

EMAIL ADDENDUM NUMBER TWO

DATE: May 4, 2023

REAMSTOWN ELEMENTARY RENOVATIONS
COCALICO SCHOOL DISTRICT

AEM ARCHITECTS
PHONE (610) 779-3220

CONSOLIDATED ENGINEERS
PHONE (610) 916-1600

WZG STRUCTURAL ENGINEERS
PHONE (610) 831-0555

This Addendum forms a part of the Contract Documents for the above referenced project; and hereby modifies and takes precedence over the original bidding documents as though originally included therein at length. Bidding contractors shall acknowledge receipt of this Addendum in the space provided on the Bid Form. **This Addendum consists of 1 page plus attachments.**

CHANGES TO BIDDING REQUIREMENTS

2.1 Minutes of the Pre-Bid Meeting held on May 2, 2023, are issued herewith and shall become part of this Addendum.

CHANGES TO SPECIFICATIONS

2.2 Section 26 22 50 – Service Entrance

A. Delete this section in its entirety and replace with the revised section included in this addendum.

END OF EMAIL ADDENDUM NUMBER TWO



PRE-BID MEETING MINUTES

PROJECT: Reamstown Elementary Renovations
Cocalico School District

MEETING DATE: May 2, 2023

ATTENDANCE:

Dr. Ella Musser - CSD	Phil Leinbach - AEM	David Henne - H.B. Frazer	Dan Foresman - Matchline
Sherri Stull - CSD	Dave Sassaman - CE	Curt Wireman - Purcell	Sean Spotts - Siemens
Kurt Reich - CSD	Bob Chubb - CE	Jordan Frey - Heisey	Bill Riddle - North Bay
Stephen Melnyk - CSD	Doug Coonan - Cedar	Tom Thompson - North Bay	Curt Leibold - Leibold
Bryan Watkins - CSD	Jim Orth - Hirneisen	David Estep - Estep & Estep	
John Kowalski - AEM	Nick Kostelac - East Coast	Brian Martin - MYCO	

ITEMS DISCUSSED:

1. Mr. Leinbach introduced the Owner's representatives and various Consultant representatives for the project.
2. Bids are due on May 16, 2023, at 1:30 p.m. Bids are to be delivered to the District Office, 800 South Fourth Street, Denver, PA 17517-1199, **not the project site**. Prevailing time for delivery of bids will be gauged according to the clock in the District Office. All bidders are advised to deliver their bids in a timely manner. Bids received after this time are late and will not be considered.
3. All information on the Bid Form must be completed otherwise the Bid may be rejected as non-conforming. These items include but are not limited to, Unit Prices, Alternate Bids, Labor and Material Allowance values, receipt of addenda, base bid amount, contract for which the bid is being provided, etc. Clearly label each bid submitted to comply with the information provided in the Bidding Documents. **For Contractors submitting more than one bid for separate prime contracts, each bid must be in a separate sealed envelope and appropriately identified.**
4. A response shall be provided for each alternate bid listed. Alternate bids are inclusive of all costs of coordination, modifications and adjustments that are required to incorporate the work of the Alternate Bid into the project.
5. All Labor and Material Allowances on the Bid Form and indicated on Drawings and in Specifications are in addition to work indicated in the Construction Documents. **The value of the allowances is to be included in the Base Bid and any unused allowance, or portion thereof, will be credited to the Owner at the close of the Project.**
6. The Bid Form shall be submitted in triplicate. An original Bid Form has been given to each Prime Bidder registered with AEM Architects. Copies may be made but all signatures, seals, etc. must be original on all three copies including any required supporting Documents.

