

**00 10 00 - ADVERTISEMENT FOR BIDS**

The City of Charlotte (hereinafter the "City") will receive sealed bids for the following Project:

**PROJECT NAME:** Charlotte-Mecklenburg Police Department (CMPD) Northwest Division Station

**BID NUMBER:** 269-2024-007

**PRE-BID DATE:** August 31, 2023

**PRE-BID TIME:** 11:00 AM (Local Time)

**PRE-BID LOCATION:** Microsoft Team Meeting Only

Meeting Link: [Click here to join the meeting](#)

Meeting Number (access code): 279 945 255 557

Meeting Password: ZCV94N

Call in (audio only): +1 872-256-4172, 888662118#

**BID DUE DATE:** September 12, 2023

**BID DUE TIME:** No later than 1:00 PM (Local Time)

**BID SUBMITTAL LOCATION:** Bids must be submitted electronically through the Procurement Portal (<https://charlottenc.bonfirehub.com>)

**BID OPENING DATE/TIME:** September 12, 2023 - 3:00 PM (Local Time)

**BID OPENING LOCATION:** Microsoft Team Meeting Only

Meeting Link: [Click here to join the meeting](#)

Meeting Number (access code): 272 655 616 148

Meeting Password: HbB5xD

Call in (audio only): +1 872-256-4172, 421620748#

**PRE-BID MEETING ATTENDANCE**

Prospective Bidders, subcontractors, specialty contractors, and suppliers will have an opportunity to ask questions and familiarize themselves with the Project. Any information exchanged during the meeting that impacts the project bid documents or the bid process is non-binding unless subsequently issued in an addendum.

There will not be a site visit. Prospective Bidders are encouraged to visit the site at their own convenience.

**The pre-bid meeting is not mandatory, but attendance is strongly advised.**

**RIGHT TO REJECT**

The City of Charlotte reserves the right to reject any and all bids and to waive any informalities or technicalities as it may deem to be in its best interest.

**DESCRIPTION OF WORK:**

The Project is the Charlotte Mecklenburg Police Department's Northwest Division The building site is located at 1800 Mt Holly-Huntersville Rd., Charlotte, NC 28214. The Project consists of a new 16,000 square foot, single story facility. The scope includes, but is not limited to, the following:

- a. Improvements to Mt Holly-Huntersville Road
- b. New driveway connections to Mt Holly-Huntersville Road, a visitor parking area and a gated/fenced in, staff/fleet parking area with underground piping to a storm water pond.
- c. An open air canopy for consisting of a pre-engineered, metal building structure with standing seam metal roof system.
- d. Electric Vehicle (EV) Service Equipment (EV charging station system).
- e. A ground mounted, 249kWh/year, 208V, 3-phase Photo-Voltaic (PV) solar array collector system.
- f. A Geothermal well field system with a packaged pump skid.

**PROJECT LOCATION:**

1800 Mt Holly-Huntersville Road  
Charlotte, North Carolina 28214

**SUBSTITUTION DURING BID PHASE**

The intent of these bid documents is to comport with *North Carolina General Statute 133-3* in all instances. Refer to *AIA 701 3.3 SUBSTITUTIONS* for additional information.

Substitution requests will be accepted only from general contractors who have purchased the bid documents. Submit e-mail requests as follows:

- The subject line must identify:
  - The fact that it is a substitution request,
  - The name of the project, and
  - The specification section number for the product;
- All materials shall be in PDF format;
- Manufacturer's model number, and other pertinent identification;
- Attest that the alternate material is in compliance with all specification requirements; and
- A line by line comparison of the substituted product compared with the specified products shall be included with the product information.

Equivalent submittals shall specify manufacturer's model number, and other pertinent identification, and attest that the alternate material is in compliance with all specification requirements

All requests must be submitted **no later than seven (7) full calendar days**, as stated herein or as amended by addendum, prior to the day that bids are due. Request received after this deadline **will not** be addressed by the architect. Submit request to the following:

**Joseph Humphrey, AIA**

C DESIGN

1000 W Morehead St., Suite 170

Charlotte, North Carolina 28208

Main Phone: 704.333.0093 x 2224

Email: [jhumphrey@cdesigninc.com](mailto:jhumphrey@cdesigninc.com)

**BID DOCUMENTS:**

Bidding documents, which includes a downloadable copy of one (1) Project Manual and one (1) full-size Drawing set, are available for free from the Procurement Portal at <https://charlottenc.bonfirehub.com>.

Bidders must be properly licensed under North Carolina state law to perform the work. A **5%** bid security is required with each bid that equals or exceeds **\$300,000**.

Until further notice, the Owner will accept electronically executed bid bonds to satisfy the requirements of N.C.G.S. 143-129(b). In order for electronically executed bid bonds to be valid, a principal and N.C. licensed surety must agree to transact by electronic means. Additionally, the Owner requires the bidder and surety to use digital signatures that have the following characteristics: (a) each signature is unique to the person using it; (b) the signatures are capable of certification; (c) each signature is under sole control of the person using it; and (d) each signature is linked to document in such a manner that if the text of the document is changed, the electronic signature is invalidated. The notary requirement is waived for bid bonds that are signed electronically.

**FOR THIS PROJECT, BIDS MUST BE SUBMITTED ELECTRONICALLY THROUGH THE PROCUREMENT PORTAL (HTTPS://CHARLOTTENC.BONFIREHUB.COM)**. All bid documents shall be submitted in accordance with § 4.3 SUBMISSION OF BIDS of SECTION 00 20 00 – INSTRUCTIONS TO BIDDERS.

The bid bond must meet all other statutory criteria for bid bonds and must be submitted in compliance with § 4.3 SUBMISSION OF BIDS of SECTION 00 20 00 – INSTRUCTIONS TO BIDDERS. The Owner reserves the right to reject bid bonds that do not meet the above criteria.

**ENGINEERING ESTIMATE:**

The estimated cost of this Project is between **\$10,000,000 and \$20,000,000**.

**PROJECT INFORMATION REQUEST:**

For information regarding this Invitation to Bid, contact as follows:

**Sadia Khan**, *Contracts Administrator*  
City of Charlotte  
Department of General Services – City Procurement  
600 East Fourth Street  
Charlotte, NC 28202  
Direct Phone: 704.388.8357  
Email: [Sadia.Khan@charlottenc.gov](mailto:Sadia.Khan@charlottenc.gov)

Please submit questions or inquiries in writing through the **Vendor Discussions** section of the Procurement Portal (<https://charlottenc.bonfirehub.com>) at least **seven (7) calendar days** before the Bid Due Date. Questions or inquiries past this deadline may not be addressed by the City prior to the Bid Due Date.

**CHARLOTTE BUSINESS INCLUSION (CBI) PROGRAM:**

This project is subject to the requirements of the City's Charlotte Business INclusion (CBI) Program to promote diversity, inclusion, and local business opportunities in the City's contracting and procurement process for Minority, Women, and Small Business Enterprises headquartered in the Charlotte Combined Statistical Area.

CBI Goal: The following Subcontracting Goals have been established for this project:

**MBE = 6.00%**

**WBE = 2.00%**

Questions relating to the CBI Program should be addressed *in writing* to:

**Joshua Burrus**, Compliance Specialist

Email: [Joshua.Burrus@charlottenc.gov](mailto:Joshua.Burrus@charlottenc.gov)