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ADDENDUM NO. 2

LEANDER UTILITY CUSTOMER SERVICE AREA RENOVATION LEANDER, TEXAS

DATE: July 6, 2015
PROJECT NO: 214067.00

The Construction Documents on the above referenced project, dated 05/20/2015, shall be revised as follows:

SPECIFICATIONS:

Item No. 1 (RE: PRE BID MEETING) Agenda and Sign-In Sheet for Pre-Bid meeting is attached to this addendum.

Item No. 2 (BID FORM) The bid form to be used for the submission of the bid proposal is attached to this addendum. All base bids, alternate bids, and addendum acknowledgments shall be recorded on this form and be submitted in a sealed envelope.

Item No. 3 (RE: PROJECT DURATION) The contractor shall submit as part of their bid proposal the estimated duration, in days, of construction. A line item on the bid form is provided for this information to be supplied by contractor with bid.

Item No. 4 (RE: ALTERNATE) Alternate 3: The contractor shall provide an alternate bid and construction duration time which reflects contractor's full access to the Utility Billing Customer Service area with no business operations taking place within the space. For the purposes of this alternate, the owner shall consider relocating all customer and business services for the duration of the renovation of the Utility Billing Customer Service Area allowing for the contractor to have full access of the space with no public and operational constraints or interruptions.

DRAWINGS:

Item No. 5 (RE: SCOPE): The contractor is responsible for all fixtures and millwork as detailed and called out in keynotes or in the Specifications of the Construction Documents. Drawing Sheets A2.2 and A2.3 detail the millwork included in the scope of the project. Fixtures are as specified and shown in documents. The owner will be responsible for providing furniture, computers, etc. not specified. The furniture plan, as

shown in Detail 2/A3.2 shows the future layout of the spaces. This detail is for informational purposes only. Only the items which are keynoted in the furniture layout drawing will be the responsibility of the contractor.

CLARIFICATION:

Item No. 6 (RE: DUST AND DEBRIS CONTROL): As part of the original base bid, the contractor shall contain all dust and debris to the area of construction. It is the intent of the owner to maintain operation of the Utility Billing Customer Service area during construction. The contractor shall construct a temporary wall at current location of the customer service walk up desk, and maintain the first phase of construction behind that wall while the owner uses the lobby to conduct daily business. The owner will require only minimal access to the storage room during construction. This access will be coordinated with the contractor, as to not interrupt construction. Once the first phase is completed, the owner will coordinate an alternate temporary location for the duration of the completion of construction in the lobby area.

Item No. 7 (RE: CONSTRUCTION SCHEDULE) The City will facilitate work to be conducted during non-business and weekend hours. The City will work through those logistics with the selected contractor.

Item No. 8 (RE: STAGING) The contractor may use the City owned property located on the south side of the site, adjacent to the drive thru driveway, for staging.

Item No. 9 (RE: TEMPORARY FACILITIES) The contractor is responsible for providing temporary restroom facilities for the construction workers in the form of Self Contained Toilet Units. These single occupant chemical units shall be fully enclosed with fiber glass reinforced polyester shell, or similar nonabsorbent material, and fully vented. The units shall be located adjacent to the staging area and be maintained daily.

Attachments: Pre-Bid Agenda, Pre-Bid Sign-In Sheet, Bid Form

END OF ADDENDUM NO.2*****



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PRE-BID MEETING AGENDA

Utility Customer Service Renovation – Leander, Texas

BRW Project No. 215006.00

<u>Meeting Location:</u>	<u>Meeting Time/Date:</u>	<u>Prepared By:</u>	<u>Meeting Purpose:</u>
City Hall 200 West Willis Street Leander, Texas	2:00 PM / June 30, 2015	Jennifer Bettiol	Pre-Bid Meeting

Items:

1. Important Dates
 - 1.1 Substitutions may be submitted to the Architect for consideration during bidding. Substitutions will be reviewed and may qualify as equal or better than specified.
 - 1.2 Deadline for Questions and Inquiries: July 1, 2015 @ 5:00 pm.
 - 1.3 Deadline for Proposal Submission: July 16, 2015 @ 3:00 p.m.
 - 1.4 Award by the City of Leander: Within 30 days.