7. Bidders obtaining their documents from a source other than AEM Architects do so at their own risk. The Owner and AEM Architects will not be responsible for incomplete or inaccurate information which these Bidders may base their bids upon. Should a bid be submitted on forms other than those provided by AEM Architects as part of the Bidding Documents or if they are submitted on an altered Bid Form, the Bid will be rejected. It is required that all Bidders register their intent to bid with AEM Architects. All registered bidders will receive an official Bid Form and will be on the addenda distribution list.
8. All addenda for the project will be issued electronically via email. Bidders are required to provide AEM Architects with the appropriate email address to ensure receipt of addenda. Bidders shall confirm receipt of all addenda with AEM Architects.
9. The Project shall be bid as indicated in the Bidding Documents and subsequent addenda. Voluntary alternate bids will be ignored and will cause a bid to be rejected and deemed nonresponsive.
10. Per state law and in accordance with the policies of the District, all contractors are required to provide child abuse background checks (Act 151) and criminal history reports (Acts 34 and 114) for all personnel working on the construction site at any time. No Contractor, or any of its employees or subcontractors, will be permitted to work on site until clearances have been reviewed and accepted by the Owner. All policies and District procedures shall be explicitly followed.
11. All Contractors shall comply with the Pennsylvania Public Works Employment Verification Act. Contractors shall submit a "Public Works Employment Verification Form" to the Owner through the Architect at the same time when performance and payments bonds are submitted. Submission of this form is a precondition of the Contract being awarded and executed. These requirements apply to all employees hired by the Contractors and Subcontractors regardless of whether the employee will be working onsite or offsite. Subcontractors will not be granted access to the site until their "Public Works Employment Verification Form" is submitted.
12. This is a prevailing wage project, and the wage rates are included in the specifications.
13. The Owner will be applying for and purchasing only the building, plumbing, mechanical, and electrical permits issued by East Cocalico Township. Each Contractor is responsible to provide any additional information required by the municipality prior to or precedent to issuance of the permit(s). All contractors are responsible to purchase and obtain any other permits, contractor licenses, certifications, etc., relating to their portion of the work.
14. A Contractor's Statement of Qualifications (AIA Document A305 2020, including Exhibits A through E) is required to be submitted (one copy) by the Bidder along with its Bid. The fully executed and notarized statement shall be provided with Project-specific information. A generic statement is not acceptable.
15. All questions regarding the project shall be submitted in writing via email and a written response will be provided in a timely manner. Questions pertaining to the work of one of AEM's consultants should be directed to the appropriate Consultant in writing with a copy to AEM. AEM is to be copied on all RFIs:

AEM Architects:

Philip Leinbach (pmleinbach@aem-arch.com)
John Kowalski (jdkowalski@aem-arch.com)



Pre-Bid Meeting Minutes
Reamstown Elementary Renovations
Cocalico School District
May 2, 2023

Consolidated Engineers: Chris VanCampen (chrisv@cemec.com) – copied on all MEP RFIs
Dave Sassaman (daves@cemec.com) – Electrical Items
Bob Chubb (bobc@cemec.com) – Mechanical Items
WZG Structural Consulting: Robert Schaffer (rschaffer@wzgstructural.com)

16. The site and building will be open to bidders immediately following the Pre-Bid Meeting.
17. Access to the building and grounds shall be coordinated through Mr. Kurt Reich. Access will be available from 8:00 a.m. to 3:00 p.m. (access outside these hours is also possible when it can be accommodated by the Owner). Mr. Reich shall be given adequate notice (minimum 48 hours) to provide accommodations for contractor access to the building or site. Contractors seeking access to the building/site without prior approval will be denied access. Mr. Reich shall be contacted at (717) 336-1571.
18. Contractors are required to review all Bidding Documents to determine their complete scope of Work. Any issues requiring clarification shall be brought to the attention of the Architect immediately.
19. CAD files are available only from AEM Architects to the successful low bidders. Fees and terms of use are outlined in the General Conditions of the Contract. No CAD files will be made available during bidding.
20. The schedule and phasing plan narrative for the Project is included in Section 01 10 00 "Summary". Every Bidder, by submitting a Bid, indicates that they understand and commit to these schedule requirements and that their bid includes all costs necessary, including premium time, to meet this schedule.
21. The anticipated timeline for the Project to commence is as follows:

