



## **ADDENDUM NO. 3**

**April 6th, 2020**

**TO: ALL PLANHOLDERS**

**RE: Burleigh Manor Middle School Secure Vestibule Project**

This addendum forms a part of the Contract Documents and modifies the original Bidding Documents dated March 23, 2020. Acknowledge receipt of this Addendum in the space provided on the Bid Form.

Addendum No.3 consists of two (10) pages, including this cover letter.



April 6th, 2020

## **Addendum No.3**

### **Burleigh Manor MS Secure Vestibule Renovation**

Howard County Public School System

Bid Number: 032.20.B4

The following is intended to clarify, correct, revise, and restate various parts of the Drawings and Specifications all of which shall form part of this Contract.

Acknowledge receipt of this Addendum in the space provided on the Bid Form. Failure to do so may subject the Bid to be considered as non-responsive.

#### **The following are included in this addenda:**

1. Pre-bid meeting minutes
2. Pre-bid meeting sign in sheet
3. Pre-bid RFI log
4. Answers to Prebid RFI #001.

# **Burleigh Manor MS Secure Vestibule Renovation**

## **Pre-bid Meeting**

**April 2<sup>nd</sup> 2020 1:00pm**

**Due to COVID-19, and in accordance with Governor Hogan's Emergency Executive Order, this pre-bid meeting was held via teleconference.**

The following is a summary of information presented at the Pre-bid meeting.

1. The following Attendees were introduced:
  - a. Bob Gill – HCPSS - Procurement Representative
  - b. Dan Lubeley – HCPSS - Acting Director of Capital Planning & Construction
  - c. Dan Hagan – HCPSS - Project Manager
  - d. Brian Minnich – GWWO Architects - Architect/Project Manager
  - e. Jonathan Goetz – Oak Contracting - Construction Manager/Project Manager
  - f. Matt Lurz – Oak Contracting - Construction Manager
2. HCPSS briefly reviewed the date (April 14<sup>th</sup> 2020) the time (1:00pm) and the location (HCPSS purchasing office) for submission of bids. Purchasing office is located in portable building #177. Bids must be hand delivered to this office to be considered. Due to the main building being closed, the mail room cannot accept packages. Bids must be sealed. Late bids will not be accepted. Bid delivery process will remain this way unless changed by addendum.
3. HCPSS encourages Bidders to check HCPSS website just prior to submitting bid to ensure all addenda were received. All Addenda must be acknowledged on the Form of Proposal.
4. All questions are to be submitted to Oak Contracting to Project Manager Jonathan Goetz in writing via email. The date for last questions due was changed to April 6<sup>th</sup> in Addenda #1.
5. HCPSS reviewed the MBE requirements and advised Bidders to review and become familiar with the forms and pay special attention to all MBE requirements located in Specification section 00 0730.
6. HCPSS advised Bidders that if they request an MBE waiver, they must be prepared to demonstrate a good faith effort to obtain the participation that they are requesting the waiver for.
7. HCPSS advised that Bidders must submit MBE Attachments A&B for both Wage and Non-Wage Scale with their proposal in a sealed envelope. Contractors must check one of the three boxes on Attachment A indicating the participation intent.
8. HCPSS noted that if Bidders utilize any private construction publications, blogs, or services to obtain Contract Documents please note that HCPSS does not directly post to them. HCPSS cannot be held liable for any incorrect or incomplete information obtained from these services. HCPSS encourages Bidders to only obtain correct and up to date Bid Documents from the HCPSS website or Oak Contracting.

