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Addendum:
No. 01

Date:
November 9, 2017

To the Project Manual and Drawings for:
Sinclair Community College
Skylight Replacement, Bldg. 13.
FAC 18-07
THP Job # 16033.02

Distribution:
All Plan Holders

Prepared by:
THP Limited, Inc.

This Addendum supplements and modifies the Project Manual and Drawings (Construction Documents) for the above Project, and shall hereby be incorporated into the bid and be made part of the Contract Documents. Bidders shall verify and acknowledge this fact by indicating receipt of the Addendum on their Bid Form.

This Addendum consists of (2) page(s) and (6) attachment(s). Attachments includes the following: Pre-Bid Meeting Notes (2 pages), SCC Required Documents Sheet (1 page), SCC Parking Map and Guidance (2 page), Campus Key Issuing Procedure (1 page), Burn Permit memorandum (1 page), and Attendance Log (1 pages)

Note that the bid date has been extended to November 21, 2017 at 2:00pm.

Changes to Prior Addenda:

1. N/A

Changes to Procurement Requirements:

1. See attached SCC Required Documents Sheet.

Changes to Contracting Requirements:

1. See attached SCC Required Documents Sheet.

Changes to Specifications:

1. Document 00 10 00 – Solicitation.
 - Last sentence on page 1 of 2, Change to read. **“until Tuesday, November 21, 2017, at 2:00 p.m., when all Bids will be opened and read aloud.”**
2. Document 00 41 13 – Bid Form (General Contracting Project)
 - Second Sentence, Change to read: **“The time for Substantial Completion of all Work is 179 consecutive days from the Notice to Proceed.”**
3. Document 00 52 00 – Agreement Form (College Project).
 - Article 3 – Contract Times, 3.1 Change Contract Time for Substantial Completion of All Work to: **“179 Calendar Days”** and Projected Date to: **“August 1, 2018.”**

4. Section 01 10 00 – Summary of Work.
 - Subsection 1.7.L Project Schedule and Sequence - Paragraph 3, Change to read: **“The anticipated Substantial Completion Date for all Work, including Change Order and/or Add Alternate work is August 1, 2018.”**

Changes to Drawings:

1. N/A

Clarifications:

1. Refer to **Specification Section 011000 – 1.7.B (PROJECT SCHEDULE AND SEQUENCING)**
 - Noise producing work must be performed between 10:00pm and 7:30am or anytime on Sunday at no additional cost to the owner. However, an exception to this is the work associated with the replacement of the glass units and the replacement of all sealants immediately adjacent to the glass units.

Contractor Questions:

1. Is the masonry removal and reinstallation associated with the thru-wall flashing installation (Detail 3/202) included in the Unit Price U-3 Brick Replacement (25 SF)?
 - Answer: No. The masonry removal and reinstallation associated with Detail 3/202 is included in that work item. The Unit Price Item U-3 Brick Replacement work item is for additional masonry repairs.
2. What is the weight limit of the elevator?
 - Answer: 6,500 lbs.
3. Does the licensed engineer’s certification requirements of **Specification Section 088100.1.4.B.2.** include the skylight framing?
 - Answer: No.
4. Can a portion of new glazing be staged in the penthouse? If so, what are the maximum weight requirements?
 - To be addressed in Addendum #02.
5. What is the configuration of the top of the skylight framing?
 - To be addressed in Addendum #02.

END ADDENDUM



Pre-Bid Meeting Notes

Date: November 9, 2017

Project: Sinclair Community College Building 13 Skylight **THP #:** 16033.02

Project Team: Sinclair Community College (SCC)
Rob Hensley – Project Manager
Doug Cartwright – Maintenance Supervisor

THP Limited, Inc.
Josh Hollis – Project Manager
Bill Judd - Principal

Discussion:

