

ADDENDUM NO. 2

ELIZABETH TOWNSHIP

ADDITION/RENOVATION TO AN EXISTING BUILDING

In accordance with the requirements of the “Instructions to Bidders,” this Addendum shall be attached to and become a part of the Contract Documents for the above-referenced project.

Concerning the Project Manual

None

Concerning the Drawings

1. Project Drawings – **DELETE** and **REPLACE** in its entirety; attached to this Addendum.

Miscellaneous (Clarifications, Pre-Bid Meeting Minutes etc.)

1. Pre-bid Meeting Minutes and Sign-in Sheet; attached to this Addendum.
2. Construction Sequencing Narrative; attached to this Addendum.

BIDDERS MUST ACKNOWLEDGE RECEIPT OF THIS ADDENDUM IN THE SPECIFIED PLACE ON THE BID FORM. THE ABSENCE OF THIS ACKNOWLEDGMENT WILL BE CAUSE FOR REJECTION OF THE BID.



Pre-Bid Meeting Minutes
Addition/Renovation to an Existing Building
Elizabeth Township
10:00 AM, Wednesday, October 4, 2023

1. Introductions.
2. The project generally consists of constructing a new 1,600 SF addition and renovations to an existing Township Administration Building.
3. Bids will be received via the PennBid Program until 10:00 A.M., on Thursday, October 26, 2023. Bidding Documents and solicitation details are available online, at no cost, at pennbid.procureware.com.
4. Questions will be accepted until **4:00 P.M.**, prevailing time, on **Thursday, October 19, 2023. All questions must be submitted through PennBid.**
5. Each bid must be accompanied by a bid security in the form of a bid bond, certified check, irrevocable letter of credit, or bank check for 10% of the bid total.
6. Contract times; Substantial Completion – 150 calendar days, Final Completion – 180 calendar days. There are Liquidated Damages set at \$500.00 a calendar day.
7. Please note that the Bid can remain subject to acceptance for a period of 60 days from the date of Bid opening.
8. New drawings will be provided and uploaded to PennBid via Addendum.
9. Once the project is awarded, the intent is to start construction by the end of the year, if possible.
10. Project considerations:
 - a) The Township building will be fully functional during construction and open to the public, e.g., upcoming November elections and monthly meetings.
 - b) The project will need to be phased to allow the building to remain open. The Township will work with the GC once the project is awarded.

11. Extra parking area available for staging job trailers and materials.
12. The Township will be handling contract and construction administration. ARRO will not be involved once the project is awarded.
13. GC will be expected to hold bi-weekly job/progress meetings.
14. Questions:
 - a) Are the Drawings going to be reissued? *Yes, and will be posted on PennBid in the short term by Addendum.*
 - b) Will the 50% requirement for the GC's workforce be enforced? *The Township will work with the winning contractor. The intent is for the GC to complete the work with their own staff as much as possible while still realizing the GC will need to utilize subcontractors to perform the other various trades.*
 - c) Is the project subject to prevailing wages? *Yes.*
 - d) Is this a single prime contract? *Yes.*
 - e) Is a superintendent required to be on-site full-time? *No. However, a foreman should be on-site daily with a superintendent overseeing the project.*
15. During construction, everyday communications will go through Loren Miller, and construction and logistical questions will go through Mike Diehl.
16. The Township will remove the large tree, shrubbery, and flag pole before construction begins.
17. The meeting ended at approximately 10:30 A.M., and meeting participants walked the building/site.

Elizabeth Township Addition

October 4, 2023

Construction Sequencing Narrative

We anticipate the following sequence of construction so that the Township can remain as functional as possible during the course of this project:

1. Construction of new addition
2. Renovations within the existing meeting room space to the new lobby/offices
3. Renovations of rear office/staff/restroom spaces