

**Addendum #1**

**Addition & Alterations to the  
Preble County Council on Aging Senior Center**

January 20, 2023

This Addendum modifies and shall become a part of the original Contract Documents and is hereby made part of the Bidding Documents for the referenced project.

All bidders shall indicate in their bid/proposal that this Addendum has been received and considered in their bid proposal.

The Addendum items are intended to supplement, clarify or correct parts of the bid proposal package. Items in the addendum shall take precedence over items corrected and shall be of equal value with items supplemented or clarified. Any questions in reference to this addendum must be directed, in writing, to:

Jonathan Schaaf  
RDA Group Architects  
7945 Washington Woods Drive  
Dayton, Ohio 45459  
937.610.3440  
jrs@rda-group.com

**Addendum Items:**

1. Pre-Bid Meeting: Pre-Bid Meeting Minutes and sign in sheet have been attached to this addendum.
  2. Section 08 33 26: 2.1, A: Add Cornell as an approved manufacturer.
  3. Section 08 35 13: 2.1, A: Add Moderco as an approved manufacturer.
  4. Section 08 91 00: 2.1, A: Add Arrow United Industries as an approved manufacturer.
  5. Section 10 22 27: 2.1, A: Add Moderco as an approved manufacturer.
  6. Section 10 50 00: 2.1, A: Add Scranton Products as an approved manufacturer.
- End.

January 19, 2023

## Pre-Bid Meeting Minutes

### Addition & Alterations to the Preble County Council on Aging Senior Center

#### 1. Sign-in & Introductions

- 1.1. Jonathan Schaaf, RDA made introductions for the project team to the attendees.
- 1.2. Sign in sheets attached.

#### 2. Project Discussion

- 2.1. Review of Project Scope.
  - 2.1.1. The +/- 10,000 SF Senior Center was constructed in 2000. Original construction drawings would be available to the selected contractor as reference.
  - 2.1.2. The programs and mission of the Senior Center have evolved and this project looks to expand the facility with an expansion to the north of the current L-shaped facility with a +/- 14,000 SF addition.
  - 2.1.3. The addition houses new facility entrance, public spaces, toilet rooms, multi-purpose and meeting rooms, as well as commercial kitchen and related support spaces.
    - 2.1.3.1. The building is slab on grade, wood frame, wood frame, steep slope roof system. The general intent is to match and complement the existing building to the extent possible.
    - 2.1.3.2. Many of the specifications are indicated as "basis of design" as the products / materials were indicated in the original project documents or in the O+M manual.
  - 2.1.4. Site Improvements include a new entrance from Nation Avenue to the west of the property, constructed to the City of Eaton standards, with the entrance connecting back to the existing site improvements. Service functions are located to the north end of the facility and public functions to the south, utilizing and expanding the current parking lot and new main entrance.
  - 2.1.5. The existing building is scheduled for alterations at the north end of the building for additional office / work areas, alterations where impacted by the proposed addition, and limited areas to receive new floor finishes, painting, etc. Refer to the drawings for specifics.
  - 2.1.6. The existing Transportation Building will receive alterations for new overhead door at the north side of the building as well as other limited improvements for the new site circulation.
  - 2.1.7. The existing Senior Center must remain in operation during the construction of the addition. This will require some phasing of the work to accommodate continued operations. In general, the addition must be in operation so that existing kitchen facilities can be taken out of operation. Final phasing plan / sequencing will be coordinated between the Owner and Contractor.
- 2.2. Project Schedule
  - 2.2.1. Anticipate a spring 2023 start.
  - 2.2.2. RDA has identified a 300 calendar day construction period for this project.
    - 2.2.2.1. Jonathan noted that if there are concerns related to the ability to meet the established dates as they relate to material availability, supply chain issues, etc. to please reach out to discuss prior to the bid submittal.
  - 2.2.3. Liquidated Damages: There is a liquidated damages provision in the bid documents. The team will work with the Contractor for items that are beyond the control of the team and Contractor [material availability, supply chain issues, etc], but will expect that the Contractor will be fully staffing the project and making progress to the extent of their abilities.
- 2.3. Permits

- 2.3.1. RDA has submitted for the building permits at the City of Eaton.
- 2.3.2. All trade permits shall be by the respective trade Contractor, at their expense.

