

**ADDENDUM #1**

**WOODBURY BRACKETT MUNICIPAL GARAGE, 2<sup>nd</sup> FLOOR RESTROOM RENOVATION  
PROJECT, BID NO. 2018-020**

City of Auburn, Maine

March 5, 2018

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Please include the following recommended changes:

**GENERAL ITEMS:**

1. Refer to the attached Pre-Bid Meeting Minutes for items discussed, bid clarifications and individuals present at the mandatory pre-bid meeting.

**CHANGES TO THE SPECIFICATIONS:**

N/A

**CHANGES TO THE DRAWINGS:**

N/A

**CLARIFICATIONS AND QUESTIONS ASKED BY BIDDERS:**

1. Question: Will you be requiring a bid bond security?  
Answer: No bid bond will be required.

**ATTACHMENTS:**

1. Pre-Bid Meeting Minutes.

**END OF ADDENDUM #1**

<b>Project:</b>	City of Auburn, Maine – Woodbury Brackett Municipal Garage, 2nd Floor Restroom Renovation Project	<b>Date:</b>	February 22, 2018
<b>Project No.:</b>	CCPG #1131	<b>Bid No.:</b>	2018-020
<b>Location:</b>	296 Gracelawn Road, Auburn, Maine	<b>Time:</b>	2:00 p.m.

<u>Attendees</u>	<u>Company</u>	<u>E-Mail</u>
Derek Boulanger	City of Auburn, Facilities Manager/Purchasing Agent	<a href="mailto:dboulanger@auburnmaine.gov">dboulanger@auburnmaine.gov</a>
Mitch Daigle	Cordjia Capital Projects Group, LLC	<a href="mailto:mdaigle@cordjiacpg.com">mdaigle@cordjiacpg.com</a>
Roger Soucy	Crapott's Corp.	<a href="mailto:crapottscorp@roadrunner.com">crapottscorp@roadrunner.com</a>
Michael Barrett	Barrett Construction	<a href="mailto:Barrett_constr@yahoo.com">Barrett_constr@yahoo.com</a>
Frank Perry	Atlantic Environmental Contractors	<a href="mailto:fperry@aecne.net">fperry@aecne.net</a>
Dana Becvar	Nason Mechanical	<a href="mailto:dbecvar@nasonmechanical.com">dbecvar@nasonmechanical.com</a>
Tony Reny	DeBlois Electric, Inc.	<a href="mailto:treny@debloiselectric.com">treny@debloiselectric.com</a>

Copy of Meeting Minutes sent to: Attendees Names listed above.

ID	Discussion / Remark
1.	<p>Bid opening will be at 2:00 pm on March 8, 2018 at 60 Court Street, Auburn, Maine. Bids must be delivered and stamped received prior to the 2:00 pm deadline.</p> <p>All bid questions and RFI's must be submitted in writing to both Mr. Mitch Daigle of Cordjia Capital Projects Group ("Cordjia") and Mr. Derek Boulanger of the City of Auburn ("COA" or "Owner") prior to 2:00 pm on March 1, 2018. Email is preferred, but it is the responsibility of the contractor to confirm that the email correspondence has been received.</p> <p>Addendums and clarifications will be issued to the contractor's email addresses that were provided on the pre-bid sign in sheet. The contractors should ensure that whoever this email address belongs to knows to distribute the addendums and clarifications to the correct person. Please allow read receipts for emails. The final addendum (if any) will be issued by 2:00 pm on March 5, 2018.</p> <p>The BID PROPOSAL FORM must acknowledge all addendums issued and have the addendum number(s) and date(s) indicated and the submitted bid package shall include the SCHEDULE OF VALUES FORM.</p>
2.	<p>Points of contact are as follows:</p> <p><u>Technical Inquiries:</u> Mr. Mitch Daigle - Cordjia; Office: 207-236-9970; Mobile: 207-333-2226; Email: <a href="mailto:mdaigle@cordjiacpg.com">mdaigle@cordjiacpg.com</a></p> <p><u>Bidding Inquiries &amp; Access to the Building:</u> Mr. Derek Boulanger – City of Auburn (COA); Office: 330-6601, ext. 1135; Email: <a href="mailto:dboulanger@auburnmaine.gov">dboulanger@auburnmaine.gov</a></p>
3.	<p>The selected contractor shall provide a copy of all certificates of insurance with limits pursuant to the City of Auburn's requirements prior to commencing the work.</p>