9. HCPSS encouraged Bidders to review document AIA701 Instructions to Bidders highlighting the following sections: Substitutions, Addenda, Bidding Procedures, Submission of Bids, and Performance & Payment Bonds.
10. HCPSS reminded Bidders that you will be working on school property and that all contractors, subcontractors, and employees are required to follow the security, identification, smoking, and drug requirements outlined in the Bid Documents.
11. HCPSS reviewed the Form of Proposal. This project will be bid wage and non-wage. Bidders must acknowledge all addenda received. Affidavit must be signed by the appropriate person having authority at the Bidder's firm. HCPSS highlighted the items for bid submission. HCPSS noted that the information included on the IFB Envelope Label must be on outside of bid envelope. Bids will not be opened/considered if this information is not included on the envelope.
12. HCPSS encouraged the Bidders to review the following sections: 000310 Bid Bond, 000600 Standard Form of Agreement Between Owner and Contractor, 000601 Insurance Requirements, 000610 Performance Bond, 000620 Payment Bond, 000700 General Conditions of the Contract.
13. HCPSS briefly reviewed the Contractor Performance/Evaluation score card.
14. GWWO provided an overview of the project including the following: Goal is to provide a more safe and secure entrance for the school. Guidance offices will be relocated to 2<sup>nd</sup> floor while administration offices will be relocated to the 1<sup>st</sup> floor. Work is critical to the security of the school.
15. Oak Contracting reviewed the pre-bid requirements and highlighted select project conditions as follows:
  - a. Pre-bid RFI's must be submitted to Oak Contracting in writing. Oak will only accept pre-bid RFI's from registered plan holders. If multiple questions are on a contractor's RFI form or email, they are to be numbered, no bullet points.
  - b. Oak will distribute addenda to all registered plan holders. Addenda will also be uploaded to HCPSS website.
  - c. Contractor shall include all costs to expedite and quick ship all materials.
  - d. Systemic renovations to the HVAC system, which is a separate project, will be performed concurrently with this project's work. The Contractor is responsible to coordinate with the HVAC Systemic project's Contractor(s) as necessary to complete the work. Oak will facilitate this coordination.
  - e. If any long lead items are not available to be installed by the substantial completion date, contractors shall provide all temporary provisions required for the school spaces to be fully functional until such time the long lead items are available for installation.
16. HCPSS noted that this project delivery method is Construction Manager as Agent, Single Prime Contract Package. All correspondence, documentation, etc. goes through the Construction Manager (Oak).
17. HCPSS advised that due to COVID-19, and in accordance with Governor Hogan's Executive Order, the county facilities and schools have been closed, thoroughly cleaned, and disinfected. No site walks will be available at this time. Bidders are not permitted in the school.
18. HCPSS noted that if Wage Scale is selected for this project, the performing Contractor must adhere to DLLR certified payroll rule and regulations and is responsible for any fines incurred as result for failure to abide by certified payroll requirements.

19. HCPSS reminded Bidders that bids only go to HCPSS Purchasing Department. No bids are to be sent to the CM, Architect, or other HCPSS offices.
20. GWWO confirmed that all above ceiling HVAC work is Not In Contract and will be completed by others.
21. Regarding Substitution Requests.
  - a. Oak Contracting advised that any substitution request received via pre-bid RFI will be responded with "Substitutions are not permitted during the pre-bid phase". Any proposed substitution shall be included with the bid.
  - b. HCPSS advised that the recommendations for the apparent low bidder will be based solely on the base bid. The recommendation is not based on the inclusion of any proposed substitutions. Any substitutions submitted by the apparent low bidder will then be reviewed provided that all backup information is included.
22. Any question asked during the pre-bid teleconference shall be followed up in writing following the pre-bid RFI procedures.
23. The Pre-bid Meeting sign-in sheet will be attached following this summary.



