ADDENDUM NUMBER 1
IFB #: 0056410

June 15, 2018

PROJECT: Virginia Polytechnic Institute and State University
Lane Stadium Broadcast Suite
Blacksburg, Virginia 24061

TO ALL BIDDERS:

GENERAL: Addenda are part of the Contract Documents and are issued to amend or interpret the Drawings and Specifications. The Addenda shall be acknowledged in the Bid Form in the space provided for addenda acknowledgement.

Addenda list items by Drawings and Specifications. However, only specification items are referenced to Sections. Drawing changes, as well as Specification changes, described in Addenda shall include all Work required by the various trades involved to effect the changes described.

LANE STADIUM BROADCAST SUITE – PRE-BID QUESTIONS:

1. PRE-BID MEETING QUESTIONS -
   a. QUESTION – As discussed at the site visit, please confirm there are no damages, liquidated or actual.
   b. ANSWER – Confirmed. There are no damages, liquidated or actual.
2. PRE-BID MEETING QUESTIONS -
   a. QUESTION – Please advise of what the notice to proceed date is. With the final completion date of 11/9/18 clearly defined, it is important to know the NTP and start dates to plan for manpower, long lead items, etc.
   b. ANSWER – Notice to Proceed date anticipated to be between July 16th and July 20th.
3. PROJECT MANUAL -
   a. QUESTION – Is there a complete table of contents and respective technical specs forthcoming?
   b. ANSWER – No. The technical specs are contained on the drawings.
4. PROJECT MANUAL -
   a. QUESTION – Lead and Asbestos report is not included in the project manual. Please provide.
   b. ANSWER – Lead and Asbestos report will be added to project manual as Appendix A: Lead and Asbestos Report. See Lead and Asbestos Report - Attachment C.
5. DRAWING SHEETS - A1.1, A1.2, P1.1, M1.2, ED1.1, and ED1.2 -
   a. QUESTION – It was stated at the site visit, that a majority of this demolition work has already been completed. Please advise clearly of what demolition work will need to be completed by the successful GC on this project.
   b. ANSWER – It is the responsibility of the bidding contractors to verify the extent of the demo work that has been completed. The following notes are provided as clarification for the bidding contractors:
      a. Sheet A1.2 DEMO REFLECTED CEILING PLAN- KEYED DEMOLITION NOTE 4, Excluding Corridor SA5, the remaining lighting is work lighting and shall be the responsibility of the bidding contractor to remove.
      b. Sheet A1.2 DEMO REFLECTED CEILING PLAN- KEYED DEMOLITION NOTE 5, Note does not apply to Corridor SA5. The existing Exit Signs in Corridor SA5 are to remain.
      c. Sprinkler System – The previous demo contractor was responsible to turn all existing sprinkler heads up. The bidding contractors shall be responsible for the demolition and modification of the sprinkler system to accommodate the new work. Successful contractor shall provide stamped fire suppression shop drawings for approval by A&E and UBO prior to commencement of demolition, modification, and installation of new fire suppression systems.
      d. No exterior demolition has occurred.
e. See Sheet A1.1 Demo Plan – Attachment F for additional information.
f. See Sheet ED1.2 Electrical Demolition Floor Plan - Power - Attachment G for additional information.
g. See Sheet E1.2 Electrical New Work Plan - Power – Attachment H for additional information.

6. DRAWING SHEETS - A1.3 -
   a. QUESTION – Keyed Work Notes 13, 14, 15, 16, 17, and 18 say to “see bid form”. There is no information regarding these items on the bid form. Can you please clarify if these items are included with the project, and if so provide details or drawings?
   b. ANSWER – Revise the Keyed Work notes as indicated below:
      i. Keyed New Work Notes shall read:
         1. 13. NEW MECHANICAL UNIT ON NEW CONCRETE ISOLATION PAD. CONCRETE ISOLATION PAD NOT IN CONTRACT. – SEE MECHANICAL
         2. 14. NEW GENERATOR UNIT, OFCI (OWNER FURNISHED CONTRACTOR INSTALLED), ON NEW CONCRETE ISOLATION PAD. CONCRETE ISOLATION PAD NOT IN CONTRACT. – SEE ELECTRICAL
         3. 15. NEW CONCRETE PAD, NOT IN CONTRACT.
         4. 16. NEW METAL FENCE, NOT IN CONTRACT.
         5. 17. NEW METAL PRIVACY FENCE, NOT IN CONTRACT.
         6. 18. NEW HOKIE STONE COLUMN, NOT IN CONTRACT.