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4.	Permits are the contractor's responsibility for their scope of work and shall be included in the bid. The Authority Having Jurisdiction (AHJ) shall be contacted for verification of any applicable permitting requirements and fees. The Building Permit Fee will be waived. It is the responsibility of the contractor to verify all permit requirements with the AHJ.
5.	All new work completed under this contract shall be in compliance with MUBEC, NEC 2014 and all other applicable Local, State and Federal regulations.
6.	The selected contractor is expected to start the work once a notice of award has been issued and substantially complete the work no later than May 31, 2018.
7.	This project is subject to compliance with all requirements of the Occupational Safety and Health Administration (OSHA), Volume 36, No. 105 of the Federal Register; U.S. Department of Labor published Saturday, May 29, 1971, as amended.
8.	There is adequate space at the project site and designated parking areas, dumpster locations and storage and mobilization areas will be further discussed prior to construction with the selected contractor.
9.	It will be the contractor's responsibility for the proper legal disposal of all construction waste.
10.	The only COA personnel that is authorized to approve a change to the bid documents is Mr. Derek Boulanger. If a condition arises that warrants a change order it must be pre-approved by Mr. Derek Boulanger. No exceptions.
11.	The selected contractor shall submit as soon as possible to the COA and before any material or equipment is purchased, the manufacturer's data, catalog cuts, samples, or other information as required for the submittal items listed in the contract documents.
12.	The selected contractor will be responsible for direct coordination with the Owner and the Owner's other contractors for work that may be executed under separate contract.
13.	The contractor shall continuously maintain adequate protection of all work from damage and shall protect the property from injury or loss for the duration of this contract, and shall make good any such damage, injury or loss. Maintain the building water-tight.

