

ADDENDUM #1

CENTRAL COMMUNITY COLLEGE EAST and WEST EDUCATION BUILDING FASCIA and WINDOW REPLACEMENT COLUMBUS, NEBRASKA 1308

Wilkins Hinrichs Stober Architects, L.L.C.
2908 West 39th Street, Suite A
Kearney, Nebraska 68845
308-237-5787

Date Issued: March 18, 2013

Bid Date: April 2, 2013

TO ALL BID DOCUMENT HOLDERS OF RECORD:

Acknowledge receipt of this addendum by inserting its number in the space provided on the BID FORM. Failure to do so may subject Bidder to disqualification. This Addendum forms a part of the BIDDING DOCUMENTS and modifies them as follows.

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- Addendum #1 - #1 SPECIFICATION SECTION 01 3000 – AMINISTRATIVE REQUIREMENTS**
Add Specification Section 01 3000 Administrative Requirements in its entirety.
- Addendum #1 - #2 SPECIFICATION SECTION 08 4313 – ALUMINUM-FRAMED STOREFRONTS**
AT 2.03 COMPONENTS A.1. Change to similar to Tubelite T 14650 (Front Glazed) at thermally broken locations in lieu of Kawneer “Trifab VersaGlaze 451T” (Center Plane) at thermally broken locations.
- Addendum #1 - #3 SHEET A7.0 – WALL SECTIONS**
At Details 3/A7.0 and 4/A7.0 add additional wood studs as needed for fastening new batt insulation.
- Addendum #1 - #4 SHEET A8.0 – STOREFRONT ELEVATION AND DETAILS**
At 6/A8.0 change one of two window jamb detail references to be 22/A8.0 in lieu of 18/A8.0.

GENERALS

BD Construction-Columbus	402-564-1225	402-564-9999
Bierman Contracting	402-564-4749	402-564-4658
Fauss Construction	402-654-3392	402-654-3394
JLC Inc	402-362-3339	402-362-3330

PRE-BID ATTENDEES

JLC Inc, Jim Gale	402-362-3339	jlcjim@gmail.com
Custom Glass, Barry Petersen	402-564-5277	
Glass House, Bob O'Berg	402-720-1225	
Glass House, Brad Fookan		bradf@neb.rr.com
Fauss Construction, Nick Ringle	402-720-2926	
BD Construction, Bryan Kearney		jeff.keating@bierman-inc.com

SECTION 01 3000

ADMINISTRATIVE REQUIREMENTS

PART 1 GENERAL

1.1 SECTION INCLUDES

- A. Electronic document submittal service.
- B. Preconstruction meeting.
- C. Progress meetings.
- D. Submittals for review, information, and project closeout.
- E. Number of copies of submittals.
- F. Submittal procedures.
- G. Contractor's use of Architect's CAD files.

1.2 RELATED REQUIREMENTS

- A. Document 00 7200 - General Conditions: Dates for applications for payment.
- B. Document 00 7300 - Supplementary Conditions: Duties of the Construction Manager.
- C. Section 01 3216 - Construction Progress Schedule: Form, content, and administration of schedules.
- D. Section 01 7000 - Execution and Closeout Requirements: Additional coordination requirements.
- E. Section 01 7800 - Closeout Submittals: Project record documents.

1.3 PROJECT COORDINATION

- A. Project Coordinator: General Contractor.
- B. Cooperate with the Project Coordinator in allocation of mobilization areas of site; for field offices and sheds, for all access, traffic, and parking facilities.
- C. During construction, coordinate use of site and facilities through the Project Coordinator.
- D. Comply with Project Coordinator's procedures for intra-project communications; submittals, reports and records, schedules, coordination drawings, and recommendations; and resolution of ambiguities and conflicts.
- E. Comply with instructions of the Project Coordinator for use of temporary utilities and construction facilities.
- F. Coordinate field engineering and layout work under instructions of the Project Coordinator.
- G. Make the following types of submittals to Wilkins Hinrichs Stober Architects L.L.C. through the Project Coordinator:
 - 1. Requests for interpretation.
 - 2. Shop drawings, product data, and samples.
 - 3. Test and inspection reports.
 - 4. Manufacturer's instructions and field reports.
 - 5. Applications for payment and change order requests.
 - 6. Progress schedules.
 - 7. Coordination drawings.

