



HISTORIC COURTHOUSE REPAIRS
RFQ
Project No. 2206

Date: May 17, 2022
To: Prospective Bidders
From: Crystal Owens, Contract Purchasing Agent, Currituck County
Subject: Addendum No. 2 to RFQ for Historic Courthouse Repairs

1. Meeting Attendance:

- a. The following attended the pre-bid meeting held on May 11, 2022, at 1:00pm: Michelle Perry (Currituck County), Crystal Owens (Currituck County), Lloyd Bolick (REI), Zach Cox (REI), Rick Alexander (T+MA), Joe Beauchamp (Lynch Mykins), Steve Wilt (Boomerang Design), Katie Stodghill (PMA Architecture), Melissa Butler (PMA Architecture)

2. Meeting Notes:

- a. Tour of locations included the following areas:
 - i. Finance & HR Department: Viewed window that are experiencing moisture issues. No known issues with water visibly coming in from around the windows. Public Works was not present at the tour to provide any further detail.
 - ii. BOC Meeting Room – viewed windows and crack over door that is shown in the photos of the RFQ package.
 - iii. Manager’s Office – reviewed exposed brick wall. Michelle mentioned that in later phases of the assessment of the building, this wall will need to be assessed.
- b. Items discussed during tour:
 - i. The County desires consultation from the selected Architectural/Engineering firm on solutions to the issues identified and any related issues that come from an assessment of the Courthouse.
 - ii. The assessment should include a phased approach to repairing any issues.
 - iii. 1993 plan, History of Courthouse – attached.

3. Questions:

- a. Questions asked during tour:
 - i. Is the roof included with the proposal? **We are looking for an overall assessment of the problems with the building. If that assessment includes issues with the roof, then it should be included.**
 - ii. Are there any flooding issues with the property? **There are no known flooding issues.**

4. Attachments:

- a. [1993 Courthouse Condition Study](#)
- b. [1998 History of Courthouse](#)