



ADDENDUM #4, July 21, 2021

RE: Project Name: Repair and Renovation of Courthouse Facilities
 Project Number: 19081
 Address: 22350 Main Street, Courtland, VA 23837 (Southampton Courthouse)
 23190 Sedley Road, Franklin, VA 23851 (Hunterdale Elementary)

FROM: Glavé & Holmes Architecture
 2101 E. Main Street
 Richmond, Virginia 23223

TO: Prospective Bidders

Attach this Addendum to each set of Specifications and Drawings issued and inform all concerned that the Contract Documents have been modified by this Addendum. Acknowledge receipt of this Addendum in the space provided in the Bid Form. Failure to do so may subject Bidders to disqualification.

This addendum forms a part of the Contract Documents and modifies the original Procurement Documents dated April 30, 2021, as noted below.

This Addendum No. 4 consists of “Changes to Procurement and Contracting Requirements.”

CHANGES TO PROCUREMENT AND CONTRACTING REQUIREMENTS:

1. Document 001113 – “Advertisement for Bids”:
 - a. 1.2 A. 1. – The Bid Date has been revised.
 - b. 1.4 C. – A mandatory walk-through at Hunterdale Elementary School will be held.
2. Document 001116 – “Invitation to Bid”:
 - a. 1.2 A. 1. – The Bid Date has been revised.
3. Document 003113 – “Preliminary Schedules”:
 - a. 1.1 B. – Project schedule has been modified.

END OF ADDENDUM #4

Repair and Renovation of Courthouse Facilities

DOCUMENT 001113 - ADVERTISEMENT FOR BIDS

1.1 PROJECT INFORMATION

- A. Notice to Bidders: Prequalified bidders may submit bids for project as described in this Document. Submit bids according to the Instructions to Bidders.
- B. Project Identification: Repair and Renovation of Courthouse Facilities.
 - 1. Project Location: 22350 Main Street, Courtland, VA 23837.
- C. Owner: Southampton County
 - 1. Owner's Representative: Mr. Mike Johnson, mjohnson@southamptoncounty.org, (757) 653-3015.
- D. Architect: Glavé & Holmes Architecture, P.C.
 - 1. Architect's Project Manager: Kate Hershey, khershey@glaveandholmes.com, (804) 649-9303.
- E. Project Description: Project consists of the demolition of approximately 13,000 SF of existing courthouse support spaces; the renovation of a historic courthouse and 1960s addition (approximately 24,500 SF); and the addition of approximately 28,500 SF to provide room for courthouse support functions.
- F. Construction Contract: Bids will be received for the following Work:
 - 1. General Contract (all trades).

1.2 BID SUBMITTAL AND OPENING

- A. Owner will receive sealed lump sum bids until the bid time and date at the location given below. Owner will consider bids prepared in compliance with the Instructions to Bidders issued by Owner, and delivered as follows:
 - 1. Bid Date: ~~August 4~~ August 10, 2021.
 - 2. Bid Time: 2:00pm, local time.
 - 3. Location: Deliver to Southampton County Administration Building, 26022 Administration Center Drive, Courtland, VA 23837; Attn: Mr. Mike Johnson.
- B. Bids will be publicly opened and read aloud immediately following the bid due date and time.
 - 1. Location: Southampton County Administration Building, 26022 Administration Center Drive, Courtland, VA 23837.

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1.3 BID SECURITY

- A. Bid security shall be submitted with each bid in the amount of 5 percent of the bid amount. No bids may be withdrawn for a period of 60 days after opening of bids. Owner reserves the right to reject any and all bids and to waive informalities and irregularities.

1.4 PREBID MEETING

- A. Prebid Meeting: See Document 002513 "Prebid Meetings."
- B. Prebid Meeting: A Prebid meeting for all bidders will be held in the Board of Supervisors Meeting Room at the Southampton County Administration Building, 26022 Administration Center Drive, Courtland, VA, on June 3, 2021 at 10:00 a.m., local time. Prospective prime bidders are required to attend.
 - 1. Bidders' Questions: Architect will provide responses at Prebid conference to bidders' questions received up to two business days prior to conference.
- C. A mandatory walk-through at Hunterdale Elementary School (23190 Sedley Road, Franklin, VA 23851) will be held on July 27, 2021, at 10:00 a.m.
 - 1. Questions from the walk-through must be submitted by bidders using the form bound in this Project Manual.

1.5 DOCUMENTS

- A. Online Procurement and Contracting Documents: Obtain access after May 16, 2021, through the Owner's website, www.southamptoncounty.org. Online access will be provided to all registered bidders and suppliers.

1.6 TIME OF COMPLETION AND EARLY COMPLETION INCENTIVES

- A. Successful bidder shall begin the Work on receipt of the Notice to Proceed and shall complete the Work within the Contract Time.
- B. Owner will provide monetary incentive to the Contractor for early Substantial Completion in the amount of \$1,000 per day. Refer to Section 017700 "Closeout Procedures" for requirements for Substantial Completion.

1.7 BIDDER'S QUALIFICATIONS

- A. Bidders must be prequalified by Owner. Prequalification forms are available on Owner's Web site at www.southamptoncounty.org.
- B. Bidders must be properly licensed under the laws governing their respective trades and be able to obtain insurance and bonds required for the Work. A Performance Bond, separate Labor and Material Payment Bond, and Insurance in a form acceptable to Owner will be required of the successful Bidder.

