



DATE: 5/2/2023

ADDENDUM NO: 1

TO ALL OFFERORS:

REFERENCE:

RFQ 2023-RFQ-1005162 -COB 5 Voter Registration Upfit
RFQ Closing On: 05/16/2023

Please note the clarifications and/or changes made to this solicitation:

1. Pre-Bid Meeting Agenda
2. Pre-Bid List of attendees

A signed acknowledgement of this addendum must be received by this office attached to your bid. Signature on this addendum does not constitute your signature on the original proposal document. The original proposal document must be signed also.

Buyer,

Chris Beahm

Chris Beahm
Purchasing Agent
Phone: (434) 296-5854

Name of Firm

Signature/Title

Date

Printed Name



COUNTY OF ALBEMARLE
Facilities & Environmental Services
Facilities Planning & Construction Division
401 McIntire Road, 4th Floor
Charlottesville, Virginia 22902-4596

Pre-Quote Conference Agenda
RFQ #2023-RFQ-1005162

PROJECT: COB 5 Voter Registration Upfit **DATE:** Tuesday, April 25, 2023 at 10:00 AM

LOCATION: 5th Street County Office Bldg
1600 5th Street, Ext.
Charlottesville, VA 22902

1. INTRODUCTIONS and SIGN-IN

2. PROJECT PERSONNEL:

Purchasing:	Christopher Beahm; cbeahm@albemarle.org
Owner's Rep:	Audrey Storm; astorm@albemarle.org
Architect/Engineering Firm:	N/A

3. PROJECT SCOPE

Interior renovation to existing Voter Registration office to create new transaction window, additional private office, and conference room. Work to include, electrical, mechanical, sprinkler, framing, drywall, doors & frames, carpet & base, ceiling, and paint.

4. SCHEDULE

Prebid Questions: Due by Thursday, May 4th, 2023
Quotes Due: 2:00 pm on Tuesday, May 16th, 2023
Notice To Proceed (NTP): Issued no later than May 30th, 2023
Construction Start: Saturday, June 24th, 2023
Substantial Completion: Friday, September 1, 2023 – Critical for work to be substantially complete prior to November election cycle.
Final Completion: October 1, 2023.
Delivery Times: Normal business hours
Damages for Delay: None

5. BID DOCUMENTS

Plans, project specifications, Addendums, and other documents are available at:

<https://www.albemarle.org/Home/Components/RFP/RFP/829/303>

Plans & notes – 7 sheets & 2 reference only

Addenda – Currently None

General Terms and Conditions available at <https://www.albemarle.org/government/finance-and-budget/procurement/general-terms-and-conditions>

6. QUOTE REQUIREMENTS

A. INSTRUCTIONS TO CONTRACTORS

1. Pre-Quote Questions and Procedures – email to astorm@albemarle.org and

2. cbeahm@albemarle.org
Read Full instructions to include insurance requirements, sample requirement, and general conditions incorporated by reference at [General Terms and Conditions | Albemarle County, VA](#)

B. REQUIREMENTS:

1. Quotation Form – Complete all parts and include acknowledgement of addenda and signature by a company officer or an officially authorized person.
2. Bid Bond
 - a. Not required for this project if the Quote amount is \$100,000 or less.
 - b. Required if the total Quote amount exceeds \$100,000 and it **MUST** accompany the quotation form at the time of submission.
3. Vendor Data Sheet
4. State Corporation Commission & Registered Agent Form
5. Certificate of No Collusion

C. QUOTE SUBMISSIONS:

1. Clearly marked
2. Confirmation of bid location, date and time:
Purchasing Office, Albemarle County Office Building, Room 248
401 McIntire Road, Charlottesville, VA
via the [Albemarle County Procurement Intake Form](#) on the Albemarle County Office of Procurement Solicitations Page at <https://www.albemarle.org/government/finance/procurement/solicitations>. Alternatively, a secure lockbox is available, at the exterior Visitors Entrance of the Issuing Agency, labeled Vendor/Contractor Bids or Proposals Only
 - a. Quotes Received by 2:00 pm on Tuesday, May 16th, 2023. No Quotes will be accepted after 2:00 pm
 - b. Quotes and modifications may NOT be faxed.

7. CONTRACT DOCUMENTS

General Conditions, Plans, & Addenda

8. SPECIAL CONCERNS

- A. Owner and Citizen occupancy in Department of Social Services lobby; Existing Building Operations take precedence.
- B. Protection of Adjacent Areas (Contractor Responsibility)
- C. OSHA / VOSH Regulations (where applicable).
- D. Building occupants are sensitive to odors, especially painting.

9. JOBSITE SAFETY AND PROTECTION

- A. Access
- B. Site Limitations
- C. Staging, Storage, and Lay-Down Area – Can store materials within area.
- D. Utilities
- E. Temporary Offices not required
- F. Contractor Parking
- G. Delivery Times – 72 hour notice to astorm@albemarle.org for deliveries requiring county assistance or verification.
- H. Sanitary Facilities: public restroom use will be permitted. General Contractor responsible for ensuring privilege is not abused by employees and subcontractors.
- I. Exterior Enclosure-Control Partitions

10. ADMINISTRATION

- A. Retainage: 5%
- B. Coordination through Owner's Representative

11. Pre-Quote Questions

Q. Who is County Sprinkler Contractor?

A. Siemens

Q. Update on Bldg Permit Submission

A. Permit #2023-1225

12. Building Walk Through of Project Areas

A. Drawing error. Existing bulkhead below ½ wall to be constructed DNE.



**COUNTY OF ALBEMARLE
FACILITIES & ENVIRONMENTAL SERVICES – FACILITIES PLANNING & CONSTRUCTION
DIVISION
PRE-BID CONFERENCE ATTENDEES**

Project: COB 5 Voter Registration Upfit

Location: 1600 5th Street, Charlottesville

Date: April 25, 2023

Name:	Audrey Storm
Organization:	Albemarle County
Phone No.:	434.872.4501 x3283
Fax No.:	
E-Mail:	astorm@albemarle.org

Name:	Scott Reuschling
Organization:	Albemarle County
Phone No.:	
Fax No.:	
E-Mail:	sreuschling@albemarle.org

Name:	George Stish
Organization:	Lee Building Company
Phone No.:	434.906.4006
Fax No.:	
E-Mail:	gstish@lee-bc.com

Name:	Jared Andrews
Organization:	Harrisonburg Construction
Phone No.:	434.296.0122
Fax No.:	434.296.8122
E-Mail:	jared@harrisonburgconstruction.com