

ADDENDUM # 1  
PROJECT #2029

March 24, 2022

Village of Newcomerstown  
New Administration Building  
308 South College Street  
Newcomerstown, OH 43832

V2 Architects, Inc.  
903 Steubenville Avenue  
Cambridge, Ohio 43725

To All Bidders:

This Addendum is issued to modify the original Project Manual and Drawings and is hereby made a part of the Contract Documents. This Addendum shall be attached to the Project Manual(s) in your possession and shall become a part of all bids. Bidders shall review changes to all portions of the work, as changes to one portion may affect the work of another. NOTIFY ALL SUBCONTRACTORS OF ADDENDUM ITEMS:

**GENERAL**

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**ITEM 1      PRE-BID MEETING**

- A. Attached herewith are Pre-Bid Meeting Minutes from 3/24/2022, including the Sign-In Sheet.

**SPECIFICATIONS**

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**ITEM 1      SECTION 101423 – PANEL SIGNAGE**

- A. Add the following to article 2.2:

“D. Sign Type: 8” x 3”, 2-tone color sign:

<u>QTY.</u>	<u>TEXT</u>	<u>PICTOGRAM</u>	<u>ADJACENT TO</u>
(1)	EXIT	---	Door #100.1
(1)	EXIT	---	Door #102.1
(1)	EXIT	---	Door #103.1

## **DRAWINGS**

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### **ITEM 2 SHEET A2.0 FLOOR PLANS**

- A. Revise coded note 1.02 to read:  
"Remove existing ceiling tile, grid & lighting as required for new construction. Salvage and turn over min. 5 lights and 20 ceiling tiles to owner. Refer to finish schedule & reflected ceiling plan for more information."

END OF ADDENDUM



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 www.v2architects.com

# SIGN IN SHEET

PROJECT NUMBER: 2029  
 PROJECT TITLE: Village of Newcomerstown  
 New Administration Building

DATE: 3/23/2022  
 MEETING: Pre-Bid Meeting

NAME / POSITION	COMPANY	PHONE / E-MAIL
NAME Ron Van Wey POSITION Principal	V2 Architects	PHONE (740) 432-3976 E-MAIL rvanwey@v2architects.com
NAME Zach Van Wey POSITION Project Architect	V2 Architects	PHONE (740) 432-3976 E-MAIL zvanwey@v2architects.com
NAME Josh McKenzie POSITION P.M.	Benchmark Const.	PHONE 330-339-6882 E-MAIL joshm@benchmarkconst.net
NAME Tom Peciynski POSITION President	Flecto Const.	PHONE 740 252-8987 E-MAIL tom@flectoconstruction.com
NAME Kevin Bailey POSITION P.M.	Buckeye Field MAINTENANCE	PHONE 740 632-3965 E-MAIL kbail@buckeyefieldmaintenance.ca
NAME Jim Gordon POSITION Pres	GOR-CON	PHONE 330-343-5305 E-MAIL office@gor-construction.com
NAME Daryl Robb POSITION P.M.	Abbott Electric	PHONE 330.525-1208 E-MAIL Daryl@AbbottElectric.com
NAME		PHONE
POSITION		E-MAIL
NAME		PHONE
POSITION		E-MAIL
NAME		PHONE
POSITION		E-MAIL



# PRE-BID MEETING MINUTES

**Project Name:** VILLAGE OF NEWCOMERSTOWN  
NEW ADMINISTRATION BUILDING

**Date:** 3/23/2022

**V2A Project Number:** # 2029

**Meeting:** PRE-BID MEETING

Present:

See Attached Sign-In Sheet

## 1.0 INTRODUCTIONS:

### A. Village Representatives:

#### 1. Mayor:

Pat Cadle  
Phone: (740) 498-6313  
Cell: (330) 827-0636  
E-mail: [pcadle@newcomerstownoh.com](mailto:pcadle@newcomerstownoh.com)

### B. Architect: V2 Architects, Inc. 903 Steubenville Avenue Cambridge, Ohio 43725 Phone: (740) 432-3976

#### 1. Principal:

Ron Van Wey AIA  
Cell: (740) 584-1730  
E-mail: [rvanwey@v2architects.com](mailto:rvanwey@v2architects.com)

#### 2. Project Architect:

Zach Van Wey AIA  
Cell: (740) 630-7828  
E-mail: [zvanwey@v2architects.com](mailto:zvanwey@v2architects.com)

#### 3. Direct all bidding questions to V2 Architects. Do not contact the owner with any questions relating to the scope of work or requirements of the documents.

### C. Contractors wishing to arrange follow up visits to view the site may contact: Mayor Cadle

### D. The contract documents are available for purchase from Key Blue Prints, Inc. To obtain drawings order online at [www.keycompanies.com](http://www.keycompanies.com) or contact Key Blue Print at 614-228-3285.