LANE STADIUM BROADCAST SUITE – CLARIFICATIONS:

1. ARCHITECTURAL SHEETS:
   a. EX. TOILET SA8, TO HAVE NEW GYP. BD. CEILING ON METAL FRAMING INSTALLED. CEILING WAS DEMOLISHED BY DEMO CONTRACTOR. CONSTRUCTION, HEIGHT, AND FINISH TO MATCH EXISTING CONDITIONS OF EX. TOILET SA6.
   b. WHERE DEMO CONTRACTOR REMOVED DOORS AND DOOR FRAMES FROM EXISTING CMU WALLS AND DEMOLISH EXISTING CMU WALLS, NEW WALLS SHALL BE TOOTHED INTO EXISTING CMU WALLS.
   c. CONTRACTOR SHALL BE RESPONSIBLE TO REBUILD CMU WALL ABOVE DOUBLE GLASS DOORS 102. CMU WALL CONSTRUCTION SHALL BE SIMILAR TO WALL TYPE 6.

2. ELECTRICAL SHEETS:
   a. ALL NOTES TO 1/2” CONDUIT ON THE FLOOR PLANS AND THE PANEL SCHEDULES SHALL BE CHANGED TO 3/4” CONDUIT.
   b. ALL EXISTING ABANDONED JUNCTION BOXES, AS PART OF THE DEMOLITION WORK, IN EXISTING CMU WALLS SHALL BE PROVIDED WITH BLANK STAINLESS-STEEL COVER PLATES, UNLESS THE EXISTING ABANDONED JUNCTION BOXES WILL BE COVERED BY NEW FURRED OUT WALLS.

ADDENDUM #1 – ATTACHMENTS:

1. CArch Pre-Bid Meeting Notes – Attachment A
2. Pre-Bid Sign In Sheet – Attachment B
3. Lead and Asbestos Report – Attachment C
4. Virginia Tech Renovations (VTR) Scope of Work – Attachment D
5. Virginia Tech Renovations (VTR) Pre-Bid Notes – Attachment E
6. A1.1 Demo Plan – Attachment F
7. ED1.2 Electrical Demolition Floor Plan - Power - Attachment G
8. E1.2 Electrical New Work Plan - Power – Attachment H
ALL OTHER TERMS, CONDITIONS AND DESCRIPTIONS REMAIN THE SAME. THE BID DUE DATE
AND TIME REMAIN JUNE 26, 2018 AT 2:00 P.M. THE BID OPENING DATE AND TIME REMAIN JUNE
27, 2018 AT 2:00 P.M.

END OF ADDENDUM NUMBER 1
PRE-BID MEETING NOTES

PROJECT: VT Lane Stadium ACC Broadcast Suite – IFB 0056410

DATE: June 11, 2018
TIME: 11:30 am
LOCATION: Lane Stadium – South End Zone

COMMISSION NO.: 1802

Attending:
Reed Nagel Virginia Tech Procurement (VTP)
Mark Cartwright Virginia Tech Procurement/SWaM
Joy Manning Virginia Tech Renovations/Capital
Marianne Ouren Virginia Tech Renovations/Capital
Austin Burch Virginia Tech Renovations/Gilbane (VTR)
Tim Colley Colley Architects (CArch)
Bidding Contractors see sign in sheet