8. Closeout submittals.

PART 2 PRODUCTS - NOT USED

PART 3 EXECUTION

3.1 ELECTRONIC DOCUMENT SUBMITTAL SERVICE

- A. All documents transmitted for purposes of administration of the contract are to be in electronic (PDF) format and transmitted via an Internet-based submittal service that receives, logs and stores documents, provides electronic stamping and signatures, and notifies addressees via email.
 1. Besides submittals for review, information, and closeout, this procedure applies to requests for information (RFIs), progress documentation, contract modification documents (e.g. supplementary instructions, change proposals, change orders), applications for payment, field reports and meeting minutes, and any other document any participant wishes to make part of the project record.
 2. Contractor and Wilkins Hinrichs Stober Architects L.L.C. are required to use this service.
 3. It is Contractor's responsibility to submit documents in PDF format.
 4. Subcontractors, suppliers, and Wilkins Hinrichs Stober Architects L.L.C.'s consultants are to be permitted to use the service at no extra charge.
 5. Users of the service need an email address, Internet access, and PDF review software that includes ability to mark up and apply electronic stamps (such as Adobe Acrobat, www.adobe.com, or Bluebeam PDF Revu, www.bluebeam.com), unless such software capability is provided by the service provider.
 6. Paper document transmittals will not be reviewed; emailed PDF documents will not be reviewed.
 7. All other specified submittal and document transmission procedures apply, except that electronic document requirements to not apply to samples or color selection charts.
- B. Cost: The cost of the service is to be paid by Contractor; include the cost of the service in the contract sum.
- C. Submittal Service: The selected service is:
 1. Submittal Exchange (tel: 1-800-714-0024): www.submittalexchange.com.
- D. Training: One, one-hour, web-based training session will be arranged for all participants, with representatives of Wilkins Hinrichs Stober Architects L.L.C. and Contractor participating; further training is the responsibility of the user of the service.
- E. Project Closeout: Wilkins Hinrichs Stober Architects L.L.C. will determine when to terminate the service for the project and is responsible for obtaining archive copies of files for Central Community College.

3.2 PRECONSTRUCTION MEETING

- A. Wilkins Hinrichs Stober Architects L.L.C. will schedule a meeting after Notice of Award.
- B. Attendance Required:
 1. Central Community College.
 2. Wilkins Hinrichs Stober Architects L.L.C..
 3. Contractor.
- C. Agenda:
 1. Execution of Central Community College-Contractor Agreement.
 2. Submission of executed bonds and insurance certificates.
 3. Distribution of Contract Documents.

4. Submission of list of Subcontractors, list of Products, schedule of values, and progress schedule.
 5. Designation of personnel representing the parties to Contract, General Contractor and Wilkins Hinrichs Stober Architects L.L.C..
 6. Procedures and processing of field decisions, submittals, substitutions, applications for payments, proposal request, Change Orders, and Contract closeout procedures.
 7. Scheduling.
 8. Scheduling activities of a Geotechnical Engineer.
 9. Use of premises.
 10. Responsibilities for temporary facilities and controls.
 11. Parking availability.
 12. Office, work and storage areas.
 13. First aid.
 14. Security.
 15. Progress cleaning.
 16. Working hours.
- D. Record minutes and distribute copies within two days after meeting to participants, with electronic copies to Wilkins Hinrichs Stober Architects L.L.C., Central Community College, participants, and those affected by decisions made.

3.3 PROGRESS MEETINGS

- A. Schedule and administer meetings throughout progress of the Work at maximum monthly intervals.
- B. Make arrangements for meetings, prepare agenda with copies for participants, preside at meetings.
- C. Attendance Required: Job superintendent, major Subcontractors and suppliers, Central Community College, Wilkins Hinrichs Stober Architects L.L.C., as appropriate to agenda topics for each meeting.
- D. Agenda:
 1. Review minutes of previous meetings.
 2. Review of Work progress.
 3. Field observations, problems, and decisions.
 4. Identification of problems that impede, or will impede, planned progress.
 5. Review of submittals schedule and status of submittals.
 6. Maintenance of progress schedule.
 7. Corrective measures to regain projected schedules.
 8. Planned progress during succeeding work period.
 9. Maintenance of quality and work standards.
 10. Effect of proposed changes on progress schedule and coordination.
 11. Other business relating to Work.
- E. Record minutes and distribute copies within two days after meeting to participants, with electronic copies to Wilkins Hinrichs Stober Architects L.L.C., Central Community College, participants, and those affected by decisions made.

3.4 SUBMITTALS FOR REVIEW

- A. All submittals to be electronic (PDF format).
- B. When the following are specified in individual sections, submit them for review:
 1. Product data.
 2. Shop drawings.
 3. Samples for selection.
 4. Samples for verification.

