

**GROVE & DALL'OLIO**  
ARCHITECTS PLLC

**MEMORANDUM**

To: All Bidders

From: Matthew Grove  
Grove & Dall'Olio Architects PLLC  
304 267-2120

Date: November 11, 2014

**Re: Charles Washington Hall**  
ADDENDUM No. 1

The following information amends or supersedes the Project Manual dated October 28, 2014, Architectural drawings dated October 22, 2014, Landscape Drawings dated October 14, 2014 and structural and MEP drawings dated September 26, 2014.

1. Delete specification section 23 08 00 Commissioning of HVAC System.
2. The following items were not corroborating between the Table of Contents(TOC) and the referred document:
  - TOC Instructions to Bidders is only 6 pages.
  - Section 051200 Structural Steel was incorrectly identified as 051200.
  - Section 077000 Flashing and Sheet Metal was incorrectly identified as 076200.
  - Section 078400 Firestopping was incorrectly identified as 078000.
  - Section 083100 Access Doors and Frames was incorrectly identified as 083113.
  - Section 088000 Glass and Glazing was incorrectly identified as 088100.
  - Section 096543 Linoleum Flooring was incorrectly identified as 096516.
  - Section 144251 Wheelchair Platform Lift was incorrectly identified as 145416.
  - Section 314000 Shoring & Underpinning has been added to the TOC.
  - Footer of Section 321216 Asphalt Paving has been corrected.
  - Footer of Section 323913 Bollards has been corrected.
  - Footer of Section 334000 Storm Water Drainage has been corrected.
- See attached revised TOC and the following specification sections:
  - Section 321216 Asphalt Paving
  - Section 323913 Bollards
  - Section 334000 Storm Water Drainage
3. Section 110000 Rolling Safety Ladder. Putnam no longer offers the rolling service ladder. Provide and assemble ULINE model H-1557-10 or equal.
4. Charles Town Business Licenses will be required by all contractors performing work on this project. Licenses may be acquired upon award of contract.



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5. No liquidated damages have been set for this project.
6. Form of Proposal has been amended to include acknowledgment of addenda. See attached.
7. Required Bidding Documents include:

Form of Proposal  
Bid Bond

**End Addendum No. 1**



CITY OF CHARLES TOWN, WV  
Charles Washington Hall RENOVATION - 11935  
Charles Town, West Virginia

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**SECTION 31 12 16 – ASPHALT PAVING**

PART 1 - GENERAL

1.1 REFERENCE DOCUMENTS

- A. For all specification information for asphalt paving, refer to West Virginia Department of Highways specifications.

PART 2 – PRODUCTS

PART 3 - EXECUTION

END OF SECTION

## **SECTION 32 39 13 - BOLLARDS**

### **PART 1 - GENERAL**

#### **1.1 RELATED DOCUMENTS**

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and Division 01 Specification Sections, apply to this Section.

#### **1.2 SUMMARY**

- A. Section Includes:
  - 1. Bollards.
- B. Related Requirements:
  - 1. Section 03 30 00 "Cast-in-Place Concrete" for further information on placement of concrete for footings.

#### **1.3 ACTION SUBMITTALS**

- A. Product Data: For each type of product.
- B. Samples: For each exposed product and for each color and texture specified.
- C. Samples for Initial Selection: For units with factory-applied finishes.
- D. Samples for Verification: For each type of exposed finish, not less than 6-inch- long linear components and 4-inch- square sheet components.
  - 1. Include full-size samples of bollard.
- E. Product Schedule: For site furnishings. Use same designations indicated on contract drawings.

#### **1.4 INFORMATIONAL SUBMITTALS**

- A. Product Certificates: For site furnishings.

#### **1.5 CLOSEOUT SUBMITTALS**

- A. Maintenance Data: For site furnishings to include in maintenance manuals.