1. Meeting began at 11:35 am.
2. Reed Nagel from VTP reviewed pertinent procurement guidelines.
3. Austin Burch from VTR reviewed relevant procedures and information for all in attendance.
4. Tim Colley, AIA from CArch reviewed general scope of work items.
5. This was the mandatory Pre-Bid for IFB 0056410, Lane Stadium Renovations for a new ACC Broadcast Suite.
6. Bids are due June 26, 2:00pm. See bid form.
7. Bid questions are due NLT June 14 at noon to Austin Burch (VTR) via email. Emails are on the sign-in sheet.
   a. It is the contractor’s responsibility to ensure all bid questions are successfully submitted by the bid question due date & time.
   b. Questions shall be submitted on Pre-Bid question form found in the Project Manual.
   c. Bid Question Responses will be issued in an addendum & posted to Procurement website no later than June 15, 2018.
   d. Contractors should consult the Virginia Tech Procurement Website often for addenda that may be posted just before the Bid Due Date.
8. Submit Bid to address listed on IFB.
   a. Contractor solely responsible for timely delivery of Bids - courier, weather, traffic, etc. are NOT reasons for late bids
   b. IFB# & Project name must be on outside of sealed Bid envelope, or bid will not be opened
c. Bids are to be submitted on the bid form found in the Project Manual and completed with all required information and signatures.

d. Note that there are no Additive Bid Items on the Bid Form.

9. SWaM requirements must be met or contractor will need to provide additional verification for pay apps.

10. eVA participation required and costs are to be included in the BID, not as a separate line item cost.

11. Project Schedule –
   a. Pre-construction Start date: To Be 5 days after Notice To Proceed is issued to selected General Contractor
   b. Substantial Completion is November 2, 2018
   c. Final Completion of the project shall be on November 9, 2018.
      Obviously, the work will continue into Football season and must accommodate the reequipments of the university and football team at that time. Contractors should expect constant coordination with the university.

12. Project Synopsis:
   a. The scope of work is generally described as the renovation of approximately 4200 square feet of Lane Stadium to create a new Broadcast Control Room Suite located on the first floor of the South End Zone. The project will involve demo to existing walls as required to support the new plan and scope of renovations, as well as provision for a raised floor system, new flooring, ACT suspended ceilings, HVAC modifications, Plumbing and Fire Protection modification and design, and Electrical modification. The Server Room Fire Protection systems is not a typical sprinkler system.

13. Dust barriers will be required to prevent dust migration into areas not in the scope of work.

14. Final Drawings have been submitted to the UBO. Permit Drawings will be provided to awarded GC.

15. Contractor shall submit a construction schedule for owner review within 5 days of notification of apparent low bid. The schedule shall be based upon the critical path method in PDF format. Failure to submit schedule within 5 days may deem the bid as non-responsive. Schedule shall be agreed upon by VT and GC prior to commencement of work.

16. Additional projects in the building will be ongoing, specifically the infrastructure piece which ties into this project.

17. Contractor shall provide their own porta-johns and coordinate staging with VT.

18. Dumpster location will be coordinated with VT when contract is awarded. Dumpsters will be removed prior to home football games.

19. Parking, as always, is up to the contractors to abide by VT Parking requirements.

Attendees were given the opportunity to view the site.

END OF MEETING NOTES.

Respectfully submitted by Tim Colley AIA.LEED AP.SCUP
# 1802 VT LANE STADIUM ACC BROADCAST SUITE
## MANDATORY Pre- Bid Meeting Attendees
### June 11, 2018

<table>
<thead>
<tr>
<th>NAME</th>
<th>COMPANY</th>
<th>TELEPHONE</th>
<th>EMAIL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tim Colley</td>
<td>Colley Architects</td>
<td>540.953.2724</td>
<td><a href="mailto:tim.colley@colleyarch.com">tim.colley@colleyarch.com</a></td>
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<tr>
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<tr>
<td>Marianne Ouren</td>
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<tr>
<td>Joy Manning</td>
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<td>540-682-4809</td>
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<tr>
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<td></td>
<td>tom@<a href="mailto:96@vt.edu">96@vt.edu</a></td>
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<tr>
<td>Mark CantuWright</td>
<td>VT Preurement</td>
<td>540/340-6758</td>
<td>mcantuWright VTedu</td>
</tr>
<tr>
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<td>Bob Sales</td>
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<td>phob <a href="mailto:sales@applerock.com">sales@applerock.com</a></td>
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<tr>
<td>Kathleen Rezzetti</td>
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<td><a href="mailto:kathryn.mittelstatt@applerock.com">kathryn.mittelstatt@applerock.com</a></td>
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<tr>
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<td>isaac.e.fssbuildinginc.com</td>
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<tr>
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<td>jeff.e.fssbuildinginc.com</td>
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</table>
APPENDIX A – LEAD AND ASBESTOS REPORT

