

# CITY OF CHARLOTTESVILLE

DEPARTMENT OF PUBLIC WORKS  
FACILITIES DEVELOPMENT  
305 4<sup>th</sup> St. NW, Charlottesville, VA 22903  
Phone (434) 970-3302

## ADDENDUM NO. 1

### RFQ# BUFORD ENGINEERING CLASSROOM Addendum Date: 07/10/2020

#### TO ALL BIDDERS:

**Project: BUFORD ENGINEERING CLASSROOM**  
**RFQ#: BUFORD ENGINEERING CLASSROOM**  
**RFQ Date: 06/29/2020**

The following constitutes an addendum to the Contract Documents issued for bidding on 06/29/2020. This addendum shall be attached to the Contract Documents and shall be part thereof to the same extent as if it were originally included. The contractor shall be responsible for coordinating these changes as they affect other work in the Contract Documents. Bidders shall acknowledge receipt of this addendum on their bid form. The Contents of this Addendum alter and amend the original drawings and specifications and take precedence over the related items therein. **THERE IS NOT A CHANGE TO THE TO THE BID OPENING DATE OR TIME BY THIS ADDENDUM. However, this document reflects the following updates to the original RFQ posted on 06/29/2020:**

- 1) Early mobilization is possible for work in Room L5 only and
- 2) No on site restroom use: Portable toilets equipped with hand sanitizer shall be required to be provided for the duration of the work and
- 3) Brand clarification for pricing purposes is provided (See “General Clarification” section below) and
- 4) COVID-19 Policy regarding Contracted work is provided for use and
- 5) Wall scheduled for demolition is mtl stud with mtl lath and plaster, this clarification is provided for pricing purposes only.

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#### **I. PRE BID MEETING MINUTES:**

PRE BID MEETING AGENDA: RFQ# BUFORD ENGINEERING CLASSROOM

PRE BID MEETING DATE: Wednesday, July 8, 2020 – 1:00 pm

##### 1. Project Team

- |                       |   |
|-----------------------|---|
| a. Owner              | City of Charlottesville                                       |
| b. Project Management | City of Charlottesville, Public Works: Facilities Development |
| c. Design             | City of Charlottesville, Public Works: Facilities Development |

##### 2. City Representative(s)

Susan Dyer, Project Manager, Facilities Development  
dyers@charlottesville.gov T: 434-970-3519

##### 3.

<b>BID QUESTIONS:</b>	Questions must be emailed in writing within 5 business days of the bid due date <b>(Questions are due on 7/16/20)</b> .	<b>Email questions to</b> SUSAN DYER dyers@charlottesville.gov
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4. **ANTICIPATED PROJECT SCHEDULE: NO CHANGES, SEE RFQ & NOTE: Early mobilization possible: if the successful Bidder submits their schedule to the City by the 24<sup>th</sup> of July, we can allow work to begin in**

Room L-5 on or after July 27. No work can occur in Rooms 205 & 207 until after August 10 due to our abatement schedule.

5. **HIGHLIGHTS FROM RFQ POSTING: BIDDER TO CAREFULLY REVIEW THE RFQ POSTING DOCUMENTS; PLEASE ALSO NOTE FOLLOWING ITEMS FROM THE RFQ. THE RFQ AND RELATED DOCUMENTS IS A PART OF THE CONTRACT.**
6. **END OF MEETING.**

## **II. QUESTIONS FROM PREBID MEETING:**

1. **Q: Is the window in Room #205 the window that will be removed?**

A: Yes, there is one window scheduled to be removed. This window is located in Room #205. We will remove only the glass and window frame as required to make room here to install (1) new door that swings per plan (Swing is into the room vs. out to meet ADA code requirement.). We will not remove any brick and we will not remove any CMU. We will not remove the existing steel lintel that carries the load above the window and window frame.

2. **Q: Is the sink and cabinetry in Room #207 going to be removed by others?**

A: The built in cabinetry and sink will be demolished by the GC (Bidder) as a part of this project. The City of Charlottesville will remove any loose furniture prior to the start date. The GC (Bidder) will also remove wall and ceiling mounted equipment and this includes wall mounted chalk/white boards.

3. **Q: The drop ceiling appears to be framed continuously across each partition wall (the frame and ceiling tiles appear to lay on top of the wall plates for all partition walls); How will we deal with this condition to price the job and to demolish/install a new drop ceiling at this location?**

A: This condition exists in room L5, 205 & 207. For pricing purposes, all Bidders are to assume that the existing drop ceilings are self-supporting. It will be the responsibility of the GC (Bidder) to ensure that edge conditions are supported during/after demolition. All Bidders shall price demolition of the existing drop ceiling frame and tiles and price installation of a new drop ceiling framing and tile.

