
 - The Blue Book Online Plan Room website at www.thebluebook.com
 - Document Imaging Systems, Inc. at www.documentimaging.com
8. **Bids shall be received in strict accordance with requirements of the General Statutes. Durham County has recently changed some of their bid documents and all bidders are encouraged to review the documents for all requirements.**
9. DCo badging and background checks will be required on this project for all personnel
10. Staff will be in the building during construction. All systems shall remain operational with the exception of any schedule shutdowns required for completion of the work.
11. Discussed Staging and Security of Materials on site.
12. **No tobacco, vaping, illegal drugs or alcohol products will be allowed on the project, including the parking lot. No firearms will be allowed on the site.**

13. Permitting: GC shall be responsible for submitting the drawings for permit review to the City-County Inspections Department. This project will be reviewed by the COUNTY fire marshal, NOT the City fire marshal. The project WILL ALSO require a fire alarm permit from the County Fire Marshal. These are not the same thing, and the fire alarm permit is applied for separately.
14. See Section 012100 for Allowances – Review all allowances.
15. See Section 011400 for Work Restrictions:
 - a. Working time shall be 8:30am – 5:00pm, Monday – Friday. After hours work is only allowed for shutdown.
16. Contractor Questions: See Addendum #1 questions.

END OF MINUTES.

The above summarizes DTW Architects & Planners, Ltd. interpretation of items discussed and decisions reached during this meeting. Additions or corrections must be submitted in writing to the author within three days of receipt; otherwise the minutes will stand as written

Tim Cothran	Riggs-Harrold	tcothran@riggsharrold.com
Mark Ferris	A&H Contractors	MarkFeA&HConstructors.com
Steve Carroll	Central Builders, Inc.	Steve@centralbuildersinc.com
Nick Brodd	Incline Construction	NBrodd@inclineconstruction.com
Michael Brewer	Salisbury Moore Const.	mike@salisburymoore.com
Christopher Boyd	CB Trades	cboyd@cbtradesllc.com
Justin Jackson	G&G Builders	Justin@ggbuildersnc.com
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Rick Cormier	RESOLUTE BLD Co	RCORMIER@RESOLUTEINC.COM
Matt Coleman	Vanguard Construction Corp	Matt@vanguard-cg.com
Amanda Hodge	H&M KERN	JKerney@HMKERN.COM
Brent Garlington	Trend Construction, Inc.	bgarlington@trendinc.biz

SECTION 099410: ARCHITECTURAL WINDOW FILMS

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

A. Section Includes:

1. Polymer graphic film and accessory film.

1.3 ACTION SUBMITTALS

A. Product Data: For each type of product.

B. Samples: For each type of architectural finish film and accessory film, for each color and pattern specified, 4 inches by 4 inches in size.

1.4 INFORMATIONAL SUBMITTALS

A. Product test reports.

1.5 CLOSEOUT SUBMITTALS

A. Maintenance data.

1.6 QUALITY ASSURANCE

A. Obtain products in this section from a single supplier.

B. Installer: Perform installation using a manufacturer-trained and qualified installer, specialized and experienced in work required for this project.

1.7 PRODUCT DELIVERY, STORAGE, AND HANDLING

A. Deliver products in manufacturer's original, unopened, undamaged containers with identification labels intact.

B. Store products protected from weather, temperature, and other harmful conditions as recommended by supplier.

C. Product must remain in original plastic bag and boxes and have storage conditions as follows:

1. 40 °F - 90 °F.
2. Out of direct sunlight.
1. Clean dry area.
2. Original container.
3. Do not stack boxes over six (6) units high. Excessive weight can damage the film.
4. Relative humidity below 80 percent.
5. Handle products in accordance with manufacturer's instructions.
6. Total pre-installation shelf life: 3 years. Up to 3 years unprocessed, OR process within 2 years and apply within 1 year of processing.

