ADDENDUM NUMBER 1

CHA Consult
City of Covington COVID
Covington, VA

A/E Commission No. 2020095

February 4, 2021

This addendum contains 1 page and the listed attachments. These form a part of the bidding documents and modify the Project Manual and Drawings. Acknowledge receipt of this addendum on the bid form. Failure to acknowledge the receipt of this addendum may disqualify the bid.

GENERAL:

1. The attached Pre-Bid Conference Sign-In Sheet is being included as part of this addendum.

2. The attached Pre-Bid Conference Meeting Minutes is being included as part of this addendum.

SPECIFICATIONS:

Section 024119 – SELECTIVE DEMOLITION

1. Paragraph 1.4 – Add the following:

   “B. Salvageable Items: All casework and transaction windows being removed shall be salvaged and turned over to the Owner.”

END OF ADDENDUM NUMBER 1

Addendum Total No. of Pages: 1

Attachments to Addendum No. 1: Pre-Bid Conference Sign-In Sheet
                           Pre-Bid Conference Meeting Minutes
# Pre-Bid Conference

## Sign-In Sheet

**Project:** CHA Consult  
**City of Covington COVID**  
**A/E Comm. No.: 2020095**  
**Date:** February 2, 2021  
**Time:** 10:00 A.M.

<table>
<thead>
<tr>
<th>Name of Person Attending &amp; Title</th>
<th>Company Name and Address</th>
<th>Phone No. &amp; Fax No.</th>
<th>Email Address</th>
</tr>
</thead>
</table>
| (1) Randy S. Jones, Project Manager | ZMM Architects Engineers  
200 Country Club Drive SW, Blacksburg, VA 24060 | PH: (540) 552-2151  
FAX: (540) 951-0219 | rjones@zmm.com |
| (2) Isaac Bronniman, Project Manager | F&S Building Innovations  
2944 Orange Ave., 24012 | PH: 540-598-1518  
FAX: | isaac@fandsservices.com |
| (3) Allen L. Dressler  
City of Covington | 333 W. Locust St., 24426 | PH: 540-965-6360  
FAX: | adressler@covington.va.us |
| (4) Thomas Smalls  
City of Covington | 333 W. Locust St., 24426 | PH: (540) 965-6870  
FAX: | tsmalls@covington.va.us |
| (5)                                 |                          |                   |               |
| (6)                                 |                          |                   |               |
| (7)                                 |                          |                   |               |
| (8)                                 |                          |                   |               |
PRE-BID CONFERENCE AGENDA

Project Title: CHA CONSULT
CITY OF COVINGTON COVID

Project Location: Covington City Hall – 333 W. Locust Street, Covington, VA 24426

BEGIN 10:00 AM – Everyone shall meet outside the front door of the building and have a mask on and practice social distancing.

Owner: City of Covington, VA

A & E Comm. No.: 2020095

Welcome:

Sign-in Sheet: Being passed around; although not mandatory, please sign in.

Introductions:

Bid Date/Time: February 11, 2021 @ 2:00 P.M. local prevailing time.

Bid Place/Opening: Office of the City Manager, Krystal Onaitis

Address: 333 W. Locust Street, Covington, VA 24426

Brief Description: The work to be done hereunder includes the furnishing of all labor and materials and performing all work for the City of Covington COVID-19 improvements to the Covington City Hall. The work generally consists of adding glass service windows, doors, casework modifications, etc. in various offices and departments through the building.

Obtaining Plans/Specs: Plans and specifications can be obtained via download from ShareFile at no cost. Contact bmckinney@zmm.com for ShareFile access. Upon receipt of valid email address, OWPR will provide a password with instructions on accessing and downloading plans and specifications.

Form of Proposal: Bids shall be made on unaltered bid forms as furnished in Section 00300 - FORM OF PROPOSAL. Fill in all blank spaces. Bids shall be signed with name typed or legibly printed below signature. Where bidder is a corporation, bids must be signed with the legal name of the corporation, followed by the name of the state of incorporation and the legal signature of an officer authorized to bind the corporation to a contract. SCC Registration Requirements must be completed and attached as a part of the Form of Proposal.

Allowance:

Include in Base Bid:
Door Hardware Allowance $5,000

Bonds Required:

Bids shall be accompanied by a bid guarantee of not less than 5% of the amount of the bid, which may be a certified check or cashier's check, or a bid bond of 5% of the amount of the bid, made payable to City of Covington.

Include cost in Base Bid for:
Performance Bond
Labor and Material Payment Bond
Completion Date: On, or before, July 1, 2021 the project shall be substantially complete.

Building & Site: Contractor is reminded that Covington City Hall site and building are classified as a non-smoking/non-tobacco products area and this policy is to be strictly enforced.

Temporary Facilities: Temporary utilities required include, but are not limited to:

- Water service and distribution. (Contractor can use water from existing building for construction purposes only.)
- Electric power and light. (Contractor can use electric power and light from existing building for construction purposes only.)
- Telephone, FAX, and internet service.

Substitutions: Approvals and/or Submittals Prior to Bidding: The Bid Documents shall not require samples, shop drawings, or similar materials to be submitted for approval prior to receipt of bids. Bids shall be based upon the materials and equipment as indicated in the Contract Documents. No substitutions will be approved prior to bidding.

Equal Materials, Equipment or Assemblies: Unless otherwise stated in the specifications, other brand, make or manufacturer of a product, assembly or equipment which in the opinion of the Architect/Engineer is the equal of that specified, considering quality, capabilities, workmanship, configuration, economy of operation, useful life, compatibility with design of the work, and suitability for the intended purpose, may be accepted. The Contractor may submit to the Architect/Engineer a request for substitution during the shop drawing submittal phase. All such requests shall be submitted in writing and shall be accompanied by a Substitute Request Cover Sheet, itemized list of deviations from specified product, complete manufacturer's literature, specifications, and cutsheets covering the proposed substitute materials and the manufacturer's recommendations for installation. It shall be understood that the burden of proof for a substitute or an "or equal" material shall be on the Contractor.

Approvals of Submittals: The specifications contain sufficient information to describe to the Contractor and bidders the performance and quality standards that will be used to evaluate the submittals.

Questions to A/E: Submit all questions and comments about the drawings and specifications to the Architect/Engineer in writing to 200 Country Club Drive SW, Plaza I, Building E, Blacksburg, VA 24060 or via email to rjones@zmm.com or bmckinney@zmm.com