



**ALTERATIONS / MODERNIZATION
CITY OF MORAINÉ MUNICIPAL BUILDING**

ADDENDUM 01

September 18, 2024

City of Moraine
4200 Dryden Road
Moraine, OH 45439

This Addendum modifies and shall become a part of the original Contract Documents and is hereby made part of the Bidding Documents for the referenced project.

All bidders shall indicate in their bid/proposal that this Addendum has been received and considered in their bid proposal.

The Addendum items are intended to supplement, clarify or correct parts of the bid proposal package. Items in the addendum shall take precedence over items corrected and shall be of equal value with items supplemented or clarified. Any questions in reference to this addendum must be directed, in writing, to:

Jennie Duke
RDA Group Architects
7662 Paragon Road
Dayton, Ohio 45459
937.610.3440
jmd@rda-group.com

ADDENDUM ITEMS

1. Pre-bid meeting minutes and sign in sheet are attached to this addendum.

End.



ALTERATIONS / MODERNIZATION CITY OF MORAINÉ MUNICIPAL BUILDING

PRE-BID MEETING MINUTES

September 10, 2024

SIGN IN / INTRODUCTIONS

1. Moraine Point of Contact
 - 1.1. Bobby Engle [rengle@moraineoh.org]
 - 1.2. Donna Darner [ddarner@moraineoh.org] – Contact for any additional access on site
2. RDA Point of Contact
 - 2.1. Jonathan Schaaf [jrs@rda-group.com]
 - 2.2. Jennie Duke [jmd@rda-group.com]
 - 2.2.1. *Direct all questions to both Jonathan and Jennie. They will direct to necessary parties and respond to all via addendum as needed.*
3. Bidders – Sign in Sheet
 - 3.1. *Attached.*

PROJECT DISCUSSION

1. Review of Project Scope
 - 1.1. Administrative Wing [Area A]
 - 1.2. Entry / Lobby / Council Chambers [Area B]
 - 1.3. Police Wing [Area C]
 - 1.4. Basement [Area D]
 - 1.5. *Reviewed option for phasing that would ultimately be coordinated with Moraine. Initial suggestion would be to start with A and have area available for workers to return as that portion is completed. Understanding that HVAC work scope may alter the ability for streamlined phasing. Intent is to work through a sequence that is beneficial to all parties.*
 - 1.5.1. *At a minimum, the G.C should anticipate separate phasing for each area A, B and C.*
2. Work by Owner
 - 2.1. Loose furnishings removal, final connections/system integration of door access control, security cameras, A/V equipment, select finish floor materials
 - 2.2. *Flooring materials [as indicated in documents] will be purchased under government contract by Moraine and stored on site ready for GC use. GC to provide all required installation components.*
3. Project Schedule
 - 3.1. Work Hours
 - 3.1.1. *Typical work hours are anticipated. GC can work with Moraine as needed for evening and weekend hours.*
 - 3.2. Building Occupancy
 - 3.2.1. Not all portions of the building will be vacated.
 - 3.2.1.1. *PD [Area C] will not be able to vacate their area and must stay operational. They will relocate staff out of work areas as needed. Final coordination to be completed with Moraine.*
 - 3.2.1.2. *Moraine already has space available at another one of their buildings to relocate employees to during construction.*
 - 3.2.2. Safe entry / egress must be maintained
4. City of Moraine anticipates a contract to be awarded in November 2024 pending council approval
 - 4.1. *Anticipate 10% retainage to be withheld on contract.*
5. Project duration - 300 Calendar Days
 - 5.1. *Liquidated damages – Anticipate \$1,000/Calendar Day to be depicted on contract*
6. Building Permits / Inspections