5. Submit to Wilkins Hinrichs Stober Architects L.L.C. for review for the limited purpose of checking for conformance with information given and the design concept expressed in the contract documents.
6. Samples will be reviewed only for aesthetic, color, or finish selection.
7. After review, provide copies and distribute in accordance with SUBMITTAL PROCEDURES article below and for record documents purposes described in Section 01 7800 - CLOSEOUT SUBMITTALS.

3.5 SUBMITTALS FOR INFORMATION

- A. All submittals to be electronic (PDF format).
- B. When the following are specified in individual sections, submit them for information:
 1. Design data.
 2. Certificates.
 3. Test reports.
 4. Inspection reports.
 5. Manufacturer's instructions.
 6. Manufacturer's field reports.
 7. Other types indicated.
- C. Submit for Wilkins Hinrichs Stober Architects L.L.C.'s knowledge as contract administrator or for Central Community College. No action will be taken.

3.6 SUBMITTALS FOR PROJECT CLOSEOUT

- A. Section 01 7800 - Closeout Submittals
- B. All submittals to be electronic (PDF format).
- C. When the following are specified in individual sections, submit them at project closeout:
 1. Project record documents.
 2. Operation and maintenance data.
 3. Warranties.
 4. Bonds.
 5. Other types as indicated.
- D. Submit for Central Community College's benefit during and after project completion.

3.7 NUMBER OF COPIES OF SUBMITTALS

- A. Documents: Submit one electronic copy in PDF format; an electronically-marked up file will be returned. Create PDFs at native size and right-side up; illegible files will be rejected.
- B. Samples: Submit the number specified in individual specification sections; one of which will be retained by Wilkins Hinrichs Stober Architects L.L.C.. Include photo of samples with electronic submittal.
 1. After review, produce duplicates.
 2. Retained samples will not be returned to Contractor unless specifically so stated.

3.8 SUBMITTAL PROCEDURES

- A. All submittals to be electronic (PDF format). No paper documents will be accepted. All mark up to be electronic on original PDF document using PDF compatible software.
- B. Transmit each submittal with approved form.
- C. Sequentially number the transmittal form. Revise submittals with original number and a sequential alphabetic suffix.

- D. Identify Project, Contractor, Subcontractor or supplier; pertinent drawing and detail number, and specification section number, as appropriate on each copy.
- E. Apply Contractor's stamp, signed or initialed certifying that review, approval, verification of Products required, field dimensions, adjacent construction Work, and coordination of information is in accordance with the requirements of the Work and Contract Documents.
- F. Schedule submittals to expedite the Project, and coordinate submission of related items.
- G. For each submittal for review, allow 15 days excluding delivery time to and from the Contractor.
- H. Identify variations from Contract Documents and Product or system limitations that may be detrimental to successful performance of the completed Work.
- I. Provide space for Contractor and Wilkins Hinrichs Stober Architects L.L.C. review stamps.
- J. When revised for resubmission, identify all changes made since previous submission.
- K. Distribute reviewed submittals as appropriate. Instruct parties to promptly report any inability to comply with requirements.
- L. Submittals not requested will not be recognized or processed.

3.9 CONTRACTORS USE OF ARCHITECT'S CAD FILES

- A. General: CAD files may be provided to the Contractor or Subcontractor under the following conditions:
 - 1. Wilkins Hinrichs Stober Architects L.L.C. (WWSA) reserves the right to distribute CAD files as deemed necessary.
 - 2. The CAD files distributed shall be used only as a background in the submittal procedures specified and for the Contractor's use during construction for this specific project.
 - 3. All Contractor(s) who would like to obtain CAD files must contact WWSA and request all construction document sheets required. WWSA consultant CAD files will only be available through WWSA and shall be subject to limitation based on the consultant's own CAD file policy.
 - 4. The CAD file format available will typically be Autodesk Autocad Release 2000 (.dwg) or newer. CAD files will typically be distributed by email.
 - 5. Generally, only CAD files with floor plans and/or reflected ceiling plans shall be distributed. Distribution of any other type of construction document shall be approved by WWSA. All extraneous information such as dimensions, section markers, notes, etc. shall be removed from the CAD files. Under normal circumstances, walls, doors, room numbers and grid lines shall be the only information left in the CAD file. The WWSA title block and all reference to WWSA will be removed in their entirety, including all Architect and Engineer "seals".
- B. Disclaimers shall be attached to the CAD file distribution and shall read as follows:
 - 1. The end user of these CAD drawing files shall agree to defend, indemnify and hold harmless WWSA from all claims, damages, losses, expenses and attorney fees that may arise from their use. These CAD files may not be reproduced, altered or used without the explicit consent of Wilkins Hinrichs Stober Architects L.L.C..

END OF SECTION