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14.	The Owner's business operations must continue throughout the entire construction period. It is the contractor's responsibility to coordinate construction activities with the Owner.
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15.	All construction materials shall be new, with the exception of materials designated for reuse, and shall be installed in accordance with the manufacturer in order to maintain the manufacturer's warranty.
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16.	After the general scope overview and project presentation meeting, the contractors were allowed to view the premises which included all project proximities both interior and exterior as required. The contractors were informed to call or email Mr. Derek Boulanger in advance for arrangement of additional site visits.
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17.	<p>Specific Work Conditions &amp; Clarifications:</p> <ul style="list-style-type: none"> <li>a. One existing single user restroom must remain in use until the new restroom has been provided.</li> <li>b. There is an existing vanity with a built-in light in the existing woman's room that is to be removed and eliminated in its entirety.</li> <li>c. The diffusers in the open office shall be relocated as necessary for the new woman's room expansion into the open office.</li> <li>d. The existing VCT flooring and mastic within the open office area tested positive for asbestos and will require abatement in accordance with all applicable regulations. It is the responsibility of the contractor to provide all required temporary protection and occupant separation, including dust and noise control, to protect the health and well-being of the building occupants.</li> <li>e. All new VCT flooring shall be buffed and waxed prior to substantial completion. Transition strips are to be provided at changes in flooring.</li> <li>f. Design criteria for codes and standards related to design/build of all mechanical, electrical, plumbing, fire alarm and fire sprinkler are provided in the specifications. It is the contractor's responsibility to field verify all existing conditions and understand the complete scope of work required to provide the design intent in accordance with applicable codes at no additional cost to the Owner.</li> <li>g. Modify fire alarm and sprinkler system as required by code for men's room, women's room, janitor's room and expansion into the open office.</li> </ul>
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	<ul style="list-style-type: none"> <li>h. Provide code compliant exhaust ventilation for men, women, &amp; janitor rooms. Energize ventilation by light switch and de-energize by delay relay. Relocate existing duct access door and plug hole in duct. Relocate duct smoke test station as required. Install new ducts, registers and grills as required. Provide weather-tight penetrations through the exterior envelope as required.</li> <li>i. Modify/add electrical, data &amp; telephone as required for owners continued use. Provide GFCI outlet in new woman’s room, provide and install new light fixtures as indicated, remove and relocate existing light fixtures. Relocate electrical components in walls to be removed or as directed. Provide power to new equipment. Provide code compliant installation to include grounding as required.</li> <li>j. Existing outlets within the new men’s and janitor’s rooms are to remain as is.</li> <li>k. Modify/add plumbing as required and as directed. Provide and install new plumbing fixtures, remove and relocate existing plumbing fixtures. Relocate plumbing components in walls to be removed. Provide code compliant installation to include venting as required. Relocate existing condensate drain piping.</li> <li>l. Core drill floor as necessary for plumbing rough-in. Grout unused floor openings.</li> <li>m. Remove wall mounted accessories on walls to be painted. Reinstall removed accessories after painting is complete.</li> <li>n. The access around the building must be kept clear at all times for emergency vehicles.</li> <li>o. The selected contractor will be responsible for their own jobsite security.</li> <li>p. The Owner will remove all non-permanent Owner furnishings, equipment, materials from the work area prior to the start of work. The contractor must notify the Owner that the work area needs to be cleared at least 7 days in advance of the need to move furnishings, equipment, materials, etc.</li> <li>q. Contractors will have access to the site between 7:00 AM and 6:00 PM (this work schedule is flexible as the building is occupied regularly until 11 p.m.). The Owner may provide access on late weekdays, weekends, and holidays by special request with a minimum of 48 hours advance notice and approval by the Owner.</li> <li>r. No power or utility cutoff (if required) will be permitted without 3 days advance notice and approval by the Owner.</li> </ul>
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	<ul style="list-style-type: none"> <li>s. Construction debris not immediately contained in a proper disposal container will not be tolerated at any time during the duration of this project.</li> <li>t. Smoking and tobacco products are allowed on the building grounds provided it occurs at the designated smoking area. Waste must be properly disposed of or taken off-site.</li> <li>u. The selected contractor is to provide all equipment and materials required for the prosecution of the work whether or not indicated in the contract documents at no additional cost to the Owner.</li> <li>v. The selected contractor is not required to provide a jobsite trailer unless they choose to do so. The contractor may use the onsite restroom facilities. The Owner reserves the right to revoke such use should a problem occur.</li> <li>w. The selected contractor will be required to submit a construction schedule and a schedule of values within 10 days of notice of award.</li> <li>x. The Owner will supply power, water and general heating of the building. Should the use of such utilities become excessive, the Owner reserves the right to revoke such use. Any required temporary utility connections shall be supplied by the contractor.</li> <li>y. Refer to the attached general scope overview.</li> </ul>
18.	The selected contractor shall request inspections as designated by the Owner, in writing (email is acceptable) seven (7) days prior to the desired date. The punch-list inspection is to confirm that all equipment is in place and is functioning in accordance with the construction documents and any noted deficiencies should be cosmetic and minor in nature.
19.	The contractor shall submit closeout documentation (Redline Drawings and O&M Manuals) including a one year warranty on all parts and labor, as well as all standard warranties from manufacturers to the COA prior to claim for final Application for Payment. Closeout procedures will be strictly enforced and the progress of closeout documentation will be checked at regular intervals during construction.
20.	The bid drawings are diagrammatic in nature and the original construction drawings for this facility can be made available to the contractors for verification of existing conditions which must be verified in the field by the contractor. The original construction drawings will be provided upon request of the contractor.

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**Location:** 296 Gracelawn Road, Auburn, Maine

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**Bid No.:** 2018-020  
**Time:** 2:00 p.m.

ID	Discussion / Remark
21.	Attachments: <ul style="list-style-type: none"><li>a. Pre-Bid Meeting Sign-In Sheet.</li><li>b. General Scope Overview.</li></ul>



Mitch Daigle  
VP & Senior Project Manager  
Cordjia Capital Projects Group, LLC

**Pre-Bid Meeting Sign-In**

**February 22, 2018**

**Time: 2:00 pm**

<b>Client:</b>	<b>City of Auburn, Maine</b>
<b>Project:</b>	<b>Woodbury Brackett Municipal Garage, 2nd Floor Restroom Renovation Project – Bid # 2018-020</b>

	Name	Company Name	Email Address	Phone Number
1.	Derek Boulanger	City of Auburn, Facilities Manager	dboulanger@auburnmaine.gov	207-333-6601, ext. 1135
2.	Mitchell Daigle	Cordjia Capital Projects Group	mdaigle@cordjiacpg.com	207-236-9970
3.	Roger Soucy	Crapott's Corp	crapottscorp@woodburne.com	897-4264
4.	Tony Remy	DEBLOIS ELECTRIC INC.	TREMY@DEBLOISELECTRIC.COM	783-6512 X107
5.	MICHAEL BARRETT	BARRETT CONSTRUCTION	BARRETT_CONSTR@YAHOO.COM	207-514-4466
6.	Frank Perry	Atlantic Environmental Contractors	fperry@aecne.net	207.740.7240
7.	DANA BECUAR	NASON mech.	dbecuar@nasonmechanical.com	212-9406.
8.				
9.				
10.				