1.8 PROJECT/SITE CONDITIONS

A. Confirm appropriate substrate is suitable for mounting of architectural finish components prior to start of installation.

B. Apply materials when environmental conditions are continuously heated. Application temperature range is 40 °F - 100 °F, air and substrate.

C. Environmental Limitations: Do not install until spaces are enclosed and weatherproof, wet work in spaces is complete and dry, work above ceilings is complete, and ambient temperature and humidity conditions are maintained at the levels indicated for Project when occupied for its intended use.

1.9 WARRANTY

A. Manufacturer's Warranty: Not less than 5 years (vertical application).

1.10 EXTRA MATERIALS

A. Furnish 2 percent extra material at time of installation. Deliver in protective packaging for storage and label contents appropriately.

PART 2 - PRODUCTS

2.1 MANUFACTURER

A. Basis-of-Design Product: Subject to compliance with requirements, provide 3M Co., Commercial Solutions Div., "Scotchcal™ Electrocut™ Graphic Film" or a comparable product by one of the following:

1. Arlon Graphics, LLC.
2. Griff Paper and Film, Inc.
3. Grafix Plastics, Inc.

B. Material Standard: Design based upon with pressure-sensitive adhesive and air release channels depending on individual part number specified.

2.2 MATERIAL PROPERTIES

A. General: Appearance and texture graphic film field applied application as indicated.

B. Film: Vinyl 2.5 to 3.5 mil thickness (thickness includes film and adhesive, excludes liner and UV protective film).

C. Liner: Silicone-coated poly paper, 6.2 mils.

D. Adhesive: Pressure-sensitive with air release channels, recommended by manufacturer.

E. Fire-Test-Response Characteristics: Provide films with the following fire-test-response characteristics as determined by testing Products applied to substrates per test method indicated below by UL or another testing and inspecting agency acceptable to authorities having jurisdiction.

1. Surface-Burning Characteristics: As follows, per ASTM E84:
 - a. Flame-Spread Index: 25 or less.
 - b. Smoke-Developed Index: 450 or less.

F. Chemical and stain resistance: Resistant to mild alkalis, mild acids and salt, and water.

G. Application: Interior and Exterior. For exterior applications, apply clear UV protective film over graphic film.

H. Colors: As selected by the Architect from manufacturer's full range.

2.3 ACCESSORY MATERIALS

A. UV Protective Film: Polyester film with acrylic abrasion-resistant coating over surface, approved by graphic film manufacturer for application over graphic film at exterior locations.

1. Manufacturer: Same manufacturer as graphic film.
2. Color: Clear.
3. Thickness: 4 mil.
4. Adhesive: Manufacturer's standard, compatible with graphic film over which applied.
5. Warranty: Five years.

PART 3 - EXECUTION

3.1 EXAMINATION

A. Examine substrate(s) for compliance with requirements for non-porous, smooth surface and other conditions affecting the performance of work in this section. Do not proceed with installation until unsatisfactory conditions have been corrected.

B. Reference manufacturer's Technical Data Sheet and Installation Guide to determine compatibility of finish to substrate.

C. Do not proceed with installation until unsatisfactory conditions have been corrected.

D. Responsibility for state of surfaces prior to installation to be pre-determined by installation specialist.

E. Scheduling of installation implies that substrate and conditions are prepared and ready for product installation per the recommendations of the installation specialist.

F. Proceeding with installation implies installer's acceptance of substrate and conditions.

3.2 SURFACE PREPARATION

A. Comply with manufacturers' instructions for surface preparation. Consider these factors in determining the suitability of the Product.

1. Substrate texture affects Product adhesion and application ease.
 - a. Unless the substrate is very smooth, its texture may be visible through Product.
 - b. Compounds used to smooth a textured substrate permanently change that substrate.
 - c. Product removal may damage the substrate or its finish.
2. Application surface conditions affect Product adhesion.
3. Human and environmental conditions affect Product.
 - a. Temperature and humidity in recommended range.
 - b. Direct UV light (sunlight).
 - c. Heating or cooling ducts in close proximity.