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1.8 NOTIFICATION

- A. This Advertisement for Bids document is issued by Southampton County.

END OF DOCUMENT 001113

Repair and Renovation of Courthouse Facilities

DOCUMENT 001116 - INVITATION TO BID

1.1 PROJECT INFORMATION

- A. Notice to Bidders: Prequalified bidders are invited to submit bids for Project as described in this Document according to the Instructions to Bidders.
- B. Project Identification: Repair and Renovation of Courthouse Facilities
 - 1. Architect's project number: 19081.
 - 2. Project Location: 22350 Main Street, Courtland, VA 23837.
- C. Owner: Southampton County
 - 1. Owner's Representative: Mr. Mike Johnson, mjohnson@southamptoncounty.org, (757) 653-3015.
- D. Architect: Glavé & Holmes Architecture, P.C.
 - 1. Architect's Project Manager: Kate Hershey, khershey@glaveandholmes.com, (804) 649-9303.
- E. Project Description: Project consists of the demolition of approximately 13,000 SF of existing courthouse support spaces; the renovation of a historic courthouse and 1960s addition (approximately 24,500 SF); and the addition of approximately 28,500 SF to provide room for courthouse support functions.
- F. Construction Contract: Bids will be received for the following Work:
 - 1. General Contract (all trades).

1.2 BID SUBMITTAL AND OPENING

- A. Owner will receive sealed bids until the bid time and date at the location indicated below. Owner will consider bids prepared in compliance with the Instructions to Bidders issued by Owner, and delivered as follows:
 - 1. Bid Date: ~~August 4~~ August 10, 2021.
 - 2. Bid Time: 2:00pm, local time.
 - 3. Location: Deliver to Southampton County Administration Building, 26022 Administration Center Drive, Courtland, VA 23837; Attn: Mr. Mike Johnson.
- B. Bids will be thereafter publicly opened and read aloud immediately following the bid due date and time.

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1.3 BID SECURITY

- A. Bid security shall be submitted with each bid in the amount of 5 percent of the bid amount. No bids may be withdrawn for a period of 60 days after opening of bids. Owner reserves the right to reject any and all bids and to waive informalities and irregularities.

1.4 PREBID CONFERENCE

- A. Prebid Meeting: A Prebid meeting for all bidders will be held in the Board of Supervisors Meeting Room at the Southampton County Administration Building, 26022 Administration Center Drive, Courtland, VA, on June 3, 2021 at 10:00 a.m., local time. Prospective prime bidders are required to attend.

1.5 DOCUMENTS

- A. Online Procurement and Contracting Documents: Obtain access after May 16, 2021, through the Owner's website, www.southamptoncounty.org. Online access will be provided to all registered bidders and suppliers.

1.6 TIME OF COMPLETION AND EARLY COMPLETION INCENTIVES

- A. Bidders shall begin the Work on receipt of the Notice to Proceed and shall complete the Work within the Contract Time.
- B. Owner will provide monetary incentive to the Contractor for early Substantial Completion in the amount of \$1,000 per day. Refer to Section 017700 "Closeout Procedures" for requirements for Substantial Completion.

1.7 BIDDER'S QUALIFICATIONS

- A. Bidders must be prequalified by Owner.
- B. Bidders must be properly licensed under the laws governing their respective trades and be able to obtain insurance and bonds required for the Work. A Performance Bond, a separate Labor and Material Payment Bond, and Insurance in a form acceptable to Owner will be required of the successful Bidder.

END OF DOCUMENT 001116

Repair and Renovation of Courthouse Facilities

DOCUMENT 003113 - PRELIMINARY SCHEDULES

1.1 PROJECT SCHEDULE

- A. This Document with its referenced attachments is part of the Procurement and Contracting Requirements for Project. They provide Owner's information for Bidders' convenience and are intended to supplement rather than serve in lieu of Bidders' own investigations. They are made available for Bidders' convenience and information, but do not affect Contract Time requirements. This Document and its attachments are not part of the Contract Documents.
- B. The Project schedule is defined as follows:
1. May 16, 2021 – Invitation for Bids published.
 2. June 3, 2021 – Mandatory Prebid meeting.
 3. ~~August 4~~ August 10, 2021 – Bids due.
 4. ~~August 4~~ August 10, 2021 – Public bid opening.
 5. ~~August 12~~ August 24, 2021 – Notice of Award.
 6. ~~August 26~~ September 8, 2021 – Tentative date for execution of Construction contract.
 7. ~~September 16~~ September 28, 2021 – Notice to Proceed.
 8. February 28, 2023 – Substantial Completion.
 9. March 31, 2023 – Final Completion/Project closeout.
- C. Related Requirements:
1. Document 004113 "Bid Form - Stipulated Sum (Single-Prime Contract)" for Contract Time.
 2. Section 011000 "Summary" for working hours and requirements for interruption of existing utilities serving neighboring facilities.
 3. Section 013200 "Construction Progress Documentation" for Contractor's construction schedule requirements.

END OF DOCUMENT 003113