



**CITY OF SALEM  
PURCHASING DEPARTMENT**

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**DATE: NOVEMBER 27, 2023**

**ITB # 2024-011**

**CITY OF SALEM COURTHOUSE – JURY ROOM EXPANSION**

**DATE AND TIME BID DUE: DECEMBER 20, 2023 AT 3:00 P.M.**

**ADDENDUM # 1**

This Addendum # 1, dated November 27, 2023, amends or supplements Invitation to Bid (ITB) # 2024-011 as indicated below:

**I. Bid Due Date:**

The Bid due date is hereby changed from December 13, 2023 at 3:00 p.m. to **December 20, 2023 at 3:00 p.m.**

**II. Questions Due Date:**

The questions deadline is hereby changed from December 4, 2023 at 3:00 p.m. to **December 11, 2023 at 3:00 p.m.**

**III. Additional Site Visit:**

There will be an additional site visit at **10:00 a.m. on December 4, 2023**, for Bidders who were unable to attend the pre-bid meeting and/or to re-visit the site. There will be no questions answered at the site visit.

**IV. Pre-Bid Meeting Sign-in Sheets:**

Please see attached sign-in sheets.

**V. Meeting discussion topics (prior to bidder questions):**

- a. Bid documents may be obtained from the City's website.
- b. All questions and communications during the bid process must go directly to Michelle Braxton with City of Salem. All questions can be via email. No questions to be sent directly to the architect.
- c. All questions from bidders will be due to Michelle by December 11, 2023 at 3:00 p.m.
- d. Any utility relocation such as gas line, etc., if required, will be provided by the City of Salem (NIC).

**VI. Vendor / Bidder Questions:**

1. Is there an anticipated start date?

**Response: City anticipates a start date of approximately March 1, 2024. Preparation/Demolition work may start earlier if negotiated between the winning bidder and the City.**

2. Have the project drawings been submitted to City for approval?

Response: Yes, drawings have been submitted to the City in two parts. The Site Plan has been submitted to the City and Approved with minor comments. The project drawings have also been submitted to the City Building Inspections for general review, but the City's process for building permit approval requires a General Contractor's license information. As such, the winning bidder will have to submit the actual Building Permit Application in order to finalize the permit review. The City will waive all building permit fees.

3. Should the Contractor have an exterior fence installed as soon as possible?

Response: Yes, a temporary security fence is highly recommended at the beginning of the project. There will be a new fence installed as part of the project, as indicated in the project drawings/specifications, but it is recommended that this be done at the end of the project in order to ensure no damage to the fence.

4. Will any "pre-construction" work (initial security work as indicated in the drawings) be done outside the 240 days?

Response: All required work for the contract will need to be completed within the 240 days, including any "pre-construction" work for security measures. The "clock" for the 240 day period starts with bidder's first work onsite and will be agreed upon by all parties.

5. Drawing Sheet S0.01, "Existing Masonry" notes 1, 3 & 4: Can the City provide clarification on existing masonry? Will there be unit prices or an allowance?

Response: Existing masonry (brick veneer and/or CMU) may require some re-pointing of mortar or replacement of units (due to potential water infiltration), depending on what the condition of masonry is once the portion of exterior wall is removed. Since these conditions are unknown until demolition work is started, we request each bidder shall provide a unit price for re-pointing of mortar (unit cost per square foot of masonry veneer), a unit price for masonry veneer replacement (unit cost per square foot of brick masonry veneer) and a unit price for CMU masonry replacement (unit cost per 8"x16"x8" CMU). Unit cost shall be determined by the bidder, due to the competitive nature of the bids.

6. Drawing Sheet S0.01, "Structural Steel" note 8: Can the City provide clarification on existing steel cleaning and painting?

Response: Any existing structural steel construction above the existing ceiling that is specifically exposed to exterior elements during the demolition phase, and prior to any protective measures being put in place after demolition, shall be cleaned and re-painted. For purposes of bidding, please assume any structural steel (bar joists and steel girders) above the existing jury room and the hallway where exterior wall removal is taking place, to a point 10' back into the building, shall be cleaned and re-painted (primer only).

7. Is there a designated lay down area?

Response: Yes, the contractor will have access to an area in the municipal parking lot directly across Broad St from the courthouse (southwest of the courthouse). We are assuming an area approximately 800 s.f. would be given to the contractor. Contractor will be responsible for fencing this area and for any necessary security measures. Additionally, the courtyard where the addition will be built will be available to the contractor.