- 1) Summary of work
 - Protection of interior finishes and safety barricades.
 - i) Solid 8' painted plywood barricade below skylight on each level.
 - ii) Weather protection.
 - Replace existing glass light units and sealant with new 1-1/2" thick insulated glass units.
 - i) Includes temporarily removing and reinstalling existing IGU(s) to verify thickness and color of the existing glass units. Engineer to be on site to verify skylight structure member dimensions and thicknesses.
 - ii) Contractor to remove enough units to verify thicknesses of all of the existing units and to produce accurate shop drawings.
 - iii) Reinstalled IGU's to be water tight.
 - iv) Alternates:
 - (1) #1 - Thinner units.
 - (2) #2 – Color.
 - (3) #3 – Additional paint
 - Sealant replacement at skylight flashing and cladding.
 - New through-wall flashing at masonry wall.
 - Remove and salvage existing ceiling tile in room 13223 (2nd level). Salvaged tile to be used in 4th Level hallway. New tile for room 13223 shall be 2'x2', 15/16 grid with Armstrong 2x2, Cirrus 584 ceiling panels.
 - Replacement of the existing wood blocking under skylight masonry wall flashing. To be paid on a unit cost basis.
 - Masonry tuck pointing. To be paid on a unit cost basis.
 - Brick replacement. To be paid on a unit cost basis.
- 2) Schedule:
 - 179 days to complete project upon notice of award. This includes all alternates and potential change order work.
 - Other important dates.
 - i) 11/15/17 – Questions due to THP (jhollis@thpltd.com) by 12pm.
 - ii) 11/16/17 – Last addendum to be posted to contractors by 2pm.
 - iii) 11/21/17 – Bids due.

- iv) 2/3/18 - Approximate date of Notice to Proceed
 - v) Submittals to be submitted as soon as possible so that glass fabrication does not extend project.
 - (1) IGU color and thickness verified.
 - (2) Measure field conditions for skylight as soon as possible to facilitate shop drawings.
 - vi) 5/7/18 – Contractor to mobilize and begin masonry repair work. Possible soft mobilization to start non-noise producing work upon contract award.
 - vii) 8/1/18 – Substantial Completion.
- 1) Existing conditions:
- Contractor may use eastern building entrance at loading dock and freight elevator as indicated on the drawings. Contractor to provide protection as required not to damage elevator and hallway finishes.
 - Contractor shall only stage on the roof enough insulated glass units as what can be installed that day.
- 2) Masonry
- 1.8 – Sequence.
 - 1.10 – Warranty.
 - 2.2 – Materials.
- 3) Glass Glazing
- 1.8 – Sequence.
 - 1.10 – Warranty.
 - 2.2 – Materials.
- 4) General Information:
- Published budget - \$325,000
 - Prevailing wage project.
 - Sinclair is a 100% Tabaco free campus. No vaping.
 - No EDGE requirements.
 - Equal employment opportunity project.
 - Encouraged to be enrolled and good standing with drug free workplace program.
 - Bid security required – 10% (use form provided in project manual).
 - Payment and performance bond 100%.
 - Liquidated Damages – Refer to 00 72 13 Article 8, Paragraph 7.
 - \$5,000 cash allowance of Owner directed work.
 - Design stamp by structural engineer for glazing.
 - Submit phasing plan to engineer.
 - Contractor may use restrooms in building.
 - Storage at grade.
 - Water and electric availability. Contractor to verify accessibility.

End of Pre-Bid Meeting Agenda

Required Documents

The successful bidder will be required to submit the following documents and certificates to the Sinclair Purchasing Department prior to being awarded the "Contract for Construction." **Line item #1 is required with the submittal of the bid and lines 2 through 5 are required before Sinclair will execute the "Contract for Construction."**

All vendors are therefore, **STRONGLY** encouraged to include all these documents with their bids. **The college will not execute the contract without all of these documents.**

1. Bid & Bond with current Power of Attorney and unexpired Department of Insurance Certificate
2. Unexpired EOD Compliance Certificate
3. Unexpired BWC Certificate
4. DFSP Certificate; Drug Free Safety Program
5. Personal Property Tax Affidavit Form

Only after the completion of all internal and/or external approvals occurs, will the executed contract, NTP (Notice to Proceed), NOC (Notice of Commencement), NTS (Notice to Surety) and PO (Purchase Order) be sent to the successful bidder to legally engage them. **The contractor cannot be engaged until the above processes have been completed.**

IT IS PARAMOUNT THAT BIDDERS EXECUTE THEIR PROPOSALS WITH COMPLETE THOROUGHNESS AND DELIBERATE ATTENTION TO DETAIL, TO PRECLUDE ANY UNNECESSARY DELAY OR REJECTION OF THEIR BID.

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EDGE: THE "EDGE REQUIREMENT" DOES NOT APPLY TO TWO YEAR SCHOOLS.

Please see "SINCLAIR'S SUPPLEMENTARY INSTRUCTIONS AND SUPPLEMENTARY CONDITIONS" documents. They are also included in your spec book for this project.

