

Addendum Number: 01

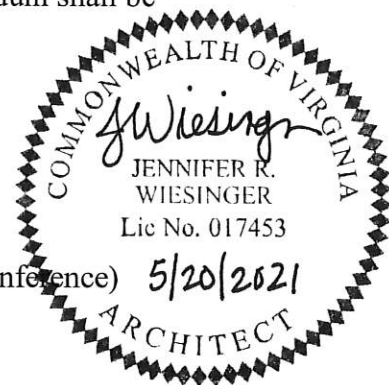
Date of Issuance: May 20, 2021

Projects: JSRCC Office Suite Renovations DTC, Project Code 260-B0260-035
JSRCC Burnette Hall Renovations, Project Code 260-B0260-036
Project Number: VCCS # AP2021-07
Owner: Virginia Community College System

The following items represent changes, modifications and/or clarifications to the Contract Documents for this project. This Addendum shall become a part of the Contract Documents and all bidders shall include its provisions in their proposals. Receipt of this Addendum shall be acknowledged on the Bid Form where designated.

This Addendum consists of the following:

- 2 Typed Pages
- 2 Pages of Pre-bid Conference Sign-in Sheet.
- 2 Pages of Pre-bid Conference Meeting Minutes
- 1 Page of VCCS COVID Protocol (that was handed out at the pre-bid conference)
- 1 Sheet A-101 Rev 1 (Burnette Hall Renovations)
- 1 Sheet A-601 Rev 1 (Burnette Hall Renovations)



General:

1. Door 106A has been added between Tutoring 101 and Writing Studio 106 at Burnette Hall.

Bidder Questions and Clarifications:

- Q:** In the Instructions to Bidders, number 17 states that we need to include a Small Business Procurement Plan. I just want to confirm that we do need to do that even if you are DSDB certified Small Business. Please confirm.
- A:** If the bidder is a DSBSD certified small business, the proposed percentage of small business participation shall be entered as 100% in the appropriate line on the bid form. A percentage entered on the appropriate line on the bid form IS the plan. Contractors are not required to provide a list of planned subcontracts or anything more elaborate.

Changes to the Drawings:

Drawing Set for 260-B0260-036 Burnette Hall Renovation – JSRCC
Sheet A-101: replace Sheet A-101 in its entirety with the attached A-101 Rev 1.

Sheet A-601: replace Sheet A-601 in its entirety with the attached A-601 Rev 1.

Changes to the Project Manuals:

Project Manual for 260-B0260-036 Burnette Hall Renovation - JSRCC

Specification Section 087100 3.7 Door Hardware Schedule, Add the following hardware group:

Hardware Group No. HW2, For use on door # 106A

Provide each SGL door with the following:

Qty		Description	Finish
3	EA	HINGE	652
1	EA	ENTRANCE/OFFICE LOCKSET	626
1	EA	WALL STOP	630
3	EA	SILENCER	GRY
1	EA	CYLINDER	626

Attachments:

Pre-bid Conference sign-in sheet (2 pages)

Pre-bid Conference Meeting Minutes (2 pages)

VCCS Covid Protocol (1 page)

A-101 Rev 1 Burnette Hall Renovations (1 sheet)

A-601 Rev 1 Burnette Hall Renovations (1 sheet)

END OF ADDENDUM NO. 1

Name	Organization	Phone/Fax/E-mail
Jennifer Wiesinger, RA	Brockenbrough	P: 804.592.3897 E-mail: jwiesinger@brockenbrough.com
MICHAEL LaBARGE	MONTGOMERY CON.	P: 407-259-0754 E-mail: michael@montgomeryconsulting.net
Tommy Coluather	ATLANTIC COAST	P: 804-573-2723 E-mail: Mike@ATLANTICCOASTSTAFF.COM
DREW MICLO	DPR CONST.	P: 804-283-2918 E-mail: drawm@dpr.com
Steven Shedd	Daniel & Co., Inc.	P: 804.213.0400 E-mail: estimating@danielco.net
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		P: E-mail:
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Pre-Bid Conference Meeting Minutes

PROJECT: JSRCC Office Suite Renovation DTC and Burnette Hall Renovation
Project Codes: VCCS PC: AP2021-007 State PC: 260-B0260-035/036

DATE: Wednesday April 28, 2021 10:00 A.M.