4. **Q: What are the COVID-19 PPE requirements for the work, will this impact the cost of the work?**

A: As of 07/08/2020, in addition to standard safety gear, we are requiring that staff adhere to the attached Policy. Wash stations are not required at this time. **See attachment for this policy.** Please note that if any City or Schools Staff Member has a concern about policy compliance, they are authorized to ask that you comply and they may ask that you leave the site due to non-compliance. If this occurs, please call the Project Representative (Susan Dyer) directly and I will help you mitigate this immediately.

5. **Q: How does the city pay for projects - is it phases/is it in 2 payments or does it matter?**

A: The City of Charlottesville accept pay apps on MOST projects (even for those under 100k, that are bid with the RFQ process). For projects bid by RFQ (under 100k), a notarization on the pay app is not required. We do require AIA Form G702 for pay apps. For the Buford project, we will accept monthly pay apps, due by the 20<sup>th</sup> of each month. Also refer to RFQ Section "AA" of 'GENERAL TERMS AND CONDITIONS.' **See attachment for AIA Form G702.**

6. **Q: Is there a requirement to moisture test the concrete slab prior to installing the new flooring (assuming that we install new VCT on the existing concrete slab)?**

A: The Bid documents indicate that all new material/product shall be installed per the manufacturer's recommendation. With respect to the VCT flooring, each Bidder shall provide moisture testing per the VCT manufacturer recommendation. Adhesive shall be selected based on the documented moisture content and per the manufacturer's recommendation. Please note that most manufacturers will provide a 2 or 3 part remedy for high moisture situations that disallow HMC Adhesives. Should testing indicate that an additional remedy (beyond a high-moisture content adhesive) be required, this additional work will be addressed as a change order – however, all moisture testing must be conducted per manufacturer's recommendation and documentation of this is required to support and process a change order.

## **III. GENERAL CLARIFICATION:**

**1.No on site restroom use is allowed: We will require a portable toilet equipped with hand sanitizer** as a part of this project. On site, we discussed providing an interior restroom but we are asking that all Bidders please price access to a portable toilet that includes hand sanitizer and for the duration of this work. Any further COVID-19 driven changes shall be addressed as a change order.

**2.To ensure all Bidders are pricing the same project:** in the event that more than one Brand is listed for a product, please price this project using the First Brand listed on the Project Documents (if there is a conflict between the Specification sheet and the drawing sheet notations, the Brand noted first on the Specification sheet will be used for pricing).

3. To ensure all Bidders are pricing the same project: we are clarifying that the wall scheduled for demolition between Rooms 205 & 207 is a metal stud infill wall with metal lath and plaster (ILO drywall as the demo notes state).

#### **IV. ATTACHMENTS:**

1) "Pre Bid Meeting Sign In Sheet"

2) "City of Charlottesville COVID-19 Response Document: Contractor work in Owned and Maintained Facilities Procedures"

3) "AIA FORM G702"

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**END OF ADDENDUM**



RFQ# **BUFORD ENGINEERING CLASSROOM**

Title: Buford Engineering Classroom

RFQ Issue Date: June 29, 2020

**Pre-Bid Date & Time: Wednesday, July 8, 2020 – 1:00 pm**

Participants are expected to adhere to Governor Ralph Northam's restriction on gatherings of no more than 10 people and social distancing rules must be observed.

**Firms Attending Pre-Bid Meeting:**

Company Name: **WOODLAND CONST.**

GC or Sub-Contractor? (circle one)

Representative Name: **Michael Mangialazetti**

Address:

Ph:

Fax:

Email: **5961KO@WOODLANDCONST.COM**

Company Name: **Nielsen Builders**

GC or Sub-Contractor? (circle one) **GC**

Representative Name: **Zach LaKey**

Address:

Ph: **540-560-6492**

Fax:

Email: **zlakey@nielsen-inc.com**

Company Name: **Daniel & Company, Inc.**

GC or Sub-Contractor? (circle one)

Representative Name: **Steven Shedd**

Address: **1800 Roscnath Rd, Richmond, VA 23230**

Ph: **804-213-0400**

Fax: **804-213-0401**

Email: **estimating@danielco.net**

Company Name: **SNOW'S GENERAL MERCHANDISE, INC**

GC or Sub-Contractor? (circle one)

Representative Name: **JOEL SNOW**

Address: **3203 GATEWAY CIRCLE CH'VILLE, VA 22911**

Ph: **434-466-9710**

Fax:

Email: **joelsnow@gmail.com**

Company Name: PD Interiors  
GC or Sub-Contractor? (circle one)  
Representative Name: Sam German  
Address:  
Ph: 434.825.3893  
Fax:  
Email: sam@pdinteriorsinc.com

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Company Name: JTA Painting + Home Improvements  
GC or Sub-Contractor? (circle one)  
Representative Name: Justin Flevarakis  
Address: 2330 Hunters Way  
Ph: 434 906 7006  
Fax: \_\_\_\_\_  
Email: Valightning@aol.com

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Company Name: Harrisonburg Construction  
GC or Sub-Contractor? (circle one)  
Representative Name: Jared Andrews  
Address: 1518 Viola Way, Charlottesville, VA 22902  
Ph: 434-296-0122  
Fax: 434-296-8122  
Email: jared@harrisonburgconstruction.com

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Company Name: Cavalier Carpets  
GC or Sub-Contractor? (circle one)  
Representative Name: Steven Kirk  
Address: 8707 Semble Trail Ruckersville Va. 22968  
Ph: 434-979-9808  
Fax: 434-974-9308  
Email: steve.kirk@carcarpets.com

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Company Name: Artisan Construction  
GC or Sub-Contractor? (circle one)  
Representative Name: Haley Scoville  
Address: 1132 E Market St Charlottesville  
Ph: 434-979-6399  
Fax:  
Email: hscoville@artisaninc.com

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**Company Name:** *Wright Hall Schools*  
**GC or Sub-Contractor? (circle one)**  
**Representative Name:** *V. J. ...*  
**Address:** *1452 Denny Rd.*  
**Ph:**  
**Fax:**  
**Email:**

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**Company Name:**  
**GC or Sub-Contractor? (circle one)**  
**Representative Name:**  
**Address:**  
**Ph:**  
**Fax:**  
**Email:**

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**GC or Sub-Contractor? (circle one)**  
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## **City of Charlottesville COVID-19 Response Document: Contractor work in Owned and Maintained Facilities Procedures**

### **Purpose:**

The purpose of this procedure is to outline the process to be taken by City of Charlottesville (“City”) staff and outside contractors during the COVID-19 healthcare pandemic. Some City owned or maintained facilities will be temporarily and/or conditionally opened and available for site investigations and/or construction work as required to meet existing contractual obligations during this pandemic. Based on recommendations set forth by the Centers for Disease Control (CDC), the Virginia Department of Health and the Thomas Jefferson Health District, all City staff, contractors and vendors must adhere to strict social distancing recommendations, enhanced sanitizing procedures, and apply relevant workplace guidance from state and federal authorities including:

- CDC: <https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>
- OSHA: <https://www.osha.gov/SLTC/covid-19/controlprevention.html#health>
- Virginia Department of Labor and Industry: <https://www.doli.virginia.gov/vosh-programs/coronavirus-covid-19-resources/>

### **Authority & Definition**

The basis of this policy is rooted in the guidance from the Centers for Disease Control (CDC) and the Virginia Department of Health (VDH) regarding transmission of COVID-19.

“*Community facilities*” (e.g., schools, daycares centers, businesses) comprise most non-healthcare settings that are visited by the general public outside of a household.

### **Procedure:**

#### **I. Responsibilities of all persons who enter City owned or maintained facilities:**

##### **a. Practice and enforce social distancing:**

- i. Increase distance between shared work spaces. When physically greeting others, avoid physical contact. (i.e. do not fist bump, shake hands, hugs, etc.)
- ii. Limit work groups to 10 individuals or less and keep at least 6 feet apart.
- iii. When possible, avoid more than 1 person in the elevator at a time.





## **City of Charlottesville COVID-19 Response Document: Contractor work in Owned and Maintained Facilities Procedures**

- iv. Practice and enforce social distancing with colleagues and visitors by keeping space between yourself and others. Actively monitor and ask colleagues to stay 6 feet apart if feasible.
- v. Convert most in-person meetings to virtual meetings. Ensure in-person groups are no larger than 10 people and appropriate physical space of at least 6 feet is maintained between each individual.
- vi. Increase physical workspace between employees. This includes modifying existing seating arrangements in workspaces, break areas and conference rooms as necessary.

### **b. Practice preventive measures:**

- i. Individuals who are sick should remain at home or not enter the building. Ask individuals who enter the building if they are sick and send them home if they are.
- ii. Hand-shaking and physical contact are prohibited. Practice cough etiquette. Cough or sneeze into your elbow or tissues. If you cough into tissues throw them in the trash **and** wash your hands immediately.
- iii. Request visitors who enter the building to wash their hands or use alcohol-based hand rubs containing at least 60% alcohol upon arrival and during their visit.
- iv. Wash hands frequently with soap and water for at least 20 seconds. If soap and water are not available, use hand sanitizer which should be rubbed on hands until dry, about 20 seconds.
- v. Cover your mouth and nose with a cloth face cover when around others.
- vi. Refrain from talking over documents, equipment, or food items that will be distributed to others.
- vii. Clean all frequently touched surfaces routinely (i.e. daily).
- viii. Maintain an open line of communication with the workforce and keep them informed with the latest news and/or changes which may directly affect them.

