



**THOMPSON
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1956

ENGINEERS ARCHITECTS SURVEYORS

ADDENDUM NO. 001

TO: All Plan Holders

RE: Montgomery County Treasurer's Office Lobby Remodel
for Montgomery County Board of Supervisors
T&L Project No. 15542
Bid # 21-16

DATE: October 1, 2020

BIDS RECEIVED DATE: October 6, 2020

This Addendum forms a part of the Contract Documents. Acknowledge receipt of this Addendum on the Bid Form. Failure to do so may subject Bidder to disqualification.

This Addendum consists of 4 pages consisting of the Pre-Bid Meeting Notes.

Enclosures: Pre-Bid Conference Meeting Notes, 3 pages



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PRE-BID CONFERENCE MEETING NOTES

PROJECT: Montgomery County Treasurer's Office Lobby Remodel
for the Montgomery County Board of Supervisors
T&L Project No. 15542

DATE: September 29, 2020

1. PROJECT PERSONNEL:

Architectural/Engineering Firm: Thompson & Litton, Inc.

Architectural/Engineering Representative: Barry Collier, AIA, PMP
Telephone: (540) 633-1987

Project Manager: Barry Collier, AIA, PMP
Telephone: (540) 633-1897

2. SCOPE OF PROJECT:

To furnish all services, trades, equipment and materials to remodel the Treasurer's Office in accordance with the attached drawings and specifications. The contractor shall be responsible for all permits, licenses, disposal cost and fees associated with the scope of work.

3. PROJECT REVIEW:

Demo of existing workstations, leaving two open for normal operations. Complete other stations prior to renovating the two stations that remained operational. New countertop and double bowl sink. Existing sink apron and casework below the counter will remain. New work will include bullet resistant glazing, fiberglass wall panels, high and low countertop heights. Glass panels between teller stations on employee and customer side. Casework on teller side to be similar to what is existing. Solid surface countertop color to be approved by Montgomery County, contractor to provide samples for approval. Contractor to locate new door 104 prior to commencing demo work, verify no conflicts with ramp or vault. Level of finish to match existing, paint colors to match existing. Electrical modifications to meet intent of work, move switches, extend circuits. Existing payment dropbox to be relocated by county prior to start of work.



4. SPECIAL CONDITIONS:

Phasing of work to keep open workstations. Area will be in use during construction, County is open and agreeable to evening and weekend work.
Access control at new door 104.
Reuse of existing door frames.
Up to contractor to look into material lead times.

5. STAGING AREA:

The following will be further coordinated with the successful low bidder:
Utilities
Site Limitations
Access
Parking
Storage

6. PROTECTION OF ADJACENT AREAS AND FACILITIES:

Maintain use of existing building, limit to spread of dust and debris through Treasurer's Office and building atrium.

7. COORDINATION:

Coordinate work progress with users and building staff.

8. COMPLETION DATES AND LIQUIDATED DAMAGES:

Final Completion shall be December 18, 2020.

Liquidated Damages - \$ 500.00

9. BID DOCUMENTS:

Distributed electronically.

10. CONFIRMATION OF BID DATE AND TIME:



Sealed bids will be received until 3:00 P.M., prevailing time on October 6, 2020 by Heather Hall, Procurement Manager, at the Montgomery County Government Center, 755 Roanoke Street, Multi-Purpose Room #2, Christiansburg, Virginia.

Pre-Bid Questions due NLT 10/1/20, 4:00 P.M.

11. CONTRACTOR QUESTIONS:

All questions must be submitted in writing to Heather Hall.

12. PRE-BID MEETING COMMENTS:

- A. Existing entry door appears to be a welded hollow metal frame.
- B. Countertop shall be solid surface, Corian or similar. Color to be selected by Montgomery County from samples provided by contractor.
- C. Opening into Storage Room shall be a gyp. Board cased opening after the existing door and frame are removed.
- D. Two existing sinks shall be removed and replaced with one double bowl stainless steel sink.
- E. Existing doors to be reused may have visible stain imperfections, visible hardware modifications, etc. due to reusing existing doors in new frames / locations.