2. Review Project
 - 2.1 1405 climate controlled S.F. renovation of existing Utility Billing Customer Service Area.
 - 2.2 Demolition of existing wall and re-working of spaces to create two offices and re-work customer service area including walk up desk and drive thru window..
 - 2.3 Permit fees are waived. Documents have been reviewed and approved by the City of Leander.
 - 2.4 Exterior work is required around the new drive thru customer service window. Cementitious (Hardie) siding will be used as new exterior sheathing in renovated area. Existing canopy will be removed and reinstalled.
 - 2.5 Reworking of existing HVAC and new electric, as shown in documents is included in the scope.
 - 2.5.1 The Utility Billing Customer Service area will remain functional during construction. Therefore, coordination with the department is crucial for maintaining the customer service to the community.

3. Examine the contract documents and site
 - 3.1 Examine contract documents thoroughly.

Pre-Bid Meeting Agenda

City of Leander

Utility Customer Service Renovation

June 30, 2015

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- 3.2 Visit the work area to become familiar with conditions that may affect cost, progress, performance, or furnishing of work.
- 3.3 Consider Federal, State, Local codes and regulations that may affect cost, progress, performance, or furnishing of work.
- 3.4 Notify the City of Leander in writing of all conflicts, errors, or discrepancies in the contract documents.

4. Interpretations and Addenda

- 4.1 All questions must be submitted to the Architect in written format. No phone calls please. Address questions to Jennifer Bettioli at: jbettioli@brwarch.com
- 4.2 All questions about the meaning or intent of the Contract Documents are to be directed to the Architect.
- 4.3 Interpretations or clarifications considered necessary by the Architect in response to questions will be issued by Addenda and posted on the Architect's web site, www.brwarch.com and the City of Leander's web site, www.leandertx.gov/rfps. It is up to the Contractor to check the website to assure all Addenda has been reviewed.
- 4.4 Questions are due Wednesday, July 1, 2015 at 5:00 pm. No questions will be answered after this date and time.
- 4.5 Only questions answered by a formal written Addenda will be considered official or binding.

5. Alternates – See Specifications for further explanation.

- 5.1 Add storefront to create an entry vestibule, as shown in Drawing Detail 3/A1.2.
- 5.2 Remove and Replace existing exterior storefront and storefront entry, as shown in Drawing Detail 3B/A2.1

6. Interpretations and Addenda

- 6.1 Architect will consider requests for substitution if received within the bidding period. Requests received after that time may not be considered..
- 6.2 Each request shall include: the name of the material or equipment in the specifications or drawings for which a substitute is being proposed; a complete description of the proposed substitute including drawings, cut sheets, performance and test data; and any other information necessary for an evaluation.
- 6.3 The burden of proof of merit for the proposed substitute is upon the Proposer.
- 6.4 Any approved proposed substitution received before the deadline for questions will be set forth in an Addendum issued to all prospective Proposers prior to the deadline for Proposal Submission.

7. Questions

8. Site Visit



City of Leander

Pre-Solicitation Meeting Sign-In Sheet

6/30/15

Project #214067.00

Utility Customer Service Area Renovation

Attendee Name

Name/Address/Phone/E-mail of Firm

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RICO SUNIGA

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PROPOSAL FORM

Date: _____

PROPOSAL FROM: _____

PROPOSAL TO: City Of Leander
200 West Willis Street
Leander, TX 78641

The Undersigned proposes to furnish all labor, services, materials, tools and necessary equipment for the construction of the Utility Customer Service Renovation and to perform the work required for the renovation of said area at the location set out by the Plans and Specifications, in strict accordance with the Contract Documents.

In submitting this Proposal, it is understood that this Proposal may not be altered or withdrawn for ninety (90) days, and that the Owner has reserved the right to reject any and all Proposals.

The Undersigned certifies that this Proposal is made in good faith, without collusion or connection with any other person, persons, partnership, company, firm, association, or corporation offering Proposals on this work, for the following sum or prices to wit:

CALENDAR DAYS: Total number of calendar days to substantial completion is estimated to be ___ days.

BASE PROPOSAL: Stipulated Lump Sum of: (\$_____).
ADD ALTERNATE 1: (\$_____).
ADD ALTERNATE 2: (\$_____).
DEDUCT ALTERNATE 3: (\$_____).
REVISED CALENDAR DAYS FOR ALT.3 _____ DAYS

RECEIPT OF ADDENDA

I hereby acknowledge receipt of Addenda (insert dates of addenda): _____

CONTRACTOR NAME: _____

CONTRACTOR SIGNATURE: _____