**Woodbury Brackett Municipal Garage, 2nd Floor Restroom Renovation Project**  
**296 Gracelawn Road, Auburn, Maine**  
**Bid #2018-020**

General Scope Overview – This overview is not intended to be all inclusive of the scope elements that will be required. It is the contractor’s responsibility to confirm and provide all scope items to meet the design intent.

**Existing Men’s Room – New Janitor’s Closet**

*Demo to create new Janitor:* Toilet, lavatory and all accessories to be removed. Toilet to be salvaged for reinstallation in new men’s room. Existing base to be removed. Existing suspended ceiling tiles and grid to be removed. Light fixture to be salvaged for reinstallation. Common wall with existing janitor’s closet to be removed. Remove door sign.

*Proposed Janitor:* Install new floor janitor sink and faucet. Prep floor and install new VCT flooring and vinyl base. Install new ceiling grid and tiles. Reinstall light fixture. Prep and paint all walls and trim. Paint janitor side of door. Install new signage. Provide ventilation.

**Existing Women’s Room – New Men’s Room**

*Demo to create new Men’s:* Toilet and lavatory and all accessories to be removed. Existing base to be removed. Existing ceiling grid and tiles to be removed. Light fixture to be salvaged for reinstallation. Remove door sign.

*Proposed Men’s:* Install salvaged toilet. Install new lavatory with pipe protection, mirror and all owner provided accessories. Prep floor and install new VCT flooring and vinyl base. Install new ceiling grid and tiles. Reinstall light fixture. Prep and paint all walls and trim. Paint men’s side of door. Install new led emergency light. Install new signage. Provide ventilation.

**Existing Janitor’s Closet – New Woman’s Room**

*Demo to create new Woman’s:* Remove existing janitor sink and faucet. Remove existing base. Remove existing ceiling grid and tile. Light fixture to be salvaged for reinstallation. Remove existing door and frame, modify opening for new 3’-0” door. Remove existing gyp. board as required for sound insulation installation. Remove portion of common wall with Open Office to create expanded space. Relocate existing condensate drain to new mop sink. Relocate exposed conduit to within new walls or walls to remain.

*Proposed Women’s:* Install new sound insulated walls as indicated on floor plan to create the new women’s room. Install new door with lever handle hardware and closer. Install new ADA shower and accessories, new toilet and grab bars, new lavatory with pipe protection, and mirror. Install owner provided accessories. Prep floor and install new VCT flooring and vinyl base. Install new ceiling grid and tiles. Reinstall light fixture. Prep and paint all walls and trim. Paint women side of door. Install new led emergency light and GFCI outlet. Install new led light fixture listed for damp location over new shower. Install new signage. Provide ventilation.

**Hall**

*Demo:* Remove existing base. Remove existing ceiling grid and tiles. Remove items from walls for new painting. Light fixtures to be salvaged for reinstallation.

*Proposed:* Prep floor and install new VCT flooring and vinyl base. Install new ceiling grid and tiles. Reinstall light fixtures. Prep and paint all walls and trim. Paint hall side of doors. Add a new illuminated exit sign over door to upper lobby.

**Upper Lobby**

*Demo:* Remove existing ceiling grid and tiles. Light fixtures to be salvaged for reinstallation. Remove existing base.

*Proposed:* Prep floor and install new VCT flooring and vinyl base. Install new ceiling grid and ceiling tiles. Reinstall light fixtures. Prep and paint all walls and trim. Paint upper lobby side of doors. Install new signage for open office.

**Stair**

*Demo:* Remove existing ceiling grid and tiles. Light fixtures to be salvaged for reinstallation.

*Proposed:* Install new ceiling grid and ceiling tiles. Reinstall light fixtures. Prep and paint walls down to bottom of stair complete to 1<sup>st</sup> floor wall corners. Prep and paint stair railings and guards.

**Open Office**

*Demo:* Remove ACM floor tile, ACM mastic and existing base. Remove suspended ceiling as required for woman's restroom expansion.

*Proposed:* Prep floor and install new VCT flooring and vinyl base. Prep and paint all walls and trim. Paint doors on open office side. Patch and repair existing suspended ceiling. Install new illuminated exit sign over door to upper lobby.