ATTENDEES: See attached sign-in sheet

Items of Discussion:

- **ALL ADDENDA WILL BE SENT TO THE EMAIL ADDRESS PROVIDED ON THE SIGN IN SHEET AND POSTED ON eVA.**
- Project Name: Office Suite Renovation DTC and Burnette Hall Renovation
Project Code: VCCS: AP2021-007, State: 260-B0260-035 and 260-B0260-036
Questions Due to AE: Tuesday May 18, 2021 by 2:00 PM
Issue Addendum: Thursday May 20, 2021 by Close of Business
Bids Due: Tuesday May 25, 2021 at 2:00 P.M.
Open Bids: Wednesday May 26, 2021 at 2:00 P.M.
COVID Protocol: See attached for the protocol that the successful contractor will be required to provide to VCCS.
- All bids shall be in an envelope that is sent to the attention of Ms. Sibyl Roberts. The contractor shall provide the name, address, contractor's license number, phone number, and fax number of the company on the envelope. Envelopes not containing this information **shall** be considered non-responsive. Additional requirements regarding bid submission are listed in the Invitation for Bids.
- Explanation of delivery: In person hand delivery is being supported on bid day from 9:00 A.M. to time of bid receipt (2:00 P.M. unless otherwise stated in the IFB) at the stated location. Building is open during regular business hours. All visitors need to sign in at the virtual receptionist (iPad on the wall in the main lobby.) Delivery on all other days should be by mail, UPS, FedEx or similar shipping method. Bids may be modified as per the Instructions to Bidders using fax number (804) 819-4762 and copying sroberts@vccs.edu.
- **eVA Vendor Registration:** All bidders must be registered prior to award.
- **Visits to the sites.** The DTC site will be toured after this meeting. A visit to Burnette Hall and additional visits to the DTC site can be arranged by contacting Matthew Thompson at JSRCC mthompson@reynolds.edu or 804-523-5795.
- **Bid Bond** is required. No other forms of security will be accepted. Failure to include a standard bid bond constitutes a non-responsive bid.
- **Preparation and Submission of Bids:** Bidders must have a valid Virginia Contractor License No. to qualify as a bidder.

- **Building Permit:** Permit will be provided by VCCS. All other permits are the responsibility of the Contractor.
- Contract will be awarded on the Total Base Bid Amount, including Part A (lump sum price for renovation of a portion of the Downtown Campus Building in accordance with the Contract Documents) and Part B (lump sum price for renovation of a portion of Burnette Hall at the Parham Road Campus in accordance with the Contract Documents)
- **Time for Completion** is 45 calendar days from NTP to Substantial Completion. Final Completion shall be within 30 days after the date of Substantial Completion.
- **Bid Form shall be filled out completely and signed and dated. Failure to date the bid form is cause for being declared “non-responsive” on all bids.**
- **Failure to acknowledge receipt of any addenda is cause for being declared “non-responsive” on all bids.**
- Access to work is limited to the work schedule of the facility. Hours of operation are Monday through Friday 8:00 am to 6:00 pm. Extended Hours are possible and can be scheduled with the Project Manager for the JSRCC.
- Parking for DTC will be made available in the annex parking lot. Supplies can be dropped off. Parking at Burnette Hall is readily available.
- All contractor staff must sign in daily at both locations.
- There will be one contract for both projects.
- Asbestos reports for both projects are in the project manual. It is not expected that asbestos will be encountered given the scope of this work.
- The fire alarm can be shut off during regular working hours, pre-arrange with JSRCC.
- One supervisor for both projects is acceptable. Simultaneous work on both buildings is acceptable.
- DTC dumpster location will be 7th Street near the generator. Burnette Hall dumpster location will be at building loading dock.
- Fire alarm at DTC is Simplex. Fire alarm at Burnette Hall is Notifier.
- BAS at both buildings is Allerton (handled by Asis).
- Door keying must work with building standard cores.
- At DTC, the freight elevator will be dedicated to the Contractor.