Receive Bids: May 16, 2023
Owner reviews Bids and authorizes issuance of the Letters of Intent: May 22, 2023
Issuance of the Notice to Proceed: Early to Mid-June 2023
Work commences on Project Site: November 2023
Select critical submittals: 30 days from issuance of Note to Proceed (refer to Division 01 Section "Summary")
Substantial Completion Date: Midnight, April 25, 2025
Construction Phasing Requirements are indicated in Division 01 Section "Summary" and are indicated on the Phasing Drawing.
22. Liquidated damages are as listed in Division 01 Section "Summary".
23. Requests for substitutions shall be made in writing and submitted to the Architect through a Prime Bidder no later than 10 days prior to receipt of bids. The last day for receipt of substitution requests is the close of business on May 8, 2023. Bids shall be based solely upon those items that have been reviewed and subsequently approved as an equal substitution by the Architect. A bid based on a substitution that has not been approved and noted in an Addendum does not meet the requirements of the contract documents and will be declared non-responsive.
24. Upon receipt of Notice to Proceed, Contractors shall review their procurement schedule with all subcontractors and shall advise the Architect within 30 days of any delivery issues that may be realized during the project based upon the project schedule.

25. Where deemed reasonable by the Architect and Owner, Contractors may be granted permission to purchase the materials and equipment in bulk shipments and store them off site until the Work requires them to be delivered to the Project. To be paid for stored materials, the procedures in the "Payment Procedures" section of the specifications and the Contract requirements must be followed explicitly, or payment will not be authorized. The Owner and/or their Representative must be given access to view the quantity and type of materials or equipment that are being stored and for which payment is being sought at any time with no advance notice.
26. Policies concerning the collation and submission of product data, shop drawings, coordination drawings, payment applications, inspections, etc., are outlined in the specifications. A submittal schedule and testing schedule shall be developed by each Contractor immediately after Notice to Proceed. Submittals must be carefully reviewed prior to being submitted to the Architect. Contractors shall use the Submittal Cover Sheet included in the Specifications for all submittals and shall certify the submittal does not deviate from the project requirements as indicated in the "Submittal Procedures" specification section. Submittals not having been reviewed thoroughly in the opinion of the Architect will be returned without review. All costs and delays associated with these submittals will be the responsibility of the offending Contractor.
27. Where a Basis of Design product is listed in a specification, a product from a listed acceptable manufacturer may be submitted as long as the product meets or exceeds the published design and performance data of the Basis of Design product. The Contractor is responsible to confirm compliance prior to making the submittal for the product.
28. Specific requirements for Coordination Drawings are indicated in "Coordination Drawings" specification section. The HVAC Contractor has lead responsibility for the Coordination Drawings. All Contractors have responsibilities for creating the Coordination Drawings as indicated in the "Coordination Drawings" specification section. Final HVAC Coordination Drawings shall be complete by February 23, 2024.
29. Mockups shall be provided as indicated in the individual specification sections. Contractors shall plan the installation of mockups in accordance with the Project schedule and shall allow enough time for the mockup installation to be reviewed by the Architect and Owner prior to that work being scheduled to start. It should be assumed that mockups will be reviewed on a scheduled job conference day.
30. Pre-installation meetings required by the individual Specification Sections shall be held on site with the Owner present in advance of the specific work starting. Where the Architect is noted to be in attendance, the pre-installation meeting shall be held on a scheduled job conference day. The Prime Contractor responsible for the pre-installation meeting shall create minutes of the meeting and provide copies to the Architect, Owner, and other attendees.
31. Testing for quality control and code compliance shall be the responsibility of the trade requiring the same.
32. Dust curtains/partitions shall be installed where work areas meet occupied areas. If Contractor fails to maintain temporary facilities and controls, the Owner reserves the right to immediately augment the provided temporary facilities and back charge the offending Contractor for all costs including cleanup costs.