**Burleigh Manor Middle School**

4/3/2020

**Secure Vestibule Project Pre-bid Meeting teleconference Attendee List**

<u>Company</u>	<u>CONTACT</u>	<u>E-Mail Address</u>
Huntington & Hopkins (Brawner)	Woo Kang	<a href="mailto:wookang@brawnerbuilders.com">wookang@brawnerbuilders.com;</a>
Huntington & Hopkins (Brawner)	Teka Farquharson	<a href="mailto:tekafarquharson@brawnerbuilders.com">tekafarquharson@brawnerbuilders.com</a>
Keller Brothers	Brendan Doherty	<a href="mailto:bdoherty@kellerbrothers.com">bdoherty@kellerbrothers.com</a>
Nichols Contracting	Jared Schmith	<a href="mailto:jschmith@nicholscontracting.com">jschmith@nicholscontracting.com;</a>
MCN Build, Inc.	Dean Whitehead	<a href="mailto:Dean.Whitehead@mcnbuild.com">Dean.Whitehead@mcnbuild.com;</a>
Most, Inc.	Robert Keiser	<a href="mailto:rob@mostincorporated.com">rob@mostincorporated.com;</a>
Most, Inc.	Matt Lewis	<a href="mailto:matt@mostincorporated.com">matt@mostincorporated.com</a>
TMG Construction Corporation	Anthony Conerly	<a href="mailto:aconerly@tmgworld.net">aconerly@tmgworld.net;</a>
IMEC Group LLC	Bryan Fernandez	<a href="mailto:bfernandez@imecgroupllc.com">bfernandez@imecgroupllc.com;</a>
Cain Contracting	Joseph Gbondo	<a href="mailto:jgbondo@caincontracting.com">jgbondo@caincontracting.com;</a>
G.H. Nitzel	Dave Wilmoth	<a href="mailto:dave@ghnitzel.com">dave@ghnitzel.com;</a>
Cooper Building Services, LLC	Cameron Wilson	<a href="mailto:cwilson@cooperbuilds.com">cwilson@cooperbuilds.com</a>
Montage, Inc.	Thaddeus Quarles	<a href="mailto:tquarles@montageinc.com">tquarles@montageinc.com;</a>
Montage, Inc.	Parisa Shomali	<a href="mailto:pshomali@montageinc.com">pshomali@montageinc.com;</a>
GWWO Architects	Brian Minnich	<a href="mailto:bminnich@gwwoinc.com">bminnich@gwwoinc.com</a>
Oak Contracting	Corey Wixsom	<a href="mailto:cwixsom@oakcontracting.com">cwixsom@oakcontracting.com</a>
Oak Contracting	Jonathan Goetz	<a href="mailto:jgoetz@oakcontracting.com">jgoetz@oakcontracting.com</a>
Oak Contracting	Matt Lurz	<a href="mailto:mlurz@oakcontracting.com">mlurz@oakcontracting.com</a>
HCPSS	Daniel Lubeley	<a href="mailto:Daniel_Lubeley@hcpss.org">Daniel_Lubeley@hcpss.org;</a>
HCPSS	Daniel Hagan	<a href="mailto:Daniel_Hagan@hcpss.org">Daniel_Hagan@hcpss.org;</a>
HCPSS	Robert Gill	<a href="mailto:Robert_Gill@hcpss.org">Robert_Gill@hcpss.org;</a>





Request For Information PB-001

Burleigh Manor Middle School
4200 Centennial Lane
Ellicott City, MD 21042

Project # 2002
Tel: Fax:

RFI #: PB-001 Date Created: 4/2/2020

Table with 4 columns: Answer Company, Answered By, Author Company, Authored By. Contains contact information for Oak Contracting, LLC and Corey Wixsom.

Co-Respondent Author RFI Number

Subject Discipline Category
Cooper Building Services question

Cc: Company Name Contact Name Copies Notes

Question Date Required:
Please review attached Pre-bid RFI #PB-001 and provide a response.

Suggestion

Answer Date Answered:
1. Project shall be substantially complete by the date enumerated in the Contract Documents.
2. Start date for the project is at the time of Contract Award. Work on site shall begin following the last scheduled day of school on or about June 15, 2020 pending any unforeseen conditions including but not limited to the impact of COVID19 pandemic.
3. Any changes to the bid procedure will be communicated via addenda.



**From:** [Jonathan Goetz](#)  
**To:** [Matt Lurz](#)  
**Cc:** [Corey Wixsom](#)  
**Subject:** FW: ITB #032.20.B\$ HCPSS Burleigh Manor Middle School Secure Vestibule  
**Date:** Thursday, April 2, 2020 2:13:48 PM  
**Attachments:** [image001.png](#)  
[image003.png](#)

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Please address this.

**Jonathan Goetz**, LEED® AP  
Senior Project Manager  
Oak Contracting  
1000 Cromwell Bridge Road, Towson, MD 21286  
P (410) 828-1000 / C (410) 215-5799  
[www.oakcontracting.com](http://www.oakcontracting.com)



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**From:** Cameron Wilson <[cwilson@cooperbuilds.com](mailto:cwilson@cooperbuilds.com)>  
**Sent:** Thursday, April 2, 2020 2:13 PM  
**To:** Jonathan Goetz <[jgoetz@oakcontracting.com](mailto:jgoetz@oakcontracting.com)>  
**Subject:** ITB #032.20.B\$ HCPSS Burleigh Manor Middle School Secure Vestibule

Good Afternoon,

We have three questions:

1. What is the duration period for this project?
2. What is the anticipated start date for this project?
3. Would you except and email bid and mailed original copy due to the current "Stay-at-Home Order" by the Governor?

Thank you,

**Cameron Wilson**  
*Estimator*  
[cwilson@cooperbuilds.com](mailto:cwilson@cooperbuilds.com)  
**Direct:** 240.566.1373  
**Mobile:** 240.405.4040

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