DATE: April 23, 2020 (Updated 1/4/2021)
TO: Active Design Firms and Construction Companies on VCCS Projects
FROM: Bert Jones, Associate Vice Chancellor, Facilities Management Services
Virginia Community College System
RE: Continuity of Operations during COVID-19

As the Virginia Community College System, Department of Facilities Management Services continue operations for our Capital Construction and Maintenance Reserve Program for our 23 colleges during this pandemic, it is important that we reach out to remind all of our contractors and Architects and Engineers of the ongoing Governor's directives that have allowed us to continue operating during this time of uncertainty.

Our ongoing VCCS FMS practices:

1. VCCS employees are teleworking. Also, employees who have come in contact with an individual exposed to COVID-19, are symptomatic, or have been diagnosed with COVID-19 are asked to follow the guidance of the CDC and the VDH, to refrain from personal contact with any co-workers, consultants or contractors.
2. We have established protocols for on-line pre-bid conferences and receipt and opening of bids to minimize contact and maximize social distancing.
3. Full notification to supervisors if an employee suspects that they may have been in contact with someone who has been infected with COVID-19.

We have heard from many of you but want to reiterate our expectations as we move forward through this pandemic. We expect that your firm will:

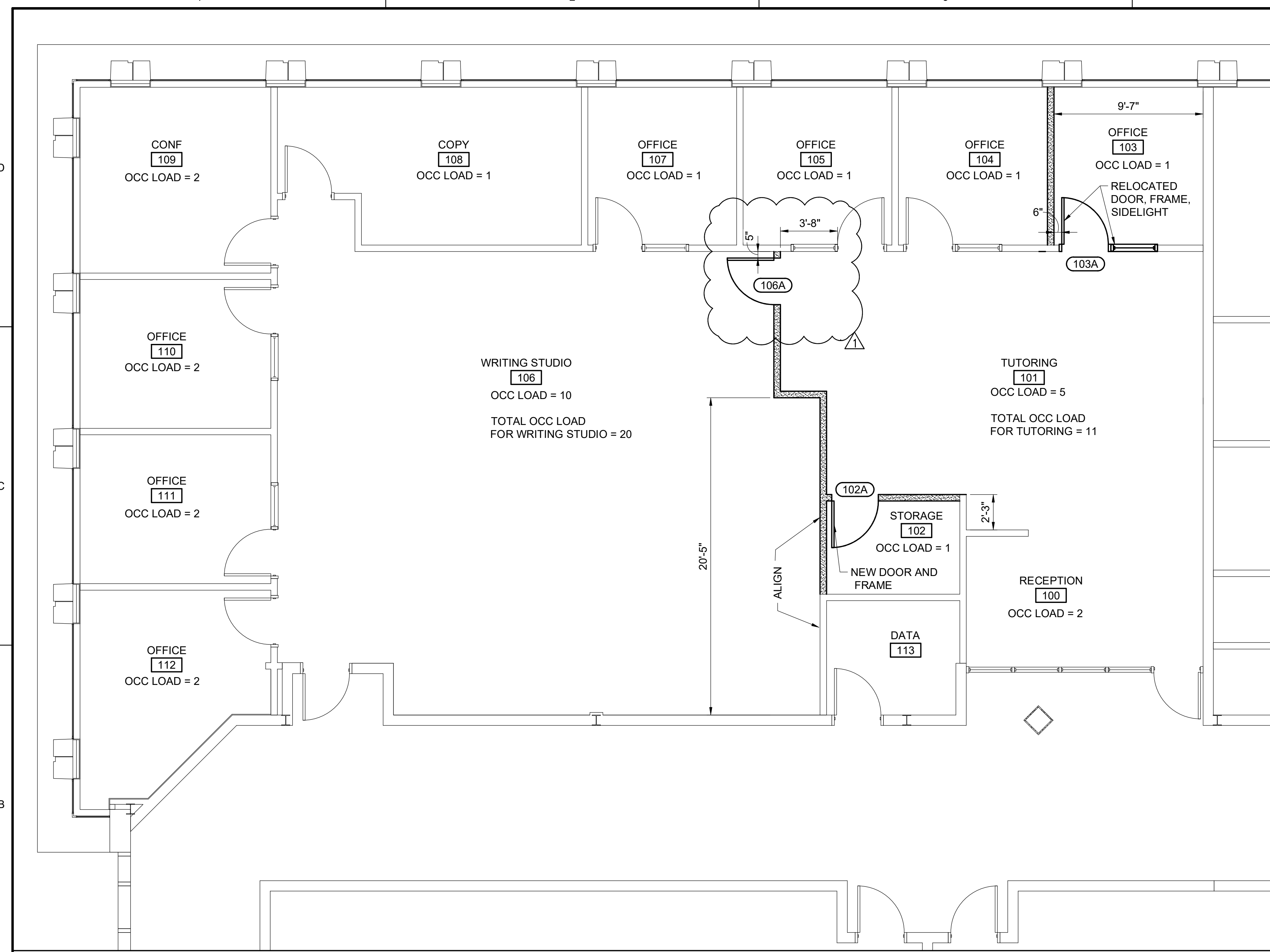
1. Have a plan that complies with all State, OSHA, CDC and other guidelines as may be appropriate to mitigate the spread of COVID-19.
2. Provide immediate notice if an employee or worker who has been on one of our sites or in contact with one of our staff members on our project has been exposed to COVID-19.
3. Be aware of the need for limitation of access within our building strictly to the work areas designated within the contract to any employees on site.
4. Provide to us the protocols your company has in place to ensure compliance with Governor Northam's Executive Order #55 (as amended up to and including Executive Order #72 as of the date of this memo), to reduce the risk of spreading COVID-19, i.e. social distancing, wearing of face masks, gloves and other PPE. Also, please be sure to comply with the DOLI Standard, "16VAC25-220, Emergency Temporary Standard Infectious Disease Prevention: SARS-CoV-2 Virus That Causes COVID-19," which can be accessed online at http://register.dls.virginia.gov/documents/agency_resources/16VAC25-220emer.pdf.