8. Where are the downspout drains for the covered roof area located on the plans?

Response: Details on drawing sheets A3.01 and A3.03 appear to indicate roof downspouts to extend to and be piped underground. Because the new roof canopy is directly over a sidewalk/paver area that drains to grade now, architect see no reason to pipe any drainage underground. As such, downspouts shown on sheet A3.01 can be simply drain to grade, downspout at each column, drain directly to top of sidewalk. As noted on Civil sheet, the new sidewalk should provide positive drainage away from building, so should be sloped with cross slope of 2% in the same direction as the roof canopy. For downspouts indicated on sheet A3.03 (from add/alternate roof cover), the center drains from the roof should be piped to downspouts at the outside columns and drain to top of sidewalk, similar to that for basis of design roof cover on sheet A3.01. All drainage will then sheet flow in the courtyard similar to how it currently does.

9. Will the exterior exit door that is being moved need to be maintained during building occupancy?

Response: No. The adjacent courtroom has an exit into the rear corridor, and the rear corridor has an exit at the opposite end. As such, contractor will have full use of the existing jury room, existing corridor (up to edge of jury room), and the existing conference room (all areas shown where work will take place). Please note, Hall C109 (as noted on drawings) must be maintained whenever the adjacent courtroom is in session.

10. There appear to be two separate specifications for fiber-reinforcement in concrete slab-on-grade. Please clarify which is correct.

Response: The fiber-reinforcement specification on sheet S1.01, note 4 under "Concrete Slab Notes", is correct; please omit/disregard the contradicting specification noted on sheet S01.1.

11. Has asbestos testing been completed?

Response: The City is having testing for asbestos containing materials (ACM's) done now. Asbestos testing agent was onsite taking samples on 11/22/23; report for ACM's is anticipated to be provided with a followup addendum prior to the due date for final questions.

12. Can the City provide specs on brick, or will there be an allowance?

Response: Brick veneer has not been specifically specified in the Drawings, but an allowance for brick materials only (brick only, not mortar or accessories or installation) was included in the Drawings on sheet T1.02 under "BID NOTES AND ALTERNATES". Allowance notes is \$600/1,000. This allowance shall be used by all bidders for materials only.

13. There appears to be fire sprinkler system in the courtrooms, but no sprinkler elsewhere in the building. Is sprinkler required?

Response: No. The entire existing building is not sprinkler protected, and the building has been analyzed with the jury room addition to be non-sprinklered. As such, no sprinkler work required with this bid.

14. Is there flooring under the carpet?

Response: It is unknown at this time. For the purposes of this bid please assume at this time it will be carpet only removal wherever there is existing carpet. (Please note, the forthcoming ACM report will most likely reveal if there are other layers of flooring below the existing carpet.

15. Does only one bathroom get remodeled?

Response: There are two existing restrooms in the Jury Room. One restroom (C108) gets expanded and remodeled with new fixtures, new finishes, etc. The other restroom (C107) will receive new finishes, but existing walls and fixtures to remain.

16. Will the Contractor have access to the Jury Room?

Response: Yes. As noted above, contractor will have full (anticipated to be uninterrupted) access to Jury Room C106, the restrooms in the Jury Room, Conference Room C175 and the hallway directly between C106 and C175.

17. Will the Contractor be able to put in a temporary partition?

Response: Yes. As indicated on sheet T1.03 "Temporary Security Plan", temporary partitions will actually be required for security purposes.

18. Will the Judge require access to the outer door directly from his chambers to the hallway?

Response: No. Judge actually doesn't use that door much anyway. There is an existing door between judge's chambers and his secretary office that he will use.

19. Is there a specification for brick pavers?

Response: The City has a specific brick paver that has been used for all of their downtown sidewalk projects. The vendor information and specifications are below:

- Pine Hall Brick Co, Inc., P.O. Box 11044, Winston-Salem, NC 27116-1044, Phone 366-721-7500
- Color: English Edge Autumn
- Size: 4x8

20. Any parapet cap roof repairs?

Response: There appears to be some spots on the existing building where the addition will be where the existing concrete parapet cap may need replacement. Bidders shall provide a unit price with their bid for any additional concrete parapet cap beyond the amount required for new addition. Unit cost shall be determined by the bidder, due to the competitive nature of the bids.

21. Underground utilities in the courtyard?

Response: There are existing underground utilities in the courtyard, some of which are private/ not marked by Miss Utility and are now known by City staff to be in the vicinity of the addition. The City is having those private utilities marked; this will be addressed in the next addendum.

**BY SIGNING THIS DOCUMENT, THE BIDDER ACKNOWLEDGES THAT THEY HAVE RECEIVED THIS ADDENDUM # 1 AND FULLY UNDERSTANDS THESE CHANGES.**

**\*\*\*THE SIGNED ADDENDUM SHOULD BE INCLUDED IN THE BID SUBMITTAL\*\*\***

**BIDDER'S SIGNATURE:**

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**COMPANY:**

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**END OF ADDENDUM # 1 TO ITB # 2024-011**