



ADDENDUM

01 | 190329

21st Century Cyber Charter School

Building Renovations: 1245 Wrights Lane

M/M Architects Project: 18-21stC-02

Date of Meeting: 29 March, 2019

The original Project Manuals and Drawings dated 18 March, 2019 for the project noted above, are amended as noted in this Addendum No. 01.

Receipt of this Addendum shall be acknowledged by inserting its number and date in the space provided on the Bid Form.

This Addendum consists of 01 Pages and all attachments listed.

COMMENTS:

01.01 Refer to attached Pre-bid Meeting Report and sign-in sheet.

END OF ADDENDUM 01

Respectfully Submitted,

Christopher Peters, AIA
Marotta/Main Architects, Inc.

Attachments:

- Pre-bid Meeting Report and Sign-in Sheet



MEETING AGENDA

Pre-Bid Meeting

21st Century Cyber Charter School
Building Renovations: 1245 Wrights Lane

M/M Architects Project: 18-21stC-02
Date of Meeting: 26 March, 2019

01. Project Team Introductions were made as follows:

- 21st Century Cyber Charter School – Kim McCully
- MAROTTA / MAIN ARCHITECTS – Christopher Peters
- FXB Engineering – David Drake, Leah Wise

02. Bid Date and Time:

Owner will receive sealed proposals until the time and date at the location indicated below. It will be time-stamped upon receipt. Owner will consider proposals prepared in compliance with the Instructions to Bidders issued by Owner, and delivered as follows:

Bid Date: **Wednesday, April 10, 2019**

Bid Time: **2:00 p.m., local time.**

Location: **126 Wallace Avenue, Downingtown, PA 19335**

Bids will be thereafter publicly opened and read aloud at location and time listed above.

03. The Bid Documents are only available through the Architect's Office. Bidding, Multiple Primes:

- General Construction Contract
- Mechanical Construction Contract
- Plumbing Construction Contract
- Electrical Construction Contract

04. Procurement / Contracting Requirements - Refer to the specifications for information regarding the following:

- a. Instructions to Bidders
- b. Bidder Qualifications
- c. Bid Bonding / 10% of bid value
- d. Schedule of Unit Prices
- e. Insurance
- f. Alternates: LED lighting, carpet replacement, door hardware replacement, and roller shade replacement
- g. Bid Form and Attachments / Bid Submittal Requirements / Bid Submittal Checklist - reference



05. Communication during Bidding Period:

- a. Bidder's Requests for Information.
 1. An RFI Form is included in the Specifications at the end of Instructions to Bidders.
 2. All RFIs must be received on or before **Wednesday April 3, 2019**.
 3. RFIs should be submitted to Christopher Peters at crp@marottamain.com; e-mail form is preferred.
 4. Response will be returned on the RFI, and issued as a clarification or change to contract documents if required through addendum. Please submit as Word Doc or PDF.
 5. Substitution Request / Prior Approval Request – must be received prior to **April 3, 2019**.

06. Contracting Requirements - Refer to the specifications for AIA and other documents:

- a. Agreement
- b. The General Conditions
- c. Special Conditions

07. Construction Documents:

- a. Project overview / Scope of Work
 - 1) The architectural, demolition, and finish work was generally reviewed.
 - 2) The mechanical systems were described with discussion about the rooftop units.
 - 3) Two new restrooms were noted, along with a few other plumbing fixture items.
 - 4) The electrical work was described, including the generator and UPS.
 - 5) The existing systems (used by Comcast when they were in the building) were highlighted.
- b. Temporary Facilities; Use of site, access, and separation – the building and site is unoccupied
- c. Work Restrictions – refer to local Township for work hours and other requirements
- d. Substitutions following award are not generally award unless it is a benefit to the Owner or project in regards to cost or time.

08. Schedule:

- a. The Project Schedule / Milestones / Contract requirements were reviewed.
 - 1) There is a special Board meeting scheduled for April 16, 2019 with the intent to approve the bids.
 - 2) The schedule is arranged so the contractors can commence work on-site prior to the summer, when other school-related projects will be starting.
 - 3) Substantial Completion is August 2, 2019; Final Completion is August 23, 2019.
 - 4) The Owner will move-in furniture and perform other outside vendor work between Substantial and Final Completion.
- b. Liquidated Damages apply: Refer to General Conditions, A201, and Specification Section 00 31 13.



09. The use of tobacco products and controlled substances is strictly prohibited on all School Property.
10. Employee screening is required. Fingerprint, State Police and Child Abuse background checks will be required on all employees prior to being on site.
11. Bidder Questions – these questions will be answered in a future addendum, if they are not confirmed below.
 - a. The drawings have already been submitted for the building, mechanical, plumbing, and electric permit. The construction permits will be paid for by the Owner. The fire protection permit must be applied for and paid for by the plumbing contractor following bid.
Contractor registration/licenses for the Township will be the responsibility of each contractor.
 - b. Confirm the responsibility of the cutting and patching of the roof. The roof warranty must be maintained. The Owner will attempt to locate the manufacturer's warranty and installer.
 - c. Confirm the responsibility of the saw-cutting and patching for new below-slab work.
 - d. Existing condensing units and CRAC units are noted to be turned over to the Owner. Refer to the drawings for notes on these and other pieces of equipment.
 - e. Confirm who is responsible for the removal and reinstallation of ceiling (tiles) for above ceiling work in areas where the ceiling is to be maintained.
 - f. Review demolition notes, specifically note 09-17.
 - g. Confirm if an underlayment is required for the full room, both at the Training Room and Warehouse. The existing floor was observed to be covered in glue; confirm if this must be ground and/or topped, because the Warehouse is noted to have sealed concrete, while the Training Room is to have carpet.
 - h. The new walls are noted to be tight to deck for acoustic concerns. Due to the sloped roof height, confirm the maximum wall height required.
 - i. The new vestibule is shown to be on the existing exterior sidewalk. Confirm if heaving is expected.
12. A Facility walkthrough was performed following the meeting.
 - a. For additional site visits, contact Kim McCully.
13. Post-Meeting Addendum
 - a. Minutes: These minutes are included as Addendum #01 to the project
 - b. Sign-in Sheet: attached