### **PART 2 - PRODUCTS**

#### **2.1 BOLLARDS**

- A. Products: Subject to compliance with requirements, provide each the following or equivalent products approved by Owner's Rep:
  - 1. Ironsmith, Metro cast gray iron bollard with lock tab for removable application (Model No. 9020RM)
  - 2. Ironsmith, Metro dedicated removable bollard receiver (Model No. 9020R)
- B. Bollard Construction:

1. Bollard material shall be cast gray iron from 100% recycled materials. All castings shall be manufactured true to pattern and component parts, and shall fit together in a satisfactory manner. The castings shall be of uniform pattern and quality, free from blowholes, hard spots, shrinkage, distortion, or other defects.
  2. Accessories: Locking mechanism for Bollards to be furnished by Owner.
  3. Installation Method: As indicated in contract drawings.
- C. Cast-Iron Finish: Polyester powder coated.
1. Color: RAL 9005 (Black).

## 2.2 CONCRETE

- A. General: Cast-in-place concrete according to ACI 318, ACI 350/350R, and the following:
1. Cement: ASTM C 150, Type II.
  2. Fine Aggregate: ASTM C 33, sand.
  3. Coarse Aggregate: ASTM C 33, crushed gravel.
  4. Water: Potable.
- B. Portland Cement Design Mix: 4000 psi minimum, with 0.45 maximum water/cementitious materials ratio.
- C. Reinforcing Fabric: ASTM A 1064/A 1064M, steel, welded wire fabric, plain.
- D. Reinforcing Bars: ASTM A 615/A 615M, Grade 60 deformed steel
- E. For additional information on submittals, testing procedures, and other requirements for concrete footings, see Section 033000 "Cast-in-Place Concrete."

## 2.3 GENERAL FINISH REQUIREMENTS

- A. Appearance of Finished Work: Noticeable variations in same piece are not acceptable. Variations in appearance of adjoining components are acceptable if they are within the range of approved Samples and are assembled or installed to minimize contrast.

## 2.4 IRON FINISHES

- A. Baked-Enamel, Powder-Coat Finish: Manufacturer's standard, baked, polyester, powder-coat finish complying with finish manufacturer's written instructions for surface preparation, including pretreatment, application, baking, and minimum dry film thickness.

## PART 3 - EXECUTION

### 3.1 EXAMINATION

- A. Examine areas and conditions, with Installer present, for compliance with requirements for correct and level finished grade, mounting surfaces, installation tolerances, and other conditions affecting performance of the Work.
- B. Proceed with installation only after unsatisfactory conditions have been corrected.



### 3.2 INSTALLATION, GENERAL

- A. Comply with manufacturer's written installation instructions unless more stringent requirements are indicated. Complete field assembly of site furnishings where required.
- B. Confirm all site amenity locations with Owner's Rep prior to installation.
- C. Install site furnishings level, plumb, true, and securely anchored at locations indicated on the contract drawings and after confirming locations with Owner's Rep.

### 3.3 PROTECTION

- A. Protect installed products until completion of project.
- B. Touch-up, repair, or replace damaged products before Substantial Completion.

END OF SECTION

## **SECTION 33 40 00 - STORMWATER DRAINAGE AND CONVEYANCE**

### **PART 1 - GENERAL**

#### **1.1 RELATED DOCUMENTS**

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and Division 01 Specification Sections, apply to this Section.

#### **1.2 SUMMARY**

- A. Section includes:
  - 1. Stormwater Drainage Piping.
  - 2. Stormwater Inlet Structures.

#### **1.3 INFORMATIONAL SUBMITTALS**

- A. Product Data: For each type of product indicated.
- B. Shop Drawings: Trench drain, slot drain, and catch basin assemblies
- C. Coordination Drawings: Show pipe sizes, locations, and elevations. Show other piping in same trench and clearances from other existing/proposed utilities. Indicate interface and spatial relationship between manholes, piping, and proximate structures.
- D. Profile Drawings: Show system piping in elevation. Draw profiles at horizontal scale of not less than 1 inch equals 50 feet and vertical scale of not less than 1 inch equals 5 feet. Indicate manholes and piping. Show types, sizes, materials, and elevations of other utilities crossing system piping.
- E. Field quality-control reports.

#### **1.4 DELIVERY, STORAGE, AND HANDLING**

- A. Do not store plastic pipe and fittings in direct sunlight.
- B. Protect pipe, pipe fittings, and seals from dirt and damage.

#### **1.5 PROJECT CONDITIONS**

- A. Interruption of Existing Storm Drainage Service: Do not interrupt service to facilities occupied by Owner or others unless permitted under the following conditions and then only after arranging to provide temporary service according to requirements indicated:
  - 1. Notify Owner's Rep no fewer than two days in advance of proposed interruption of service.
  - 2. Do not proceed with interruption of service without written permission from Owner's Rep.