33. Selective demolition relative to the building and site elements is the responsibility of the Contractor indicated to perform the same. The disconnection of electrical, plumbing, HVAC components shall be by that specific trade as required to accommodate the work of any other Contractors involved with demolition affecting plumbing, HVAC, or electrical components. All Contractors shall review the entire set of bidding documents to determine the scope of their responsibility with respect to demolition.
34. Any work involving lifting material over the existing building shall be performed during second shift hours and/or when that portion of the building is not occupied.
35. Work involving excessive noise and systems shutdowns shall be scheduled with the Owner and shall be performed during second shift hours. All work indicated on the plans as being second shift hours shall be performed between 3:30 p.m. and 12:00 a.m.
36. Contractor's supervision and coordination shall include advance review of existing conditions at least five days prior to that work commencing. Failure to review existing conditions thoroughly prior to starting any work will not be a cause for an extension of time request.
37. TPO roofing subcontractor must certify in writing that they are a "contractor in good standing" from Carlisle and documentation identifying a rating of 9.5 or better shall be provided. The existing roof is a recently installed Carlisle system that is under warranty. Only Carlisle certified installers may be used for required roof work to ensure warranty is maintained.
38. The door hardware supplier shall confirm that all hardware that connects to the access control system shall be compatible with the Owner's existing or new access control devices and the Electrical Contractor's access control work.
39. The GC is responsible for hiring an Independent Architectural Hardware Consultant to inspect all door hardware installations for the Project. The Independent Architectural Hardware Consultant shall provide a deficiency report for the corrective work that is required. The Independent Architectural Hardware Consultant shall not be the door hardware supplier.
40. Excavation and backfill work for the site is the responsibility of the General Contractor except as indicated otherwise. All handwork (laying pipe, conduit, etc. and hand excavation for pipe hubs and the like) in excavations is the responsibility of the trade requiring the same.
41. The subcontractor responsible for lawn restoration grass installation shall also provide the maintenance of the grass from the time of planting through the maintenance period indicated in the Specifications. The installing subcontractor shall solely be responsible for the success of the grass and is expected to provide mowing, water, fertilizer, weed control, nutrients and reseed the grass as required during the maintenance period. If at the expiration of the maintenance period the quality of the grass does not meet the definition of satisfactory turf in the specifications, the subcontractor shall continue to maintain the grass until it is deemed to be satisfactory at no cost to the Owner. The General Contractor shall be responsible for the Architects costs to review the grass beyond the end of the maintenance period.
42. Commissioning Consultant for the Project is in the process of being finalized. They will be providing testing, adjusting, and balancing services for the HVAC air and hydronic systems and will perform HVAC Systems Commissioning, as well as lighting system commissioning. The HVAC Contractor does not need to carry the cost of testing and air balancing in their bid for this project.

