



ADDENDUM NO. 1

TO: Interested Parties

FROM: Brennan Garrett, Senior Architectural Project Manager
Division of Engineering

DATE: Wednesday, June 23, 2021

PROJECT: SENIOR CENTER ACTIVITY BUILDING HVAC REPLACEMENT
COUNTY CONTRACT NO. MS-HV-289-28

Acknowledge receipt of this **Addendum No. 1** by signing in the space provided below and returning with your Bid.

Failure to sign and return with your Bid may subject the Bidder to disqualification. This **Addendum No. 1** forms a part of the Bid Documents, it supplements and modifies them as outlined herein.

This **Addendum No. 1** consists of 7 pages, including this page.

I hereby acknowledge receipt of **Addendum No. 1**:

By: _____ Date _____
Signed Name

Typed Name

Title

For (Firm): _____

Phone Number: _____

ADDENDUM NO. 1
Page 1 of 3

ADDENDUM NO. 1

SENIOR CENTER ACTIVITY BUILDING HVAC REPLACEMENT

Washington County Contract No. MS-HV-289-28

Date Issued: June 23, 2021

Bids Due: **Friday, July 9, 2021**
11:00 a.m., Local Time

The following addendum material is hereby made a part of the Bid Documents.

Please note the following changes, information, and/or instructions in connection with the proposed work and submit proposals accordingly.



Brennan Garrett
Senior Architectural Project Manager
Division of Engineering

By Authority of:
Board of County Commissioners
Washington County, Maryland



Scott Hobbs, P.E.
Director
Division of Engineering

ADDENDUM NO. 1

17718 VIRGINIA AVENUE HVAC REPLACEMENT (PHASE-2)

Washington County Contract No. MS-HV-289-28

TO: All prime Contractors and all others to whom specifications have been issued.

ITEM 1.01 **Pre-Bid Conference** held Wednesday, June 21, 2021:
A Record of the Pre-Bid Teleconference (consisting of 4 pages) (**Attachment A**), shall be incorporated into the Bid Documents.

Attachments:

1. Pre-Bid Teleconference Meeting Minutes – (**Attachment A**) (consisting of 4 pages)

END OF ADDENDUM NO. 1



DIVISION OF
ENGINEERING & CONSTRUCTION MANAGEMENT
PLAN REVIEW | PERMITTING | ENGINEERING | CONSTRUCTION

ATTACHMENT A

SENIOR CENTER ACTIVITY BUILDING
HVAC REPLACEMENT

County Contract No.: MS-HV-289-28; Project No. 28-289
Monday June 21, 2021 at 10:00 A.M.

PRE-BID TELECONFERENCE MINUTES

Attendees:

Brennan Garrett	Washington Co. Division of Engineering	240-313-2474
Jennifer Anderson	Washington Co. Division of engineering	240-313-2405
Harris Johnson	Rapid HVAC Inc.	240-293-4647

A Pre-Bid Teleconference for the Senior Center Activity Building HVAC Replacement project was held on Monday June 21, 2021 at 10:00 A.M. for purposes of providing an overview of the project, and to answer Contractors' questions. Those in attendance for the meeting are named above. Comments from the meeting are as follows:

PRE-BID COMMENTS:

- PB-1** Introductions and attendance confirmation.
- PB-2** **Project Team:** Project team members were identified as follows:
Brennan Garrett – Senior Architectural Project Manager, Division of Engineering
Scott Hobbs – Director, Division of Engineering
Rick Farley – Chief Site Inspector, Division of Construction
Danny Hixon – Deputy Director, Buildings Grounds & Facilities
- PB-3** **Bid Documents:** Bid documents may be obtained from the Washington County Website by clicking on the Divisions and Departments/Engineering section and then on the ITB/RFP/RFQ section. Bid documents may then be downloaded after completing the registration form.
- PB-4** **Bid Submission Date:** Bids will be received, and time stamped in the Division of Engineering, County Administrative Annex, 80 West Baltimore Street, Hagerstown, MD until 11:00 A.M., Friday, July 9, 2021. All interested parties are invited to hear a reading of the bids. Those bidders who wish to hear a reading of the bids shall call 240-313-2460

80 West Baltimore Street | Hagerstown, MD 21740-6003 | P: 240.313.2460 | TDD: 711

to receive instructions prior to the bid opening. Bids received after this time will be returned unopened.