COLLEGE's EOSDP – Equal Opportunity Supplier Diversity Program (4-Documents)

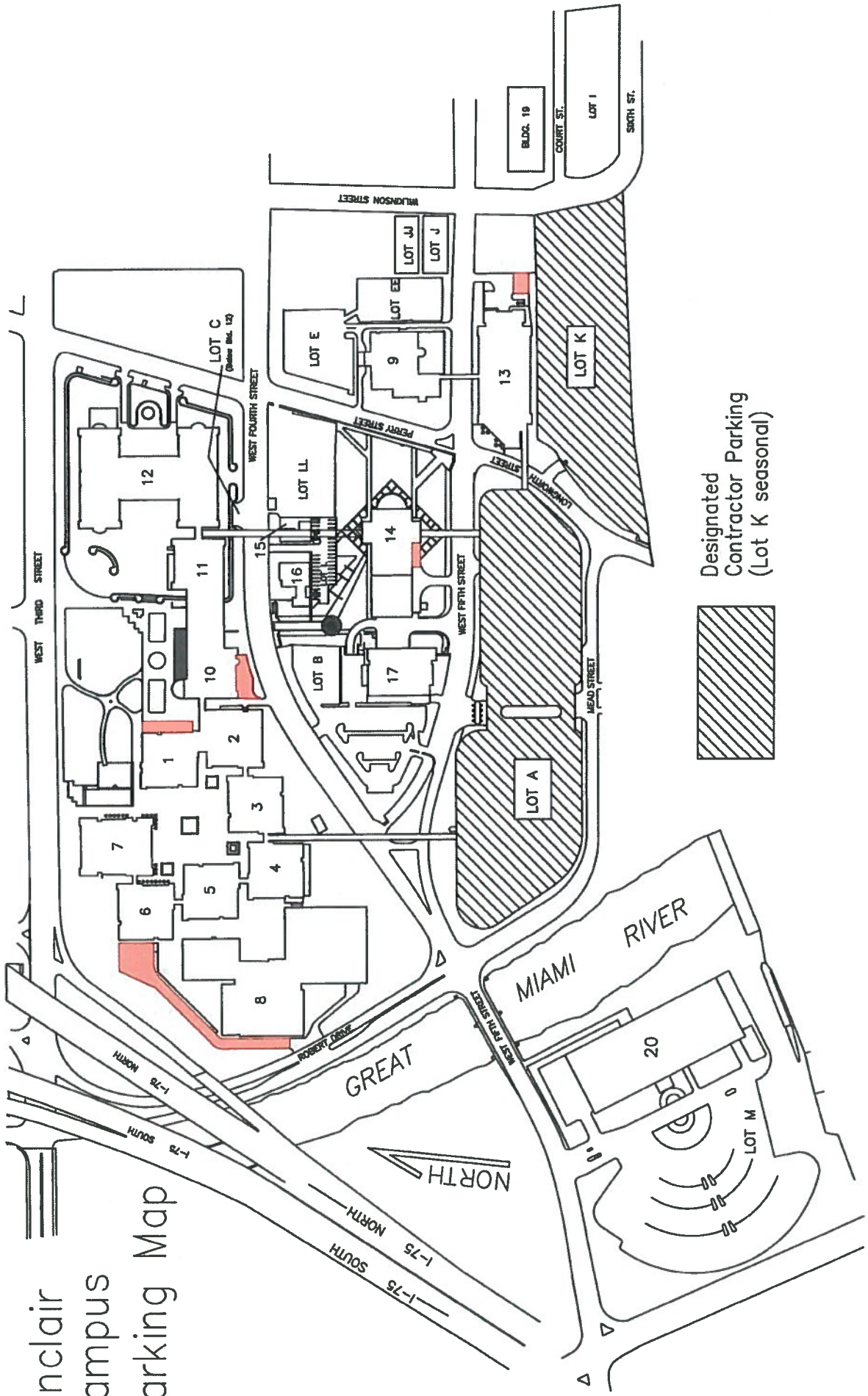
Your Company can help Sinclair achieve the **10% Tier II M/WBE** participation goal by incorporating a Subcontracting Plan as part of your response to the RFP. **Your proposal should include documents 1, 2 & 3.**

1. **Good Faith Effort Guidelines and Subcontracting Plan**
2. **Participation Certified Statement of Intent to Contract & Perform**
3. **Participation - Demonstration of Good Faith Effort**
4. **Sinclair Community College Tier II Diversity Spend Reporting Form**

Thank you,
Sinclair Purchasing Office

Sinclair Campus Parking Map

By Facilities Management
Temporary Permit only.



