



Project:	Elizabeth City Regional Airport Terminal Building Elizabeth City, NC	Meeting No.:	Pre-Submittal Mtg 01
Date:	11/05/2024	Project No.:	23-031
Location:	Elizabeth City Regional Airport Conference Room	Time:	2:00 p.m.

- Introduction of Owner and Design Team
 - Scott Hinton is the Airport Director for the Elizabeth City Regional Airport.
 - Lindsey Architecture, Sam Franklin is the Project Architect
 - Parrish and Partners is the Civil Engineer. Dion Viventi is the Project Manager.
 - SKA Consulting Engineers, Mike Matthews, is the Structural Engineer.
 - The Ohmega Group, Inc , Mark Morley, is the MEP Engineer.
- SOQs are due November 20, 2024 @ 3:00pm by mail, FedEx or hand delivered to Scott Hinton at Elizabeth City Regional Airport. His contact information is listed in the RFQ.
- Project Scope and Schedule:
 - The site for the terminal is in the south west corner of the runway, between a new parking lot and the runway apron. The (5) box hangars will be located across the apron from the terminal building site.
 - The new terminal will be approximately 9,000 sq ft and two stories.
 - First floor will be mostly lobby space and pilot/passenger services.
 - The second floor is mainly office space with a large boardroom and outdoor observation balcony.
 - A C-130 nose will be incorporated into the façade of the building and attached on the airside at the observation balcony. Mounting strategy will be designed and budgeted with collaboration between the Airport, Architect, Structural Engineer and CMR.
 - The (5) box hangars will be 60 feet by 60 feet.
 - The box hangars will be pre-engineered metal buildings.
 - There is an existing new parking lot and site utilities for the terminal building.
 - The construction entrance will have to be coordinated with a new driveway cut off Consolidated Road.
 - Additional site work will be performed under a separate contract. Terminal building and box hangars will coordinate with site construction.
 - The budget for the new terminal and box hangars is approximately 8.4 million dollars.
- SOQ Requirements and Format are detailed in RFQ
 - Will need 6 hardcopies and a flash drive
 - 10 sheets front and back, excluding resumes.
- SOQ Criteria is standard and outlined in RFQ
 - The scoring matrix is included in the RFQ as an appendix so that you can see how the committee will be scoring each SOQ.
 - The Elizabeth City / Pasquotank County Airport Authority will be using AIA A133 and A201 which has been included in the RFQ.
 - SOQ's will be submitted and addressed to Scott Hinton, his contact information is listed in the RFQ





- All questions need to be sent in writing to Scott Hinton, his email address is listed in the RFQ.
- Selection Schedule
 - Last day for Questions is November 11, 2024, and will be addressed by addendum.
 - SOQ is due November 20, 2024 @ 3:00pm
 - Notify shortlist firms on November 25, 2024.
 - Interviews with shortlisted firms will be December 4-6, 2024.
 - Anticipated Notification of Selection on December 9/10, 2024.
 - Contract Approval by Airport Authority on December 20, 2024.
- Tours of the Project Site can be scheduled through Scott Hinton if desired.
- Questions asked at Pre-Submittal Meeting:
 - Does the Airport Authority currently have all the funds?
 - The ECPCAA currently has the funding for the 8 million dollar project.
 - Are there set working hours?
 - No, there are no set working hour limits.
 - Will onsite workers be required to provide background clearances?
 - No, but Scott Hinton would like to have a set list of workers.
 - Will Contractor be able to self-perform certain trades?
 - Per North Carolina General Statutes Chapter 143, Article 8, Section 143-128.1(c):
A construction manager at risk may perform a portion of the work only if (i) bidding produces no responsible, responsive bidder for that portion of the work, the lowest responsible, responsive bidder will not execute a contract for the bid portion of the work, or the subcontractor defaults and a prequalified replacement cannot be obtained in a timely manner, and (ii) the public entity approves of the construction manager at risk's performance of the work.
 - Are there set working hours?
 - No, there are no set working hour limits.
 - Are funding and permitting through the State?
 - The funding of the project is with a State grant, but the permitting and inspections will be done locally, through the County.
- Questions sent prior to the November 11, 2024 deadline:
 - The RFQ states SOQs may be delivered by mail (U.S. Postal Service, Federal Express, UPS or comparable delivery services) and shall be enclosed in a sealed envelope or package. Is there an option for hand-delivering the SOQs? If so, what address is acceptable for hand-delivered packages.
 - Yes, SOQs may be hand-delivered to:
Elizabeth City Regional Airport
Mr. Scott Hinton
Airport Director
1028 Consolidated Rd
Elizabeth City, NC 27909
 - The RFQ states that ECPCAA intends to use State grants to support the Project. Please advise if there are any required construction start or completion dates in connection with this grant funding.
 - There are no pending grant deadlines that will affect the start or completion dates of these projects.



- During the Pre-Submittal Meeting & Site Visit it was noted that Background Checks will not be required for the workforce on this project. Please confirm this is correct.
 - This is correct. Scott Hinton has requested set lists of workers but not background checks.

Please notify the author of any changes/additions within three (3) days of receipt.

Distribution: Attendees
Posted to Elizabeth City Airport Website

By: Samuel W. Franklin, AIA 11/13/24

Attachments: Sign-In Sheet





ELIZABETH CITY REGIONAL AIRPORT
TERMINAL
PRE-SUBMITTAL MEETING, SIGN-IN SHEET
TUESDAY, NOVEMBER 5TH, 2024 AT 2:00 PM



Name	Affiliation	Phone	Fax	Email
Dion Viventi, P.E.	Parrish and Partners of NC			dviventi@parrishandpartners.com
Scott Hinton	Airport Manager		-	manager@ecgairport.com
SAM FRANKLIN	LINDSEY ARCHITECTURE			sam@lindsey arch. us -
Brad Gallop	Terracon			Brad.Gallop@terracon.com
Ethan Cooper	Muter Construction	919-998-9157 919-404-8330		ecooper@muterconstruction.com
Justin Williams	Bobbit Construction	(919) 669-5539		justin.williams@bobbit.com
Patrick O'Bryan	Whiting - Turner	(757) 592-5484		patrick.o'bryan@whiting-turner.com
Shane Campbell	SAMET			scampbell@sametcorp.com