

DEPARTMENT OF FINANCE

INVITATION TO BID
C00122
MONTGOMERY HALL PARK TENNIS COURT IMPROVEMENTS
April 14, 2022, 2:00 P.M.

ADDENDUM #1 - DATE: April 4, 2022

TO ALL POTENTIAL BIDDERS:

The following information is being provided for purposes of clarification or in response to questions received from potential bidders. This addendum is being posted on the eVA website and City website at the following links:

- **eVA website:** <https://mvendor.cgieva.com/Vendor/public/AllOpportunities>
- **City website:** <https://www.ci.staunton.va.us/departments/finance/procurement>

This Addendum consists of the information provided below, which includes the Minutes of the Pre-bid Meeting, which was held on March 29, 2022, with Sign-in sheet. This information shall modify the Contract Documents and Plans and should be attached to the same.

Item 1-1: A mandatory Pre-bid Meeting was held on March 29, 2022 at 10:00am. Minutes of the meeting, with Sign-in sheet, are attached.

Pre Bid Meeting Minutes

March 29, 2022 10:00 a.m.

Montgomery Hall Park Rotary Club Pavilion and Project Area

A sign-in sheet was distributed and is attached to these Minutes. All in attendance introduced themselves. Lyle Hartt presented the following items:

- Bid submission deadline is **April 14, 2022 at 2:00 p.m. in Purchasing Agent's Office.**
- Questions after this meeting shall be submitted in writing. Every question or request for interpretation should be emailed to Lyle M. Hartt, P.E. at hartt1m@ci.staunton.va.us, no later than **1:00 p.m. on April 1, 2022.** See Instructions to Bidders.
- Any Addendum will be posted on the City website by the **end of the day on April 4, 2022.**
 - It is the responsibility of all bidders to ensure that they have received all addenda.
- The project is scheduled to be fully completed **within 150 calendar days.**

- The scope of the project includes the renovation of three (3) existing tennis courts and site improvements, including new fencing, additional sidewalks, lighting, and a watering station.
- Additional considerations and notes:
 - There will be 5% payment retainage for completed work withheld until final completion.
 - All excavation is unclassified; no extra payment will be made for excavation required.
 - Please pay special attention to the Method of Payment in each section of the Technical Specifications.
- Review of Special and Supplemental Conditions from the Contract Documents.

These Special and Supplemental Conditions amend or supplement the General Conditions and Specifications and other provisions of the Contract Documents as indicated. All provisions which are not so amended or supplemented remain in full force and effect.

- a) Prior to construction, the Contractor shall make a detailed survey of all proposed work areas to document existing conditions. The Contractor is required to document the existing conditions by video and/or photographs prior to construction. The Contractor shall provide a copy of the existing conditions media to the City Engineer.
- b) A construction field office is not required for this project.
- c) Normal working hours are not to exceed 7:00 a.m. to 7:00 p.m. during daylight on weekdays (Monday through Friday). No work is to be performed on City holidays. Prior approval from the City Engineer is required to perform construction work outside of these hours.
- d) Work shall be performed per Work Area Protection Manual, where applicable.
- e) Throughout construction, the Contractor shall ensure that the existing pickleball court is not damaged. Protective measures shall be installed as needed, at no additional expense to the Owner. Contractor shall submit plan describing protective measures to City Engineer for approval, prior to implementing work in the area. Any damage caused to the pickleball court as a result of project work shall be repaired by the Contractor, at no additional expense to the Owner, per the requirements of the Plans and the Tennis Court Surfacing section of the Technical Specifications. Any paint or line repair work needed shall match the existing pickleball court configuration.
- f) The pickleball court may be inaccessible for public use due to construction activity NO MORE THAN 20 DAYS, cumulative, throughout the duration of the project. The lower parking lot may only be restricted to the public during these 20 days.
- g) A spare pull string shall be installed in all conduits (for future use).
- h) The water service line shall have a minimum of 30" of cover.
- i) All trash receptacles and bleachers shown on the plans will be provided by others.
- j) The cost for all electrical work required in the Contract Documents is to be included in the Bid Items as listed in the Contract Documents. Contractor shall coordinate with Dominion Energy. The meter and service equipment station and equipment control panel station shall be at the locations shown on the Plans.

- k) For bid purposes, the cost for any tenons and/or adapters needed to install the luminaires to the light poles shall be included in the bid unit price for the light poles.

Project Closeout

- a) **Warranty** – The Contractor shall provide a minimum general one-year warranty of the construction, effective as of the date of Final Completion; additional warranties shall be in effect for the applicable individual items, workmanship, and materials as specified in the Contract Documents. All construction under these specifications and Contract Documents shall be free from defects in material or workmanship, and the Contractor shall repair or replace at his expense any such defective items during the warranty period. The Contractor shall be responsible for repair or replacement of any equipment or materials which fail to meet the design requirements as specified which are revealed during the start-up or testing. Repair or replacement of any such items shall be completed within 30 days at the expense of the Contractor. Some individual mechanical items may have longer manufacturer warranties if specified.
- b) **Record Drawings** – Upon Final Completion, Contractor shall provide Staunton City Schools with a complete set of accurate “red-line” as-built Record Drawings. Record drawings will indicate/confirm any and all changes in layout that deviate from the original plans. A field survey will not be required for record drawings for this project.