Facilities Safety and Health
Grounds Building
185 Sterrett Drive
Blacksburg, Virginia 24061

ASBESTOS AND LEAD INSPECTION REPORT

To: Austin Burch
From: Greg Winters MS, CSP
Facilities Safety Officer
Date: February 22, 2018
Subject: Lane Stadium – WO 18-291436

Mr. Burch,

Per your request, a limited asbestos and lead inspection was conducted February 21, 2018 at Lane Stadium under Work Order 18-291436. Specifically, Rooms S102 Suite, S108, SA2, SA3, Restrooms, S104, and S106 Suite were surveyed. Please see the following table for the results:

Scope of Work

I understand that the scope of work is demo existing area to create a new ACC Broadcast area.

Asbestos Containing Materials

Samples taken and/or our Asbestos Database which records previously identified areas of asbestos and lead-containing materials as well as a site visit was used during the survey process. Please see table below. Asbestos containing materials are identified as greater than 1%. Samples identified as ACM are listed in BOLD. If asbestos abatement activities are performed, all work should be performed by a Virginia licensed asbestos abatement contractor.

<table>
<thead>
<tr>
<th>Data Source</th>
<th>Sample Location</th>
<th>Material Description</th>
<th>Asbestos and Percent</th>
<th>Condition</th>
<th>Qty.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Historical AD470</td>
<td>Seating Area</td>
<td>12x12 White FT W/ Gray Spots – Homogenous to the ACC Broadcast Area</td>
<td>None Detected</td>
<td>Good</td>
<td>N/A</td>
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<tr>
<td>Historical AD471</td>
<td>Seating Area</td>
<td>Yellow Mastic a/w 12x12 White FT W/ Gray Spots – Homogenous to the ACC Broadcast Area</td>
<td>None Detected</td>
<td>Good</td>
<td>N/A</td>
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</tbody>
</table>
Lead Containing Materials

A limited lead based paint screening survey of select areas of the building components anticipated to be impacted was conducted. Lead containing materials are identified as 1.0 ug/cm². Samples identified as Lead Containing are listed in **BOLD**. Items not listed in bold are to be treated as low-level containing paint.

<table>
<thead>
<tr>
<th>Data Source</th>
<th>Sample Location</th>
<th>Material Description</th>
<th>Data Analysis</th>
<th>Condition</th>
<th>Qty.</th>
</tr>
</thead>
<tbody>
<tr>
<td>XRF</td>
<td>Room S108</td>
<td>CMU Wall - White</td>
<td>0.00</td>
<td>Good</td>
<td>N/A</td>
</tr>
<tr>
<td>XRF</td>
<td>Hallway</td>
<td>CMU Wall - White</td>
<td>0.00</td>
<td>Good</td>
<td>N/A</td>
</tr>
<tr>
<td>XRF</td>
<td>Hallway</td>
<td>CMU Wall - White</td>
<td>0.00</td>
<td>Good</td>
<td>N/A</td>
</tr>
<tr>
<td>XRF</td>
<td>Hallway</td>
<td>CMU Wall - White</td>
<td>0.00</td>
<td>Good</td>
<td>N/A</td>
</tr>
<tr>
<td>XRF</td>
<td>Hallway</td>
<td>Metal Door Casing – Maroon</td>
<td>0.02</td>
<td>Good</td>
<td>N/A</td>
</tr>
</tbody>
</table>

**Special Notes:** A complete building profile of known asbestos containing materials is uploaded into HokieServ under the “Related Documents” section for this work order.

If any other asbestos and lead suspect materials are encountered during this renovation or if any other suspect material will be disturbed during the renovation, please contact Facilities Safety at (540)315-2396 or (540)315-2898.