REVIEW OF BIDDING REQUIREMENTS

1. Bid Form
 - 1.1. Allowances – Contingency, Door Access Control, Permit
 - 1.1.1. *Intent is for GC to work with Moraine's preferred access control vendor. GC is responsible for coordinating efforts. Vendor: IMS Technology and Security*
 - 1.2. Alternates
 - 1.2.1. Remove interior painting of selected areas
 - 1.2.2. Remove exterior façade improvements
 - 1.2.3. Remove spray foam insulation
 - 1.2.4. Remove alterations at PD toilet rooms
 - 1.2.5. Remove exterior site lighting
2. Bid Submittal Requirements / Forms - Refer to specifications / City of Moraine front end documents.
 - 2.1. Affidavits
3. Bid Due Date
 - 3.1. October 1, 2024 by 10:00am [City of Moraine Municipal Building – Public Bid Opening]
4. Bond Requirements – Fully bonded project
5. Prevailing Wage – Refer to Bid Documents
6. Tax Exempt – Form will be provided to GC
7. Substitution Requests – Submit to RDA via email at least 1 week prior to bid due date
8. Addenda – Will be uploaded to Moraine's website.
 - 8.1. It is the contractor's responsibility to check the website for any additional addenda. They must review and confirm receipt of the Addenda on the Bid Form.

JOB SITE CONDITIONS

1. Existing Conditions
 - 1.1. Environmental report – macParan Consulting – included in specifications
 - 1.2. *GC is responsible for the abatement under their contract.*
 - 1.3. *Abatement items are included in the specifications. Basement doors are included in the abatement.*
2. Protect Finishes to remain
 - 2.1. Temporary partitions as required
3. Utilities
 - 3.1. *Existing utilities [water / elec] may be used for construction purposes. GC is responsible for providing temporary sanitary facilities.*
4. Project Staging Areas
 - 4.1. *Reviewed parking areas that can be utilized on site during walk thru. Moraine will also utilize some parking areas for their temporary storage containers.*
5. Other Concerns / Requirements

QUESTIONS / DISCUSSION

1. *There is no roof access. All access will be by contractor supplied ladders / lifts.*

WALK THRU

1. *Conducted walk-thru of building / site.*
2. *Budde Sheet Metal provided the existing exterior railings.*
3. *Any additional visits should be coordinated with Donna Darner.*

End.



RDA GROUP ARCHITECTS

7662 PARAGON ROAD | DAYTON, OH 45459 | 937.610.3440

RDA-GROUP.COM

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CITY OF MORaine MUNICIPAL BUILDING
CITY OF MORaine**

PRE-BID MEETING SIGN IN SHEET

September 10, 2024

Name	Company	Phone	Email
Rocky Bangert	city of moraine	937-545-5999	rbangert@moraineoh.org
Craig Harvill's	City of MORaine	937-545-8597	chavill@moraineoh.org
Cambell Costonsky	AKA Construction	937-227-1501	camkell@aka-construction.com
Chris Bessecker	Shook	937-681-3932	chbessecker@shookconstruction.com
Casey McGinness	EDG	859-250-5979	cmcginess@edsllc.biz
Bob Vance	ODCG	937-458-6520	brance@gdcg.com
Amber Haehnel	Detmer Mech	702-230-6478	ahaehnel@detmermechanical.com
Bobby Engle	city of moraine	937-535-1051	Renngle@MoraineOH.org
Yvonne Kauer	City of Moraine	937-535-1050	dkarner@Moraineoh.org
Jamie Chronabery	Advanced Mechanical	937-604-0694	jchronabery@advmechsvc.com



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CITY OF MORAINÉ**

PRE-BID MEETING SIGN IN SHEET

September 10, 2024

Name	Company	Phone	Email
Michael Oswald	Oberer Thompson Company	937-458-6512	Moswald@gdceg.com
Matthew Thomas	Enterprise Roofing	937 818 2828	mthomas@enterpriseroofing.com
Michael Kiley	Advanced Mech Serv	937-673-0021	MKiley@advmechsvc.com
Zach Evans	Perkins/Carmack Const.	513-248-4800	zach.evans@perkinscarmack.com
Chad Hobbs	Hobbs	937-313-4276	chobbs@hobbsindsping.com
Jennie Duke	RDA	937-610-3440	jmd@rda-group.com
Alexandra Ruiz	RDA		