We look forward to maintaining a safe and healthy environment at all of our colleges as we continue to move forward with our projects during this time of difficulty.

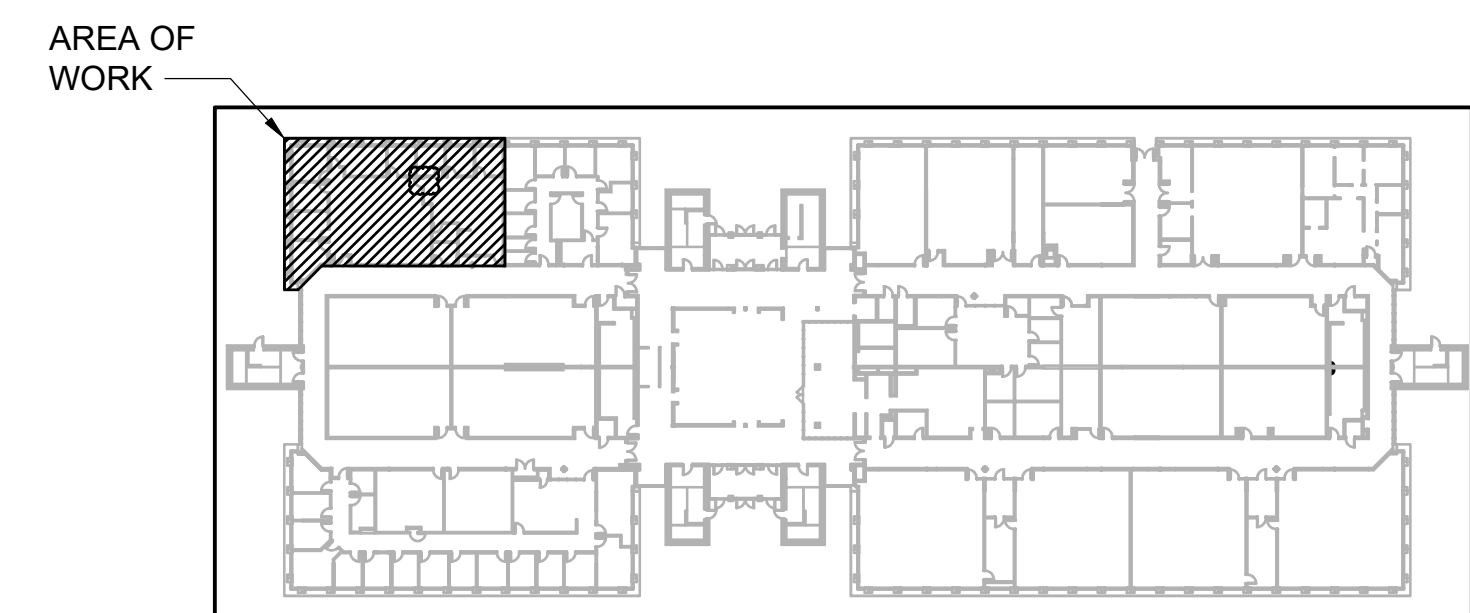
Please do not hesitate to let your Program Manager, Sibyl Roberts or me know if you have any questions or concerns regarding this communication.