Designated
Contractor Parking
(Lot K seasonal)



Contractor Parking Guidance

There is no designated free contractor parking on the Sinclair Dayton Campus except by special Facilities Management Temporary parking permit. This permit will be issued by Facilities Management on an as needed basis. This permit does not relieve the contractor/vendor of following all posted Sinclair Parking signs & directions.

Note:

- 1) The primary Designated Contractor Parking areas still remain to be Lot A Parking Garage and Lot K-(Lot K during the Summer Semester is only used if coordinated by Planning & Construction.
- 2) Permits will only be issued to the Prime Contractors Foreman or Superintendent. Permits are not issued to the sub-contractors except for special circumstances as determined by Planning & Construction.
- 3) Permits shall only be used for a company marked vehicle and not for Personal Owned Vehicles (POVs). Company vehicles must be so painted or marked so as to be easily identified as a company vehicle.
- 4) Permits will be displayed in the windshield/dash of the vehicle or near the driver doorpost so as to be readily observed.
- 5) All available areas that the Permit covers are first come first serve areas so this permit is not a designated parking pass for a particular spot for the life of contracted work.
- 6) At the Bldg. 10 parking area there are specific signs stating that a "Special Campus Police Permit" is required this Permit does not comply with these parking requirements and is not to be used in those parking spots, you will be subject to towing at the owners expense if parked in those designated spots.
- 7) Bldg. 6 Dock Area and Bldg. 8 Ramp are for Loading/Unloading only. NO long term parking will be allowed without prior coordination by Planning & Construction.
- 8) Primary purpose of the Permit is for Loading/Unloading and Working out of a contractor vehicle it is not to circumvent parking in paid parking lots or meters.
- 9) Abuse of the Permit will result in immediate revoking of this permit.
- 10) It is the contractor's responsibility to obtain a parking permit before parking in the designated areas. If you do not obtain the parking permit and are parking in these areas your vehicle will be subject to towing at the owners expense.
- 11) Attached Parking Map indicates the areas which are authorized for contractor parking with the permit.
- 12) Contractors may purchase parking meter spots from the City of Dayton on a per month basis if they so choose. The City of Dayton will give you bags for the meters, but you need to take your permit to Campus Police first before bagging the meters. It is the contractor's responsibility to secure and maintain the bags not Facilities Management or Campus Police.

Campus Key Issuing Procedures for Contractor Use

Step One:

1. Provide Facilities Planning & Construction (P&C) the names of the individuals you want to sign out key(s).
2. P&C will submit a key request for issuing of key(s) to the areas you will be working in or need access to.
3. Key(s) are only provided to the Prime Contractor, we do not provide separate sets of keys for your subs. However your subs may sign out your key(s) if you provide their names for the key list.

Note: Key Requests take approximately two days to get processed so the sooner you get P&C the names the better.

Step Two:

1. Come to Bldg. 17 Room 17131 between the hours of 7:00-7:30 AM or 3:00-3:30 PM Monday – Friday to sign for your key(s).

Note: This is a onetime step from this point forward the key(s) will be available at Campus Police.

Step Three:

1. Sign out your keys daily at Campus Police located in Bldg. 7 Room 7112 first floor Lobby Area.
2. Anyone who's name is on the key list for your company may sign the key(s) out.
3. You are required to turn the key(s) back into Campus Police at the end of your daily work.

MEMORANDUM

DATE: 2/20/08

TO: All Facilities Personnel & Contractors

RE: Burn Permits/Disabling of Alarms

If you will be welding, soldering or doing anything that could cause smoke or dust that would activate the fire alarm system, or if you are modifying the fire sprinkler system in any manner, you are required to obtain a burn permit and/or permit to disable the Simplex system before beginning this type of work on campus.

The day of the work, please report to Building 17 (located at the southwest corner of Fifth and St. Mary's streets) at 7:00 am. You will be directed to the communications room where you should ask to speak with an electrician. Ask the electrician to disable the alarms in the affected building and also request a burn permit if applicable.

If you have questions, contact Doug Mahoney at 512-2733.