43. All Bidding HVAC and Electrical Prime Contractors and the ATC subcontractor shall understand the Commissioning Consultants responsibilities for this Project and shall execute their work in a manner that allows the Commissioning Consultant time to complete its work by the scheduled date of substantial completion for each Phase and the entire Project.
44. The HVAC Contractor shall carefully examine Specification Section "Metal Ducts" for the duct leak testing requirements for this project and is responsible to provide and install all necessary duct blank off plates to facilitate the duct leak testing process. The Commissioning Consultant will provide all duct leak test equipment for use by the HVAC Contractor to perform the duct leak testing for this project. The HVAC Contractor is responsible to perform all "preliminary leak tests". All "final leak tests" will be witnessed and certified by the Commissioning Consultant.
45. The Commissioning Consultant will issue checklists for all lighting systems, and mechanical equipment and systems to be completed by the HVAC, ATC and Electrical Contractors to document and verify proper installation and startup of all lighting, HVAC, mechanical and ATC systems in preparation for the testing, adjusting, and balancing and functional performance testing which will be conducted by the Commissioning Consultant.
46. The building has been deemed to be asbestos-free. A copy of a letter indicating the same has been furnished to all bidders for informational purposes.
47. The General Contractor is responsible to provide underground utility location services for all site work as delineated on the Drawings and per Division 01 Specification Section "Execution." Mr. Chubb confirmed there are also requirements for the Plumbing Contractor to provide utility location services inside the building for below slab work. Both Contractors must review the Drawings and Specifications to determine respective scopes of work and to include the same in the Bids.
48. The General Contractor is responsible to provide the construction schedule for the Project. The Base Bid includes the schedule being prepared, maintained, and updated by an independent entity. Alternate A150 provides the opportunity for the scheduling service to be provided by the General Contractor using in-house, qualified personnel that comply with the qualification criteria listed in the Bidding Documents. The support of other trades to supply scheduling information for the initial schedule and subsequent updates remains the same in either scenario.
49. Mr. Leinbach asked Consolidated Engineers to provide any further comments. Mr. Sassaman noted there is work scheduled in the phasing plan (Phase 14) to construct the MDF during the 2023-24 winter break. This scope of work is critical to be completed during this time and Contractors were requested to pay attention to the related requirements. Mr. Chubb's comment regarding the Plumbing Contractor's responsibility for locating sanitary lines was addressed in a prior item.
50. Mr. Leinbach asked representatives from the School District to offer any comments. Comments offered are as follows:
 - a. Mr. Reich reminded all bidders of the critical nature of complying with the District's policy for submitting clearances and obtaining the requisite approvals in advance of work commencing on the Project site.
 - b. Ms. Stull added that an electronic packet of clearance information (District Policy and required forms) would be provided to the successful Contractors to assist them in the process of proper submission of required information. Mr. Leinbach confirmed this information is presently included at the end of the "Statutory Requirements" Section of the Specifications.

- c. Dr. Musser noted the District was in the process of closing out its second similar project and has intentionally planned for more time for submittals and placing of orders for critical equipment before the work commences in earnest. This is for the intention of giving the Contractors every opportunity to be successful in completing the Work in a timely manner.

51. Mr. Leinbach opened the meeting for questions from the Bidders.

52. A question was asked about the parameters of the power changeover scheduled for the summer of 2024. Mr. Leinbach noted all trades will be impacted as the utility will be replacing the existing transformer, and the Project will be without permanent power for perhaps a week or more. The phasing narrative has specific requirements for all trades and specifically for the Electrical and General Contractors during this time. Phase 13C delineates these responsibilities in detail and all trades were requested to review them and make sure that costs for continuing work during this time are included in their bids. Mr. Leinbach specifically noted the requirement for the Electrical Contractor to provide a generator to continue to operate critical temporary systems for lighting, ventilation, etc. The General Contractor is responsible for providing the temporary ventilation system as well as building/site security for the duration of the power shutdown. All trades are responsible for cost to provide their own power for tools and equipment that are needed for work to continue during the shutdown. The schedule provides for a 1-1/2 week shutdown, but Contractors are to include costs for up to a two calendar week shutdown in the event things take longer than expected.

53. Mr. Leinbach commented on the sparseness of questions received thus far and noted the original schedule anticipated bids being received on May 10. Both Mr. Leinbach and Mr. Kowalski are out of the office on May 11 and May 12, and Bidders were reminded of the Instructions to Bidders deadline for all RFI being submitted at least 7 days prior to the bid date (Section 3.2.2). Mr. Leinbach requested that all RFI be submitted by close of business on May 9 to allow responses to be issued by May 10. AEM will monitor email beyond this time, but responses may take a bit longer due to remote access to emails. Bidders are encouraged to complete review of documents in a timely manner to have questions answered and use remaining time to assemble bids by the bid due date.

END OF PRE-BID MEETING MINUTES