#### **1.6 QUALITY ASSURANCE**

- A. Installer Qualifications: Fabricator of products.
- B. Installer Qualifications: An entity that employs installers and supervisors who are trained and approved by manufacturer.

- C. Testing Agency Qualifications: Qualified according to ASTM C 1021 or ASTM C 1093 for testing indicated.

## PART 2 - PRODUCTS

### 2.1 PVC PIPE AND FITTINGS

- A. PVC Cellular-Core Piping:
  - 1. PVC Cellular-Core Pipe and Fittings: ASTM F 891, Sewer and Drain Series, PS 50 minimum stiffness, PVC cellular-core pipe with plain ends for solvent-cemented joints.
  - 2. Fittings: ASTM D 3034, SDR 35, PVC socket-type fittings.

### 2.2 TRENCH DRAIN

- A. Provide the following trench drain structure or equivalent approved by Owner's Rep:
  - 1. ACO Klassic Drain K100S  
ACO USA  
North East Sales Office  
P.O. Box 245  
Chardon, OH 44024
- B. Install drain per manufacturer's written instructions. If all installation methods interfere with design in Contract Drawings, notify Owner's Rep so a proper solution can be determined.

### 2.3 SLOT DRAIN

- A. Provide the following slot drain structure or equivalent approved by Owner's Rep:
  - 1. ACO Brickslot Drain  
ACO USA  
North East Sales Office  
P.O. Box 245  
Chardon, OH 44024
- B. Install drain as outlined in contract drawings. Verify that installation method is in compliance with manufacturer's specifications. For any installation components not included in drawings, refer to manufacturer's written instructions.

### 2.4 CATCH BASIN

- A. Provide the following catch basin structure or equivalent approved by Owner's Rep:
  - 1. ACO K900 Series Catch Basin  
ACO USA  
North East Sales Office  
P.O. Box 245  
Chardon, OH 44024
- B. Install basin as indicated in contract drawings. Verify that installation method is in compliance with manufacturer's specifications. For any installation components not included in drawings, refer to manufacturer's written instructions.

## 2.5 AREA DRAIN

- A. Provide the following area drain or equivalent approved by Owner's Rep:
  - 1. Zurn Z560 12" Area Drain  
Zurn Industries, LLC  
1801 Pittsburgh Avenue  
Erie, PA 16502
- B. Install drain as outlined in contract drawings. Verify that installation method is in compliance with manufacturer's specifications. For any installation components not included in drawings, refer to manufacturer's written instructions.

## PART 3 - EXECUTION

### 3.1 EARTHWORK

- A. Excavation, trenching, and backfilling are specified in Section 312000 "Earth Moving."

### 3.2 PIPING INSTALLATION

- A. General Locations and Arrangements: Drawing plans and details indicate general location and arrangement of underground storm drainage piping. Location and arrangement of piping layout take into account design considerations. Install piping as indicated, to extent practical. Where specific installation is not indicated, follow piping manufacturer's written instructions.
- B. Install piping beginning at low point, true to grades and alignment indicated with unbroken continuity of invert. Place bell ends of piping facing upstream. Install gaskets, seals, sleeves, and couplings according to manufacturer's written instructions for use of lubricants, cements, and other installation requirements.
- C. Install proper size increasers, reducers, and couplings where different sizes or materials of pipes and fittings are connected. Reducing size of piping in direction of flow is prohibited.
- D. When installing pipe under streets or other obstructions that cannot be disturbed, use pipe-jacking process of microtunneling.
- E. Install gravity-flow, nonpressure drainage piping according to the following:
  - 1. Install piping pitched down in direction of flow.
  - 2. Install piping with restrained joints at tee fittings and at changes in direction. Use corrosion-resistant rods, pipe or fitting manufacturer's proprietary restraint system, or cast-in-place concrete supports or anchors.
  - 3. Install piping with 48-inch minimum cover.
  - 4. Install PVC cellular-core piping according to ASTM D 2321 and ASTM F 1668.

### 3.3 PIPE JOINT CONSTRUCTION

- A. Join gravity-flow, nonpressure drainage piping according to the following:
  - 1. Join PVC cellular-core piping according to ASTM D 2321 and ASTM F 891 for solvent-cemented joints.