Sincerely,

Greg Winters MS, CSP
Safety Compliance Officer
Asbestos Inspector License - 3303003971
Lead Inspector - 3355000828

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**END OF APPENDIX - A**
VT Renovations Department

Work Order Name: ACC Network Broadcast Control Site
Work Order Number: G1189-18-291436
IFB Number: 0056410
Project Location: Virginia Tech – Lane Stadium
Date: 6/11/18

All asbestos containing materials, as identified by the official lead and asbestos report, shall be abated as required prior to the installation of new work.

Scope of Work:

1. This scope encompasses all Contractors and Subcontractors on site.
2. Contractor is responsible for abiding by all design documents provided by Colley Architects pertaining to this project, as well as the Virginia Tech Renovations scope of work and any additional contract documents.
3. Contractors and Subcontractors are responsible for visiting, reviewing, and understanding the existing site conditions prior to submitting their proposal. Any change orders submitted due to the contractors failure to review the existing site conditions, will not be considered.
4. Contractors to provide all labor, materials, and equipment required to complete all work associated with the renovations outlined in this scope of work and on the contract drawings. Contractors are responsible to provide a complete system required for a complete and code compliant renovation.
5. The Contractor shall note that the building will be occupied during construction activities and that the passageways must remain open at all times with VTR and client.
6. Each Contractor shall be responsible to maintain a clean and orderly working environment and surrounding area for your work. At a minimum, this will be done at the end of each shift, including at the request of VTR/client. If the contractor fails to provide adequate cleaning of the work space, and areas affected by this construction, the VT project manager has the right to hire a 3rd party service to properly clean the space and will have the 3rd party directly charge the contractor.
7. Contractor shall have sticky walk off mats to and from the work area and shall protect openings to the corridor with poly as required to keep the occupied portions of the building clean.
8. Contractor(s) is/are to provide a final clean following the final inspection.
9. All Contractors are responsible for site safety conditions and maintaining a safe work site that complies with all applicable OSHA/EHS and local safety guidelines.

10. Contractor shall properly prevent unauthorized access to the site and secure all tools, materials, and equipment. Lost, damaged, or stolen items are sole responsibility of each Contractor on site.

11. Storage/building room used for material storage or working place must be clean and left as preconstruction condition.

12. Attic Stock – the Contractor shall coordinate with VTR and client for location to store material to turnover.

13. Roof Access (if required) – Contractor shall notify VTR prior to getting on the roof. All PPE must be worn.

14. The Contractor shall coordinate all inspections with VTR and the client and provide a minimum of 72 hours’ notice. Anticipated inspections shall be presented within the contractor’s submitted schedule.

15. Contractor shall coordinate, sequence, and conduct all trade shutdowns and noisy work to minimize disruption to the occupants and their equipment.
   a. All MEP shutdowns require a 2 week minimum notice. Failure to do so will not constitute for an approved schedule extension.
   b. All, but not limited to, drilling hangers, shooting track, cutting sheet metal and studs or any other noisy work must be completed prior to 7am, after 6pm or on the weekend, unless otherwise discussed and approved with the VT project manager. Failure to do so will not constitute for an approved schedule extension.

16. The Contractor shall be responsible for dust control during the duration of the project. The Contractor shall submit a dust mitigation plan as part of their submittal package.

17. The Contractor shall furnish, install, and maintain a dust partition to protect all finishes during construction. The dust partition shall be maintained throughout the construction unless authorized otherwise and will be approved by the VT Renovations PM prior to the start of construction.

18. Smoking/vaping in the facility or on the grounds other than in designated smoking areas away from the building is prohibited.

19. Contractor shall provide a written safety plan/policy at time of award, and enforce throughout the duration of the project.

20. The Contractor shall maintain a central location/job box for the project on site to include VTR project binder, answered RFIs, approved submittals, schedules, project drawings, safety plans, contact roster, SDS sheets, and inspections. It shall be maintained in this job box for the duration of the project.
VT Renovations Department

20 Sterrett Facilities Complex    Blacksburg, Virginia 24061

21. The Contractor shall not store materials, tools, equipment, debris, or any other items outside of the project areas identified at preconstruction.