Questions & Answers

The plans were reviewed briefly and an opportunity was provided for questions. The following questions were asked, with updated responses from the City Engineer:

- 1) **Q: A concern was expressed that removing the existing fence posts on either side of the pickleball court will damage the court. Are all of the existing fence posts to be removed, including around the paintball court?**

A: All existing fence and posts that are not adjacent to the pickleball court are to be removed. To avoid damage to the existing pickleball court, the 10’ fence posts on either side of the pickleball court may be reused in place as part of the new fence. If reused, the existing posts shall be painted to match the new fence. It should also be noted that the detail for the new fence posts includes a concrete collar that should mitigate any minor damage that occurs directly adjacent to the existing pole locations. For all posts that are removed and are adjacent to the pickleball court, care should be taken to ensure that the removal does not undermine the subbase of the pickleball court paving that will remain.
- 2) **Q: The plans show the asphalt court ending right at the fence, and there is no detail for the edge of the proposed pavement. Should the asphalt extend past the fence, to prevent grass from growing up along the fence and creating difficulty for maintenance? If so, how far? Also, a concern was expressed that having the asphalt around the poles might contribute to crack propagation in the asphalt due to possible pole movement from wind, etc.**

A: Where there is not proposed concrete sidewalk adjacent to the court, the asphalt is to extend 4" beyond the outer edge of the fence posts. Also, the concrete foundation/collar for the new fence posts is to surround it at grade (to be flush with the adjacent asphalt), per the detail in the plans.

3) Q: Where there is no sidewalk proposed, can the existing asphalt be left in place adjacent to the courts?

A: No, the existing asphalt in the sidewalks adjacent to the courts is not in good condition and is to be removed, per the plans. After demolition and removal, the area will need to be backfilled with topsoil as needed, graded and seed and straw placed as per standard.

4) Q: There appears to be a flush 6" concrete curb at the perimeter of the existing courts. Is this curb to remain?

A: No (except for along the pickleball court, which is not to be disturbed); the existing concrete curb is to be removed in all areas indicated for demolition.

5) Q: Does the fence around the pickleball court have to be in place for that court to be used during the construction period?

A: Not necessarily, but Contractor is to ensure that the pickleball court is safe, safely accessible, and reasonably usable for play for at least all but the 20 days it is allowed to be out of service. To be considered usable includes having either the existing fence being in place or a functional minimum 6' high temporary fence or barrier in place around the court.

6) Q: Do the forsythia bushes at the north end of the courts stay?

A: No, the City will remove those prior to construction.

7) Q: What type of asphalt is to be used for the tennis courts?

A: VDOT SM-9.5 shall be used for both 1.5" layers of court repaving. See also the "Tennis Court Repaving" detail on the Plans and Section 3.1 of the "Tennis Court Surface" section of the Technical Specifications for more information.

8) Q: How thick is the court surface asphalt to be?

A: Per the "Tennis Court Repaving" detail on the Plans, asphalt on the courts shall be two (2) layers, each of 1 ½" thickness.

9) Q: Can the small parking lot next to the exiting tennis/pickleball court be used to stage vehicles and storage?

A: No, this parking lot is already smaller than preferred for park patrons, and is to be left accessible to the public at all times other than the 20 allowable days that the pickleball court can be closed. Parks & Rec personnel will work with Contractor to accommodate an adequate staging/storage area in some of the grass areas adjacent to the construction area, as needed. Any area disturbed shall be restored prior to final completion of project.

10) Q: Will the Contractor have any connection or facility fees for the water connection?

A: There are no utility fees associated with the water connection for this project.

11) Q: Will silt fence or other E&S measures be required?

A: Adequate E&S measures will be needed as required to protect from erosion. At a minimum, this will include silt fence below the proposed grading at the water station/driveway extension. Silt fence will be required below other work areas if erosion and/or siltation appear likely. The project site will be inspected by the City Environmental Programs Inspector throughout the project.

Those present walked around the existing tennis and pickleball courts.

The meeting was adjourned.

MONTGOMERY HALL PARK TENNIS COURT IMPROVEMENTS

Pre-Bid Meeting Attendees

Bid # C00122

Pre-Bid Meeting – 10:00 p.m., March 29, 2022	
NAME	COMPANY
Lyle Hartt	City of Staunton – Engineering
Michael Faulkner	City of Staunton – Engineering
Chris Tuttle	City of Staunton – Parks & Rec
James Corbett	City of Staunton – Parks & Rec
Greg Ours	Partners Excavating
Jay Moffett	Moffett Paving and Excavating
Steven Roman	Finley Asphalt & Concrete
Frank Saul	B & S Contracting, Inc.

Note: A signed acknowledgment of this addendum must be received at the location indicated on the Bid Form either prior to the proposal due date and time or attached to your proposal. Signature on this addendum does not substitute for your signature on the Bid Form; the Bid Form document must be signed.

Signed Acknowledgment

Name of Firm

Signature

Printed Name / Title

Date