### **c. Specific Responsibilities of the Outside Contractor(s) when entering City owned or maintained facilities:**

**In addition to the above practices, it is the responsibility of the Outside Contractor to also:**

- i. Comply with existing OSHA standards (<https://www.osha.gov/SLTC/covid-19/standards.html>) as these



## **City of Charlottesville COVID-19 Response Document: Contractor work in Owned and Maintained Facilities Procedures**

- standards apply to protecting workers from the novel coronavirus, COVID-19. The contractor is responsible to remain compliant with all applicable OSHA requirements.
- ii. Promote frequent and thorough hand washing, including by providing workers, customers, and worksite visitors with a place to wash their hands. If soap and running water are not immediately available, provide alcohol-based hand rubs containing at least 60% alcohol.
  - iii. Provide reminders to their staff of the importance of regular handwashing and take all precautionary measures to ensure that workers have hand washing facilities, or an alternative to prevent further spread of the virus.
  - iv. Insure hand sanitizer is fully stocked in all portable restrooms.
  - v. Provide to workers, customers, and worksite visitors cloth face covers which cover the mouth and nose.
  - vi. Maintain enhanced housekeeping practices, including routine cleaning and disinfecting of surfaces, equipment, and other elements of the work environment.
  - vii. Ensure that all safety related information (including signage) is relayed to the workers in their native language as to ensure that they will understand the message.
  - viii. Upon completion of work, the entire work area shall be thoroughly cleaned and disinfected with a disinfectant approved by the Environmental Protection Agency.

Thank you in advance for demonstrating community care by implementing the above prevention measures.

### **II. Resources:**

- a. [CDC Guidance on Cleaning and Disinfecting for Community Facilities](#)
- b. [United States Environmental Protection Agency site on approved cleaners](#)

TO OWNER:

APPLICATION NO:

Distribution to:

PURCHASE ORDER:

APPLICATION DATE:

xxx

OWNER

FROM CONTRACTOR:

VIA ARCHITECT:

PERIOD TO:

ARCHITECT

CONTRACTOR

PROJECT NOS:

CONTRACT FOR:

CONTRACT DATE:

**CONTRACTOR'S APPLICATION FOR PAYMENT**

Application is made for payment, as shown below, in connection with the Contract.

Continuation Sheet is attached

1. ORIGINAL CONTRACT SUM	\$	_____
2. Net change by Change Orders	\$	_____ \$0.00
3. CONTRACT SUM TO DATE (Line 1 ± 2)	\$	_____
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703)	\$	_____ \$0.00
5. RETAINAGE:		
a. <u>5</u> % of Completed Work (Column D + E on G703)	\$	_____ \$0.00
b. <u>5</u> % of Stored Material (Column F on G703)	\$	_____ \$0.00
Total Retainage (Lines 5a + 5b or Total in Column I of G703)	\$	_____ \$0.00
6. TOTAL EARNED LESS RETAINAGE (Line 4 Less Line 5 Total)	\$	_____ \$0.00
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)	\$	_____ \$0.00
8. CURRENT PAYMENT DUE	\$	_____ \$0.00
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	\$	_____ \$0.00

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR:

By: \_\_\_\_\_ Date: \_\_\_\_\_

State of: \_\_\_\_\_ County of: \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_

Notary Public:

My Commission expires:

**ARCHITECT'S CERTIFICATE FOR PAYMENT**

In accordance with the Contract Documents, based on on-site observations and the data comprising the application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED . . . . . \$ \_\_\_\_\_

*(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)*

ARCHITECT:

By: \_\_\_\_\_ Date: \_\_\_\_\_

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$0.00	
Total approved this Month	\$0.00	
<b>TOTALS</b>	\$0.00	\$0.00
NET CHANGES by Change Order	\$0.00	

# CONTINUATION SHEET

APPLICATION NO:  
 APPLICATION DATE:  
 PERIOD TO:  
 ARCHITECT'S PROJECT NO:

A	B	C	D	E	F	G		H	I
Item No.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED		MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G ÷ C)	BALANCE TO FINISH (C - G)	RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
	<b>GRAND TOTALS</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	#DIV/0!	\$0.00	\$0.00