- PB-5** **Bid Questions:** All questions shall be submitted to the County in writing, addressed to the Division of Engineering, County Administrative Annex, 80 West Baltimore Street, Hagerstown, MD 21740, and to be given consideration must be received **no later than 4:00 P.M. Wednesday, June 30, 2021.** Please note that no interpretations of the meaning of the Plans, Specifications, or other pre-bid documents will be made to any Bidder orally. Faxed and email inquiries are acceptable, if received by the date and time for the deadline for questions. **Fax 240-313-2401, email ecbidquestions@washco-md.net.**
- PB-6** **Engineer's Construction Cost Estimate:** In accordance with Maryland SHA Specification Section TC-2.01, the project is classified as a **Cost Group Letter Class "A," \$0 to \$100,000.**
- PB-7** **Calendar Day Contract:** The successful bidder will be required to commence work within ten calendar days of receipt of written Notice to Proceed and to fully complete the project within 90 consecutive calendar days.
- PB-8** **Liquidated Damages:** Liquidated Damages are assessed in the amount of \$250.00 for each consecutive calendar day worked beyond the proposed completion date.
- PB-9** **Bid Designation:** The envelopes containing the sealed bids must be marked accordingly with the name of the contractor, contract name and contract number.
- PB-10** **Bid Forms:** Bids shall be submitted on the forms found in the downloaded ***Bid Packet file.*** Bidders may not substitute forms; use of other forms may render bids non-responsive.
- PB-11** **Bid Security:** A bid security must accompany the bid. Amount of the **bid security shall equal 5% of the total bid price,** payable to the Board of County Commissioners in the form of a bid bond, cashiers check, certified check or a bank treasurer's check.
- PB-12** **Contract Award:** The total base bid will be used as a basis for evaluation of the bids and award of the contract. If an award of the contract is made, it will be made to the lowest, responsive, responsible bidder within the time specified for bids to remain irrevocable.

If alternates are solicited, one or more alternates may be awarded in the discretion of the County in the order in which the alternates are listed; provided that in the event the County lacks funds for award of the base bid and any succeeding alternate, the County in its discretion may forgo the award of the alternate for which funds are not available but may award one or more succeeding alternates for which

funds are available.

PB-13 **Project Location:** The project site is located at 535 East Franklin Street, Hagerstown, MD 21740.

PB-14 **Project Description:** The project includes providing and installing a new HVAC system and includes the installation of air distribution duct work, roof mounted exhaust fan, equipment, thermostats, low voltage wiring, ceiling air diffusers, dampers, ceiling return grilles, ceiling transfer grilles, air balancing, roof structure modifications for support of the new roof top unit per the provided structural detail, roof openings, roof curbs and all associated PVC roof repairs, demolition, insulation, cutting, patching, etc. as necessary to accommodate installation of the proposed rooftop unit and associated ductwork. Duct smoke detectors shall be provided in the main return air and exhaust air plenum of each new air conditioning system as required by local building and fire codes and shall be fully tested. Required fire alarm submissions, permits and scheduling of inspections shall be the responsibility of the contractor. Please note that branch ducts shall connect to the top side of the main supply trunk line and shall be installed between roof joists.

Please note that all work on this project shall be done in accordance with the requirements of the City of Hagerstown.

PB-15 **Clarifications:**

1. Clarification to drawing No. 5 of 8 (Reflected Ceiling Plan): Please note that the air supply grilles/diffusers shown on the Reflected Ceiling Plan are not existing as the symbol legend indicates. Ceiling grilles/air diffusers shall be provided and installed by the successful contractor as shown on the Mechanical New Work Plan on drawing M-1.1.
2. Clarification to drawing M-1.1: Please note that for structural reasons the roof top unit (RTU) will need to be shifted to the left to allow for the unit to be centrally located above the existing steel beam. The supply trunk line would then be located on the left side of the steel beam and the return line would be located on the right side of the steel beam.

PB-16 **Questions and Responses:**

Question No. 1: Will new ductwork be required for this project?

Response: Yes, a new roof top unit, ductwork and all associated equipment required to provide a complete and fully operational system shall be provided and

installed as indicated in the project scope of work, on the construction plans and in the specification.

Question No. 2: Are site visits available, and if so, how do I schedule one?

Response: Yes, site visits are available and can be scheduled by contacting the Senior Architectural Project Manager, Brennan Garrett at 240-313-2474. Please note that a site visit has been scheduled for June 24 at 9:00 a.m. for all those that are interested.

Closing Comments:

- PB-17** All interested contractors were encouraged to contact the project manager at 240-313-2474 to schedule a site visit.
- PB-18** All participants were thanked for their attendance. The meeting was adjourned at approximately 10:30 a.m.

Brennan Garrett
Senior Architectural Project Manger
Division of Engineering