

**TRI-C SIGNAGE IMPLEMENTATION – SCIENCE & HEALTH CAREERS BUILDING  
PROJECT # C20201128**

**ADDENDUM NO. 1**

**A. GENERAL**

**Insert this Addendum with the project manual. The Addendum supplements and amends the original drawings and specifications and shall become a part of the Contract Documents.**

This addendum forms a part of the contract documents and modifies the original documents dated November 3, 2020. These items modify the portions of the documents specifically noted, all other provisions of the Contract Documents shall remain in effect.

This Addendum embraces additions to, deductions from, and changes and substitutions in, or clarifications to and emphasis on part of requirements of the Construction Documents drawings and specifications, pertaining to all trades herewith mentioned for the completion of the Bids. Bidders shall distribute addendum to all subcontractors and suppliers, and assume full responsibility for complete content and its relation to each branch of work.

**B. CHANGES TO PROJECT MANUAL**

**General:** Changes and responses have been indicated in **BOLD** and *italics* text.  
~~Cancelled~~ words or phrases have been crossed off with *italics* text.

1. Solicitation – Request for Proposal: An updated Solicitation – Request for Proposal is attached with the revisions shown (see attached pages 1 and 4)
2. Pre-Bid Meeting Agenda/Meeting Minutes Combination (Minutes in Red) attached.
3. Pre-Bid Attendance sheet attached
4. Included new document: Tri-C's Visitor Statement of Personal Responsibility in response to the current situation on COVID-19;

**C. CHANGES TO SPECIFICATIONS**

1. No change

**D. CHANGES TO DRAWINGS**

1. Sheet A4.0: Sides and trim colors for the dimensional letters and the 2 logos have been revised.
2. Sheet A5.0: Logo palette "Black" paint is no longer applicable and has been removed.

**E. REQUEST FOR INFORMATION (RFIs)**

1. For the proposed exterior signage on the Science and Health Careers Building, will we be responsible for obtaining the permits with the City of Cleveland? In addition will this project require Prevailing Wage Labor rates?

***Response: Yes, the successful bidding contractor shall be responsible for obtaining the permit with Department of Industrial Compliance in Columbus, Ohio as it is a state-funded project. The City of Cleveland is not involved in the permit process. The Architect has applied for plans examination. An approved plan will encompass the permit fees as well, so permit fees will not be factored in your final bid number. The contractor shall be given a CPA # of which you will register as the contractor-of-record for the project. Yes, you will be required to observe prevailing wage rates.***

2. The signage project at Metro Campus is also listed on the Cleveland Builders Exchange, there is no indication that any bid bond or bond is included in the submittal.

***Response: Correct, no bid bond requirement is included in the submittal***

**END OF ADDENDUM NO. 1**



# CUYAHOGA COMMUNITY COLLEGE

Capital & Construction  
700 Carnegie Ave.  
Cleveland, OH 44115

## Request for Proposal

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**ISSUED: November 5, 2020**

**Metro Campus  
Signage Implementation- Science and Health  
Careers Building  
Tri-C Project No. C20201128**

**Bid Packages in this RFP:  
#1 Exterior Signage & Electrical**

**PRE-BID MEETING DATE:  
Tuesday November 10, 2020 @ 11:00 pm  
Metro MHCS Room 222**

**BID DUE DATE: ~~Monday~~ Thursday November 19, 2020 at 2:00P**

Specific information about Cuyahoga Community College can be obtained at [www.tri-c.edu](http://www.tri-c.edu).

## 2 SUBMITTING YOUR PROPOSAL

Bidders are cautioned to read the information contained in this RFP carefully. Bidders must submit complete responses to all requirements and questions, in the order listed, and in accordance with the instructions specified in this RFP.

**The Bid Due Date is November 19, 2020, by 2:00 PM.** Proposals must be received at the location set forth below. Late proposals will not be accepted. Tri-C will confirm receipt of hard copies with a date and time stamp.

Two hard-copy proposals (one electronic copy to [Michele.Crawford@tri-c.edu](mailto:Michele.Crawford@tri-c.edu)) are to be submitted to:

**Cuyahoga Community College  
Supplier Managed Services (SMS)  
700 Carnegie Avenue  
Cleveland, OH 44115  
Attn: Judi Cooper**

### 2.1 Contacts

Bidders must direct all questions regarding this RFP to Benny Chew, RA, Associate Principal at : [hbchew@cityarch.com](mailto:hbchew@cityarch.com). The last day for questions is **Tuesday November 10, 2020 at 5:00PM**  
**Monday, November 16, 2020 at 2:00PM.**

### 2.2 Preparation of Proposal

In submitting a proposal or in its performance under an award by Tri-C, the successful Bidder warrants and represents that it is not suspended or debarred by the Federal Government or the State of Ohio.

- Bidders must notify Tri-C promptly of any ambiguity, inconsistency, or errors.
- Tri-C will not provide compensation for any expenses incurred by the Bidder for preparation of the proposal or for product or service demonstrations.
- Alterations, deviations, or modifications must be noted in the submittal package.
- Tri-C will not assume responsibility for errors or misinterpretations resulting from the use of incomplete documents.
- Tri-C may not consider proposals that require or request changes to the terms of this RFP.
- Proposals and any other information submitted in response to this proposal are the property of the Tri-C, and will not be returned.