#### 1. Pre-Bid Meeting Minutes and all Addendum will be distributed only to Key Blue Prints plan holders.



# PRE-BID MEETING MINUTES

## 2.0 PROJECT OVERVIEW:

### A. Project Scope:

#### 1. ADMINISTRATION BUILDING:

- a. 5,775 SF existing facility: 4,225 SF renovation, 1,550 SF existing to remain
- b. Renovation construction consists of partial interior demolition along with new exterior openings, interior wall framing, ductwork and plumbing fixtures. Existing HVAC units and electric service/panels to remain.

B. The project is to be constructed under a Single Prime Contract. All work shown on the documents shall be included in the contractor's bid.

### C. Plan Approval / Authorities having Jurisdiction:

1. Structural, HVAC, and Electrical Plan Approval is being secured from East Central Ohio Building Authority.
2. The successful contractor shall secure and pay for plumbing permit and approval from the Ohio Department of Commerce – Division of Industrial Compliance.

## 3.0 BIDDING PROCEDURES: The following specification sections were reviewed.

### A. Bid Advertisement / Bid Date

1. Bid Date: Sealed and electronic bids will be received until noon on Tuesday, April 5<sup>th</sup>, 2022.
2. Location:
  - a. Hard Copy Bids- Bids shall be placed in a sealed envelope and delivered to the Village of Newcomerstown, Mayor's Office, 124 West Church Street, Newcomerstown, Ohio 43832.
  - b. Electronic Bids- Bids shall be submitted via the village's website [www.newcomertownoh.com](http://www.newcomertownoh.com). Please contact Lisa Stiteler, [lstiteler@newcomerstownoh.com](mailto:lstiteler@newcomerstownoh.com), Phone: (740) 498-6313

### B. Instruction to Bidders (Section 001000)

1. Article 1.1 lists the Opinion of Probable Costs for the project as follows:

Contract #1-General Contracting:           \$426,000.00

2. Examine Documents and site thoroughly.
3. Direct bidding questions, etc. to architect only. Submit questions in writing on either the RFI form provided in Section 013300 – Submittal Procedures, or on a company letter head. Do not request clarifications or information via phone calls.



# PRE-BID MEETING MINUTES

4. Construction schedule:
    - a. Substantial Completion (180) calendar days following award of contract
    - b. Final Completion (240) calendar days following award of contract
    - c. Liquidated damages are enforceable only when a delayed substantial completion is due to contractor error or negligence. Product delays and extending lead times outside the contractor's control are not grounds to assess liquidated damages
  5. Standards & Substitutions: Submit products to be considered for "equals" on the form provided in Section 013300 a minimum of (10) days prior to bid date for review. Otherwise, bid specified products.
  6. Bid Security: Required with Bid, in forms acceptable under Ohio Revised Code.
  7. Contract Bond: Required by successful bidder prior to execution of the contract.
- C. Form of Proposal (Section 003100)
1. Bids must be submitted on the form found in the specifications.
  2. Fill out all items.
  3. Fax bids NOT accepted.
  4. Include the Bid Security and Worker's Compensation Certificate with the bid.
- D. Supplementary Conditions (Section 00800)
1. AIA A101 (Contract) and AIA A201 (General Conditions) documents will be used as the form of agreement. Sample forms are enclosed in the specifications for contractors' reference.
  2. Refer to Section 008000 Supplementary Conditions for additions / modifications to the AIA A201 General Conditions document. Important items to note:
    - a. Project is Prevailing Wage (008000 – 3.4.5)
    - b. Project is Tax-Exempt (008000 – 3.6.1)
  3. Insurance Requirements: Provide insurance coverage per Section 00800 as well as Section 008220 - Supplementary Insurance Requirements.
- 4.0 SUMMARY (Section 011000)
- A. This section summarizes use of the premise, work requirements and restrictions.
- 5.0 ALLOWANCES (Section 012100)
- A. The following allowance shall be included in the contractor's bid:
1. Allowance No. 1 LVT Unit Cost Allowance: Include sum of \$10.00 per square foot for luxury vinyl tile, as specified in Section 096520 – Resilient Plan Flooring.
  2. Allowance No. 2 Carpet Unit Cost Allowance: Include the sum of \$45.00 per square yard for carpet, as specified in Section 096813 – Tile Carpet.



## PRE-BID MEETING MINUTES

### 7.0 GENERAL DRAWING REVIEW:

- A. General drawing arrangement is as follows:
1. General Information drawings
  2. Architectural Drawings (A Series)
  3. Plumbing Drawings (P Series)
  4. Mechanical Drawings (M Series)
  5. Electrical Drawings (E Series)

### 8.0 QUESTIONS:

Q1: Is the intent to salvage brick from new exterior openings?

A1: Yes, the intent is to salvage brick from these openings to be reused for sills, jambs and replacing damaged exterior brick.

Q2: Is the intent to salvage all removed ceiling tile and lighting?

A2: All removed ceiling tiles and lighting do not need to be salvaged and turned over to owner. V2A to issue clarification in Addendum.