Bert Jones, RA, CBO, VCCO
Associate Vice Chancellor for Facilities Management Services
Phone Number: (804) 819-4917
E-mail: bjones@vccs.edu

FILE NAME: G:\20 Jobs\20-069 Burnette Hall Renovation - JSRCC\CAD\A-101.dwg LAYOUT NAME: A-101 PLOTTED: Thursday, May 13, 2021 - 9:22am USER: jwiesinger



PLAN NORTH
NEW WORK PLAN
 SCALE: 1/4"=1'-0"



PLAN NORTH
KEY PLAN
 SCALE: NONE

GENERAL NOTES

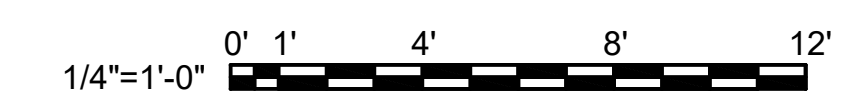
1. ALL NEW PARTITIONS ARE PARTITION TYPE A, UNLESS OTHERWISE NOTED. SEE A/A-601 FOR PARTITION TYPE A.
2. ALL WORK SHALL BE PERFORMED IN ACCORDANCE WITH ALL CODES, RULES AND REGULATIONS OR RESTRICTIONS HAVING JURISDICTION.
3. PRIOR TO STARTING WORK, THE GENERAL CONTRACTOR SHALL NOTIFY THE ARCHITECT OF ANY DISCREPANCIES IN THE PLANS. FIELD VERIFY ALL CRITICAL MEASUREMENTS.
4. ALL SIGNAGE PROVIDED BY OWNER.
5. DIMENSIONS ARE TO FACE OF FINISHED WALL, UNLESS OTHERWISE NOTED.
6. PATCH ALL WALLS AND FLOORS WHERE EXISTING CONSTRUCTION OR ITEMS ARE DEMOLISHED OR REMOVED AS PART OF THIS WORK. RESTORE SURFACES TO MATCH EXISTING ADJACENT NEW OR RENOVATED SURFACE.
7. SUPPORTS FOR BUILDING COMPONENTS THAT ARE SUSPENDED FROM FLOOR OR CEILING JOISTS MUST BE SUSPENDED FROM THE TOP CHORD OF THE JOIST.
8. DOORS WHICH DO NOT HAVE A DOOR NUMBER ARE EXISTING TO REMAIN.

CLIENT	VCCS
DRAWN	CLS
DESIGN	JRW
APPROVED	DATE
DATE	20-069
SCALE	CHM
REVISIONS	03/25/2021
NO	5/20/21
NO	REV 1 ADDENDUM 01
NO	DATE
NO	PWS AS NOTED