22. The Contractor shall bear the cost of any and all required dumpsters or waste storage vessels. Placement of all dumpsters or other vessel shall be coordinated with VT Renovations prior to any delivery on site.

23. Contractors shall provide a submittal register within 5 days of the notice to proceed. The Contractor shall submit prioritized submittals no more than 10 days after registered submission and shall expedite, at no cost to VTR/client, any materials that are a result of the Contractor’s failure to submit in a timely manner. Submittals shall be clearly outlined with the product that is being submitted on, if an alternative is proposed by the contractor, it is the contractor’s responsibility to clearly outline why the alternative is being proposed and how it is still within the design content. The VT project manager will not review submittals that do not follow the above criteria. Failure to do so will not constitute for an approved schedule extension.

24. The Contractor shall provide no less than two weeks’ notice for any activities that will affect areas outside of the project rooms. Any such activities must be coordinated and approved by the VT Renovations PM and client prior to scheduling. Failure to do so will not constitute for an approved schedule extension.

25. VT Renovations will work diligently as possible to procure all design, revisions, approvals, bidding and permits. Please note that VT Renovations cannot control external departments review time/approval permit processing. If any items impact the project schedule, the Contractor shall provide a project impact schedule.

26. Within one week after a purchase order is issued the Contractor shall prepare and submit to VT Renovations a preliminary bar graph schedule showing start date, finish date, logic, and sequencing of all activities. The preliminary bar graph schedule shall be in sufficient detail to show the sequencing of the various trades for each floor level, wing, or work area. VT Renovations will confirm their acceptance of the schedule or provide comments. An updated project schedule shall be submitted as a native PDF no less frequently than with monthly progress payments. The schedule shall be prepared in MS Project, Primavera, or some other scheduling program. Hand drawn schedules, schedules prepared in MS Excel, or schedules without logic will not be accepted.

   The schedule shall be time-scaled in weekly increments, shall indicate the estimated starting and completion dates for each major element of the Work by trade and by area, level, or zone, and shall schedule dates for all salient features, including but not limited to the placing of orders for materials, submission of shop drawings and other Submittals for approval, approval of shop drawings by Architect/Engineer, the
manufacture and delivery of material, the testing and installation of materials, supplies and equipment and all Work activities to be performed by the Contractor.

The Contractor shall allow sufficient time in his schedule for the A/E to conduct whatever associated reviews or inspections as may be required under the A/E’s contract with the Owner. The Contractor shall allow sufficient time in his schedule for the UBO to conduct whatever associated reviews or inspections as may be required.

No progress payments will be payable to the Contractor until after it has submitted a preliminary schedule which is acceptable to VT Renovations. Neither the second progress payment nor any subsequent payment shall be payable to the Contractor until it has submitted a fully complete Project schedule accepted by the Owner. Nor shall subsequent progress payments be payable to the Contractor unless and until he maintains the monthly schedule. Contractor will included a line item for “project schedules updates” in to the schedule of values on the pay application.

27. Schedule of Values – Contractor is responsible for submitting a schedule of values within 7 calendar days from receiving the Notice to Proceed. Each trade listed on the SOV shall separate labor and material.

28. The Contractor shall adequately staff the project at all times to ensure the project stays on schedule. Contractor shall notify VT Renovations in writing of any delay within 48 hours at which time the Contractor shall submit a recovery schedule.
Prebid Meeting Notes

For the ACC Network Broadcast Control Site - Prebid Meeting held on Monday, June 11th 2018 at 11:30 AM.

-Mandatory Pre-Bid (All bidding General Contractors will need to sign-in to be considered for the project bids)

- Overview of Project
  - Scope of Work
    - ACC Network Broadcast Control Suite – Demo Portion
    - Build-out of an existing space, which includes but is not limited to new walls, flooring, ceilings and other finishes. Modifications and install of new MEP features are also included in this project’s scope of work.
    - A majority of the demolition has been completed within the project space. It is the contractor’s responsibility to account for all remaining items that require demolition. Project site visits are highly recommended, and can be coordinated through the VT PM. Change orders will not be entertained for demolition work not accounted for in the awarded contractors bid.
  - Scope of Work and existing conditions
    - Contractor should become familiar with the scope of work and existing conditions. The contractor may visit the project site prior to the bid due date; contact the VT Project Manager prior to your site visit for approved day/time. The VT Project Manager cannot guarantee all requested date and times, however will work with the contractor on alternative times if needed.