### 3.4 DRAIN INSTALLATION

- A. All drains should be installed per manufacturer's specifications unless otherwise noted.

### 3.5 CONNECTIONS

- A. Contractor is to verify horizontal location and invert of existing public stormwater conveyance system and connect into system. Connection should be made in compliance with any applicable local codes.

### 3.6 IDENTIFICATION

- A. Arrange for installation of green warning tape directly over piping and at outside edge of underground structures.
  - 1. Use detectable warning tape over nonferrous piping and over edges of underground structures.

### 3.7 CLEANING

- A. Clean interior of piping of dirt and superfluous materials. Flush with potable water.

END OF SECTION

**FORM OF PROPOSAL**

To Owner: **CITY OF CHARLES TOWN**

Project: **Charles Washington Hall Renovation**  
100 West Washington Street  
Charles Town, WV

The undersigned, hereinafter called the Bidder, being familiar with and understanding the Bidding Documents and also having examined the site and being familiar with all local conditions affecting the Project hereby proposes to furnish all labor, material, equipment, supplies and transportation, and to perform all Work in accordance with the Bidding Documents shall achieve Substantial Completion within \_\_\_\_\_ days, for the sum of:

BASE BID: \_\_\_\_\_ \$ \_\_\_\_\_

(Amount to be shown in both words and numbers. In the event of a difference between the written amount and the number amount, the written amount shall prevail. Complete bid breakdown for the various parts of the project.)

Provide new standing seam metal roof as indicated on the drawings and specifications

Add #1: \_\_\_\_\_ \$ \_\_\_\_\_

Provide new foundation walls and footings on the South Façade as indicated on drawings

Add #2: \_\_\_\_\_ \$ \_\_\_\_\_

[Acknowledgement of Addenda #1\( \)](#)   [Addenda #2 \( \)](#)   [Addenda #3 \( \)](#)   [Addenda #4 \( \)](#)

I agree to honor the above bid figures for sixty (60) days past the bid due date:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature in ink)

Name: \_\_\_\_\_  
(Please Type or Print) (Title)

Contractor Co. Name: \_\_\_\_\_

Contractor Co. Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Contractor's West Virginia License No.: \_\_\_\_\_

Charles Town Business License No.: \_\_\_\_\_

West Virginia State Code 21-11-2 requires that all persons desiring to perform contractual work in this State must be duly licensed. The West Virginia Contractors Licensing Board is empowered to issue the Contractors license. Application for a contractor's license may be made by contacting The West Virginia Department of Labor, 1800 Washington Street, E., Charleston, WV 25305. Telephone (304)-558-7890. West Virginia Code 21-11 requires a Bidder to include its contractor's license number on its bid. The successful Bidder will be required to furnish a copy of its contractor's license prior to issuance of a Purchase Order/Contract.

**CHARLES WASHINGTON HALL BID BREAKDOWN**

The following figures provided by the Contractor shall include labor, materials, overhead, profit and taxes necessary to perform the full extent of the work as described in the enclosed Drawings and Bidding Documents.

Description of Work	\$ Amount
1 General Conditions .....	_____
2 Demolition & Site Work (utilities).....	_____
3 Concrete & Gravel .....	_____
4 Masonry .....	_____
5 Metal Work .....	_____
6 Wood.....	_____
7 Thermal & Moisture Protection .....	_____
8 Openings.....	_____
9 Finishes .....	_____
10 Specialties.....	_____
11 Equipment.....	_____
12 Furnishings .....	_____
14 Conveying Equipment.....	_____
22 Plumbing .....	_____
22 Sprinkler System.....	_____
23 Mechanical .....	_____
26 Power & Electrical.....	_____
.....	_____
<b>Total</b>	=====

**LIST OF SUBCONTRACTORS**

TRADE	NAME
Demolition	
Shoring	
Excavating	
Concrete	
Masonry	
Metalwork	
Rough Carpentry	
Finish Carpentry	
Window Restoration	
Glazing	
Drywall Finishing	
Painting	
Plaster	
Tile Work	
Mechanical	
Plumbing	
Fire Suppression	
Electrical	
Superintendent	

- END OF FORM OF PROPOSAL -