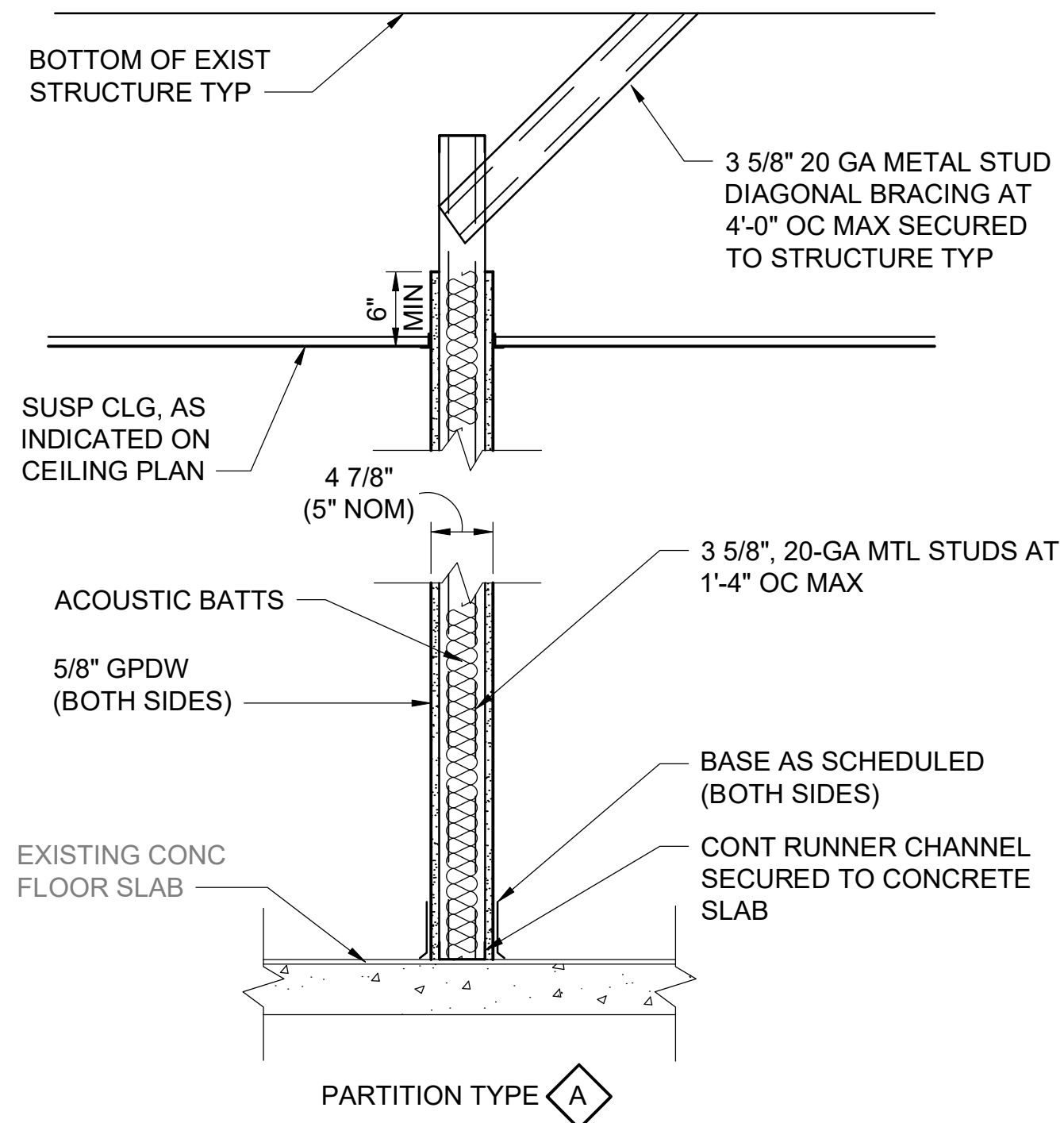
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 804.592.3900 main | 804.592.3901 fax
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NEW WORK PLAN
BURNETTE HALL RENOVATION - JSRCC
 PROJECT CODE: 260-B0260-036
 VIRGINIA

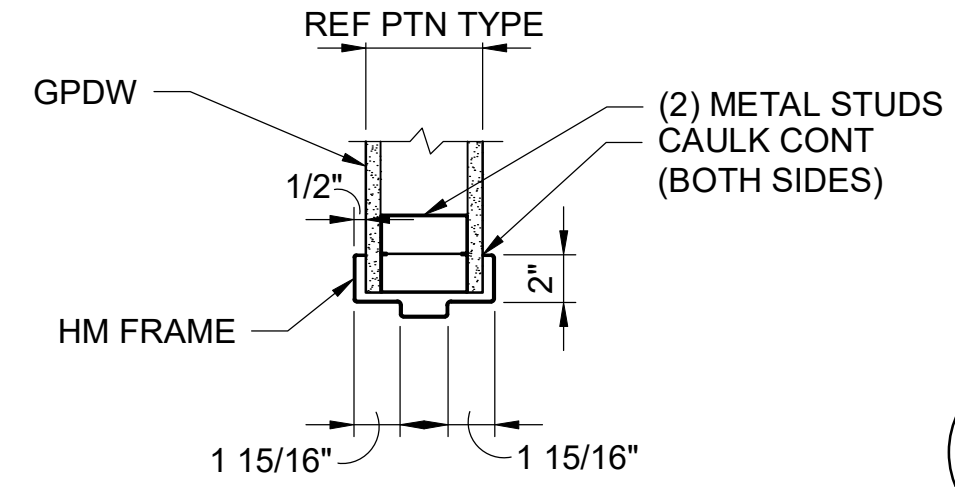
COMMONWEALTH OF VIRGINIA
Jennifer R. Wiesinger
JENNIFER R. WIESINGER
 Lic. No. 017453
 5/20/2021
 ARCHITECT