- d. Unsealed substrates in front of water sources.
- e. People or equipment that will be in contact with the Product.

- 4. The Product may contain a splice. The location of the splices is marked with a tab along the edge of the Product. The installer will need to determine the impact of the splice and work around it to make the best use of the material layout.

B. Test and prepare application surfaces per manufacturer's instructions in the Installation Guide.

- 1. Use the manufacturer's Wall Adhesion Test to determine the compatibility of the application surface with the Product.
- 2. Use the manufacturer's recommended cleaning methods to ensure that the application surface is ready to receive and hold the product.

C. Repair damaged application surfaces per instructions in Manufacturer's Installation Guide.

D. Re-clean application surfaces with a lint-free cloth and 70/30 IPA cleaning solution, or use the manufacturer's recommended cleaning method.

3.3 APPLICATION

A. Refer to manufacturer's installation guide for specific application instructions.

B. Application must be performed by a qualified installer.

C. Do not proceed with installation until finishing work has been completed in and around the work area.

D. Measure the application surface and cut film to size with a minimum ½ in. extra on all sides for trimming.

E. Install substrates with no gaps, wire seams, or overlaps. Form smooth, wrinkle-free, bubble-free surface for finished installation.

F. No exposed joints on corners or other "open" type joints permitted.

G. Verify pattern prior to material acquisition as some patterns and materials do not allow three-dimensional forming.

H. Comply with manufacturer's installation instructions applicable to products and applications indicated, except where more stringent requirements apply.

I. Apply Architectural Finish Films over properly prepared substrates.

J. Remove air bubbles, wrinkles, and blisters. Use approved procedures to prevent the formation of air bubbles, wrinkles, blisters and other defects.

3.4 SCHEDULE

A. Refer to the Drawings for location and extent of where each graphic will be used.

B. Shop Drawing Reference: In addition to original A/E elevations, the installation specialist may be asked to provide elevation views of installation surfaces to confirm design intent upon request.

3.5 CLEANING AND PROTECTION

A. Use cleaning methods recommended by architectural surfacing manufacturer for applicable environment.

B. Protect completed graphic film during remainder of construction period.

C. Consult with authorized installation specialist for project specifics.

END OF SECTION 09 94 10

Step 1: Complete Required Fingerprinting Forms

You must complete a fingerprint-based Criminal History Record Check (CHRC).

1. Review and complete the following forms:
 - Electronic Fingerprint Submission Release of Information Form
 - Applicant Information Form
 - Privacy Act Statement
 2. Access the forms [here](#).
 3. Fill out all required fields electronically.
 4. We will have printed copies ready for you to review and sign in person.
 5. After signing, you will receive the authorized documentation needed to complete your fingerprints at the **Durham County Sheriff's Office (DCSO)** at no cost.
-

Step 2: Background Check Authorization

Durham County Human Resources now manages all background checks for new employees, contractors, interns, and volunteers.

1. Complete the **Authorization and Consent for Release of Information Form** using the link below:
[Authorization and Consent for Release of Information form](#)
-

Step 3: Confidentiality Agreement

Review and electronically sign the **Confidentiality Agreement** using the link provided below:

[Confidentiality Agreement](#)

Step 4: HIPAA Training

All personnel must complete HIPAA training.

1. Access the HIPAA Training here: [Durham County | HIPAA Training](#) (if you are working in the Public Health Department. A copy of the Public Health HIPAA Certification can be submitted.)
2. Select “**Contractors/Temporary Staff**” to begin.

After completing the training, **save or download your quiz results as a PDF**. You will need this for the next step.

Once completed the [Admin II S-2 Badge Request](#) must be filled out to schedule an appointment for badge photo and printing.

Cost is \$38 per person and will be paid by the project.