- Safety
  - The PPE requirements of the project are the responsibilities of the awarded contractor. In addition, contractors must abide by the Virginia Tech Safety
Requirements for Contractors and Subcontractors dated March 2013. A link to this document has been included below.

- Any work to be done with an open flame will need a hot work permit. Virginia Tech will not issue hot work permits. The contractor is responsible for providing their own hot work program to the Virginia Tech Renovations and EHS representative prior to commencing work.

- EHS Safety Standards on VT Website
  - Visit the link provided for EHS standards of construction on the VT campus

- **Pre-bid and during construction RFI’s**
  - Any questions/clarifications that arise during construction should be submitted as an official RFI to VT Renovations/Gilbane.
  
  - Issues in the field may be verbally discussed with the project manager prior to submission, but this will not negate the requirement of a written submission.
  
  - RFI’s are to clearly reference the area in questions on the design documents. If the contractor(s) have a recommendation based on prior experience, please include within the RFI for VTR & the A/E to review.
  
  - Answered RFI’s should be kept on site for reference when UBO inspects. The UBO reserves the right to reject an inspection for any work which was changed in the field without an RFI.

- **Temporary dust partitions**
  - Contractor is responsible for installing dust partitions throughout the project site.

- **Project Security**
  - Contractor is responsible for the security of their project site.

- **Demolition**
Contractor shall be responsible for determining the best method of demolition/removal of all items. Dumpster may be maintained on project site within allowable limits of the facilities manager. The approved location will be discussed and determined with the awarded contractor. This project is set to take place during football season, if a dumpster is used it will need to be removed from the project site when informed by the VT PM.

- **Submittals**
  - Submittals shall be prioritized by lead time materials.
  - Submittals shall be clearly outlined with the product that is being submitted on, and in the event an alternative is proposed by the contractor, it is the contractor’s responsibility to clearly outline the reasoning behind the alternative.

- **Project work interruptions**
  - Contractor should account for start and stop requests due to the nature of the project area. Virginia Tech Renovations will not entertain discussions on change orders as a result of work interruptions, as the contractor should account for this with the submitted bid.

- **Shutdowns and Weekend Work**
  - Notifications will be required two weeks prior to any major building shutdown which will affect more than the immediate project space (Mechanical, Electrical, Plumbing, Fire Alarm, & Fire Suppression). All shutdowns much be approved by the VT Project Manager and client prior to the work taking place.

- **Keys/Security** –
  - Contractor will be responsible for security of the construction site. Contractor will be responsible for obtaining all keys required to access the project site. The project site keys can be checked out at the VT Key Shop and are to be returned at the end of each work shift.

- **Updates**
A weekly progress meeting will be held for this project, the date and time will be determined prior or during the preconstruction meeting.

The contractor is required to provide meeting agendas for all progress meetings, which are to include any schedule revisions. The awarded contractor is to issue meeting minutes to the Virginia Tech Renovations PM within 2 days of the meeting.

- **Schedule**
  - The scheduled start date is 5 days after the notice to proceed is given. — Mobilization and project submittals will need to begin.
  - Substantial completion — November 2\textsuperscript{nd} 2018.
    - All work is to be completed at this time.
  - Final completion — November 9\textsuperscript{th} 2018.
    - All punch list items have been addressed, and final invoices submitted — ready to turn over to the client.

  - **Contractor(s) should account for 7 days a week work, with multiple crews with extended shifts to meet the project deadline.**

- **Miscellaneous Items**
  - Pre-Bid RFI’s are due on June 14\textsuperscript{th} 2018 no later than noon. Any RFI’s received after noon will not be accounted for.
  - Final addendum will be issued on 6/15/18.
  - Bids are due on June 26\textsuperscript{th} 2018 no later than 2pm.
  - Bids will be opened on June 27\textsuperscript{th}, 2018.

*VT Renovations/Gilbane Project Manager*
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June 14, 2018