### **3. Review of Bidding Requirements**

- 3.1. Bid Form
  - 3.1.1. Project Allowances included in the base bid amount.
    - 3.1.1.1. Contingency Allowance
    - 3.1.1.2. Permit Allowance
  - 3.1.2. Alternates
    - 3.1.2.1. Pre-engineered metal walkway canopy
    - 3.1.2.2. Replace existing building corridor finishes
    - 3.1.2.3. Replace existing shingle roof system
    - 3.1.2.4. Crack seal, seal coat, restripe existing parking
    - 3.1.2.5. Public water main extension
    - 3.1.2.6. Room 127 new mini-split
  - 3.1.3. Unit Prices [none]
- 3.2. Work by Owner
  - 3.2.1. Door Access Control
  - 3.2.2. Security Cameras, wiring, system integration
  - 3.2.3. Data cabling
  - 3.2.4. A/V equipment and accessories [except drop down projector screen]
  - 3.2.5. Kitchen Equipment
  - 3.2.6. Loose furnishings
- 3.3. Bid Submission – February 2, 2023, 3:00 PM
  - 3.3.1. Submit the following:
    - 3.3.1.1. Bid form
    - 3.3.1.2. Affidavit on Property Taxes
    - 3.3.1.3. Certificate as to Corporate Principal
    - 3.3.1.4. Affidavit of Non-Collusion
    - 3.3.1.5. Bid Guarantee and Contract Bond
    - 3.3.1.6. AIA A305 Contractor Qualification Statement [note Bidder may put on their letterhead in lieu of the AIA form, IF the format of the AIA is followed]
- 3.4. Post Bid Review Process / Project Award
- 3.5. Prevailing Wages: this project is subject to prevailing wages, wage rates are included in the bid documents.
- 3.6. Tax Exempt: this project is tax exempt, TE certificates can be provided to the Contractor upon request.
- 3.7. Bonds: This project is fully bonded, refer to the Bid Guarantee and Contract Bond
- 3.8. Addenda: RDA will issue any / all addenda via email.
  - 3.8.1. It is the Bidder's responsibility to confirm receipt and to verify if addenda have been issued. If there are concerns or questions, please contact Jonathan Schaaf / RDA.
- 3.9. Substitution Requests
  - 3.9.1. Submit Substitution Requests to RDA for review. Any approvals will be noted in an addendum. Follow requirements for substitutions in the Bid documents.

### **4. Review of Owner Requirements**

- 4.1. Owner point of contact: Shelley Ratliff is the primary point of contact [contact Shelley 24 hours prior to making any follow up site visits.
  - 4.1.1. Contact Information: 937-456-4947 or email: SRatliff@prebleseniorcenter.org
- 4.2. Hours of Work – typical first shift work hours.
  - 4.2.1. The building is in use 8A – 4P, Monday through Friday.
  - 4.2.2. Coordination is required if any existing life safety system is taken out of service.

**5. Job Site Conditions**

- 5.1. Utilities: Refer to project documents for proposed improvements.
  - 5.1.1. Cost of temporary utilities are by Owner.
- 5.2. Project staging area.
  - 5.2.1. There is no available storage in the building for construction purposes. Contractor must plan for their own storage needs for the project.
  - 5.2.2. Staging area will likely be around or adjacent to the north end of the proposed addition.
- 5.3. Parking: Parking and construction access is planned from the new entrance and service side of the proposed site development to allow continued use of the facility by the public.
- 5.4. Access: Access to the existing building will be coordinated with the Owner.

**6. Site Visit**

- 6.1. Contact Shelley Ratliff [PCCOA] at 937-456-4947 to arrange any additional site visits.

End.