FILE NAME: C:\20 Jobs\20-069 Burnette Hall Renovation - JSRCC\CAD\A-601.dwg LAYOUT NAME: A-601 PLOTTED: Thursday, May 13, 2021 - 10:12am USER: jwiesinger



A PARTITION TYPE
A-601/A-601 SCALE: 1"=1'-0"



B DOOR HEAD/JAMB
A-601/A-601 SCALE: 1 1/2"=1'-0"

DOOR SCHEDULE

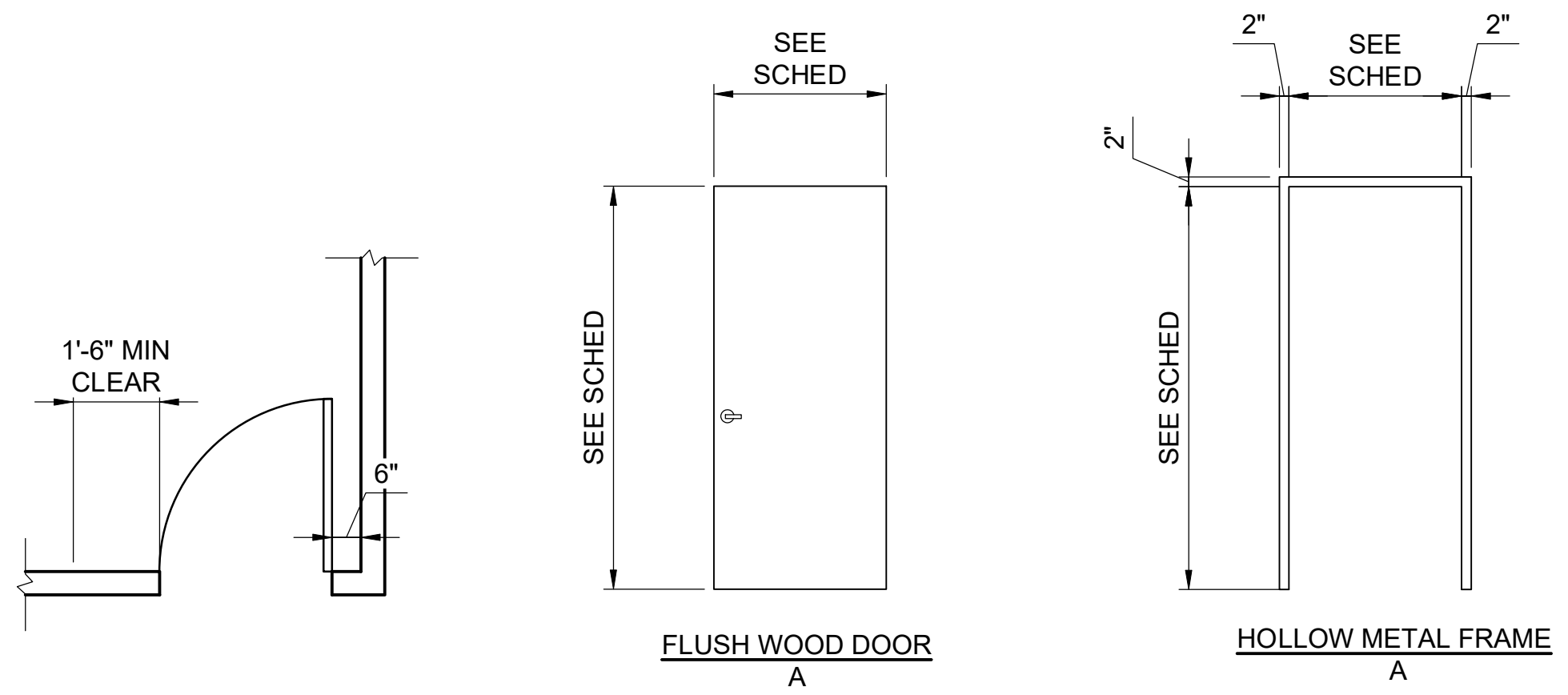
NUMBER	FIRE RATING	DOOR			FRAME			HARDWARE SET	REMARKS	
		SIZE (W x H x D)	TYPE	MATERIAL	TYPE	MATERIAL	DETAILS			
							HEAD & JAMB	THOLD		
102A	--	3'-0" X 6'-8" X 1 3/4"	A	WD	A	HM	B/A-601	--	HW1	
103A	--	ETR	ETR	ETR	ETR	ETR	B/A-601	--	ETR	RELOCATE EXIST DOOR, SIDELIGHT, FRAME
106A	--	3'-0" X 6'-8" X 1 3/4"	A	WD	A	HM	B/A-601	--	HW2	

- NOTES:**
1. MATCH EXISTING DOORS, FRAMES AND HARDWARE.
 2. PAINT ALL HOLLOW METAL FRAMES.
 3. COORDINATE KEYING WITH OWNER.

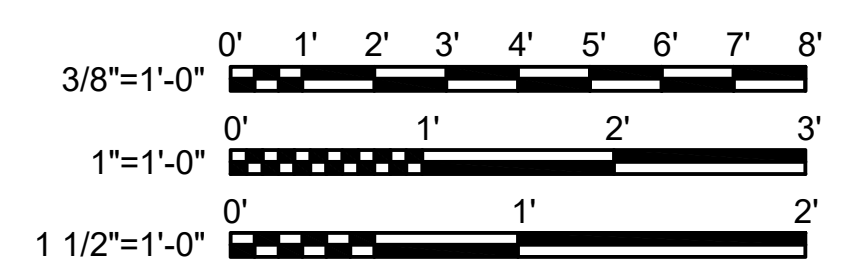
FINISH SCHEDULE

NUMBER	ROOM		FLOOR	BASE	WALLS		CEILING		NOTES/REMARKS
	NAME				MATERIAL	FINISH	MATERIAL	HEIGHT	
100	RECEPTION		CPT	VB	GPDW / CMU	PTD	ACT	TYP	
101	TUTORING		CPT	VB	GPDW / CMU	PTD	ACT	TYP	
102	STORAGE		VCT	VB	GPDW	PTD	ACT	TYP	
103	OFFICE		CPT	VB	GPDW / CMU	PTD	ACT	TYP	
104	OFFICE		CPT	VB	GPDW	PTD	ETR	TYP	
105	OFFICE		CPT	VB	GPDW	PTD	ETR	TYP	
106	WRITING STUDIO		CPT	VB	GPDW	PTD	ETR	TYP	
107	OFFICE		CPT	VB	GPDW	PTD	ETR	TYP	
108	COPY		ETR	ETR	GPDW	PTD	ETR	TYP	
109	CONFERENCE		CPT	VB	GPDW	PTD	ETR	TYP	
110	OFFICE		CPT	VB	GPDW	PTD	ETR	TYP	
111	OFFICE		CPT	VB	GPDW	PTD	ETR	TYP	
112	OFFICE		CPT	VB	GPDW	PTD	ETR	TYP	
113	DATA		ETR	ETR	ETR	--	ETR	TYP	

- GENERAL NOTES:**
1. PAINT ALL EXISTING PREVIOUSLY PAINTED SURFACES, UNLESS OTHERWISE NOTED.
 2. CEILING HEIGHT IS 9'-0", TYP.



C DOOR AND FRAME TYPES
A-601/A-601 SCALE: 3/8"=1'-0"



CLIENT	VCCS
DESIGN	CLC
APPROVED	JRW
DATE	20-069
SCALE	03/25/2021
REVISIONS	CHM
NO.	5/20/21
DATE	REV 1 ADDENDUM 01
NO.	1

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SCHEDULES AND DETAILS
BURNETTE HALL RENOVATION - JSRCC
PROJECT CODE: 260-B0260-036
HENRICO VIRGINIA