**Tuesday, November 10, 2020 @ 11:00am**  
**PRE-BID MEETING AGENDA**  
for:

**Cuyahoga County College Metropolitan Campus**  
**Signage Implementation – Science & Health Careers Building**

**Project Number: C20201128**

**Project Contacts:**

**Capital & Construction Department**  
**Cuyahoga Community College**

Project Manager– Rebecca Wyatt  
Phone (216) 987-~~4882~~**4653**  
e-mail: Rebecca.Wyatt@tri-c.edu

**City Architecture**  
**3200 Euclid Avenue**  
**Cleveland, Ohio 44115**

Mr. Benny Chew  
Phone 216-881-2444  
e-mail: [hbchew@cityarch.com](mailto:hbchew@cityarch.com)



## 1) Introduction

CCC: -Rebecca Wyatt – Project Manager, Project  
-Michele Crawford – Project Manager, MHCS Building

A/E: -Alex Pesta – City Architecture, Principal in charge, Architect  
-Benny Chew, Dominic Scianna – City Architecture, Project Manager, Architect  
-Jeff Spangler – RE Warner, Structural Engineers  
-Mark Bartone, Kevin McCaughey, AEC – Electrical Engineer

## 2) Purpose of Pre-Bid Meeting –

- a) Prior to submitting a Bid, the Bidder shall examine all Contract Documents, including, but not limited to, the Drawings, Specifications, and Addenda for all divisions of Work for the Project, noting in particular all requirements which may affect its Work in anyway. The Bidder's failure to become acquainted with the extent and nature of Work required to complete any portion of the Work in conformity with the requirements of the Contract Documents, shall not be a basis for additional compensation.
- b) If the Bidder finds any perceived conflict, error, omission, or discrepancy on or between the drawings and specifications, or any of the Contract Documents, the Bidder is to submit a written request for an interpretation or clarification to the Associate. All RFI's are to be submitted prior to **Monday, November 16, 2020 by 2:00pm**.
- c) The last Addendum for the project will be issued no later than **Monday, November 16, 2020 by 2:00 pm**.
- d) Proposed substitutions and/or equals are to be submitted no later than ten (10) days prior to bid opening per 2.5.2, **Friday, November 13, 2020**.
- e) All items in the Pre-Bid meeting agenda, the attendee list and any clarifications addressed at the Pre- Bid Meeting will be formally issues to all bidders via Addendum.

## 3) Bidding Requirements –

- a) Bids due **Thursday, November 19, 2020 @ 2:00 p.m.**

**Plaza Renovation – North East Quadrant** **Signage Implementation – Science & Health Careers Building**

General Contract – Base Bid

\$ 44,291

***Note: Bid Package & Number, Trade, Bid Date, & Project Name must be noted on bid and contained within a sealed envelope.***

- b) Bids to be **emailed and** delivered to the District Administrative Building, Office of Supplier Managed Services, Cuyahoga Community College, 700 Carnegie Ave, Cleveland, Ohio 44115.  
Email to: [Rebecca.Wyatt@tri-c.edu](mailto:Rebecca.Wyatt@tri-c.edu) [Michele.Crawford@tri-c.edu](mailto:Michele.Crawford@tri-c.edu)
  - Bids received after 2:00 p.m. will not be considered.



- **The College will not be responsible if bids are delivered late or to the wrong location by the postal service or carriers of express.**

c) Bids **MUST** have included with them the following:

- Completed Bid Form signed & with bid amount
- Bid Security Form
- Surety Agents Signature on bond
- Power of Attorney
- References (College Requirement)
- Acknowledgment of any addenda

***Note: Failure to include any of these submittals may result in bid rejection.***

d) Bidders are encouraged to submit information requested on Bid Package Checklist.

- Bidders Qualifications
- Certificate of Compliance issued by the Ohio Department of Insurance
- Showing Surety is licensed to do business in State of Ohio
- Valid Ohio Workers Compensation Certificate
- Ohio EEO Compliance Certificate
- Ohio Secretary of State Certificate (for companies located outside of the state)
- Ohio Declaration regarding material assistance / non-assistance to a terrorist organization
- Ohio Drug Free Workplace Certificate
- Updated W-9 form

e) Any change, alteration or modification to the Bid Form may be cause for the bid to be rejected as not responsive.

f) Contract Documents are available electronically. Let us know if physical prints are necessary.

g) For information on bid results please contact the College's Capital & Construction Department at 216-987-3474.

#### **4) Finances –Cuyahoga Community College State Funds**

a) Bid the Job as a prevailing wage job. **Prevailing wage law will apply.** All labor costs, including sub-contractors are per prevailing wage standards.

- Each worker employed by the contractor or subcontractor, or other person about or upon the public work, must be paid the prevailing rate of wages.
- Upon award, each contractor must provide a list of its subcontractors' names, addresses, and telephone numbers.
- To review prevailing wage procedures and forms, or to check current rates use the Division of Wage and Hour (Department of Commerce) website:



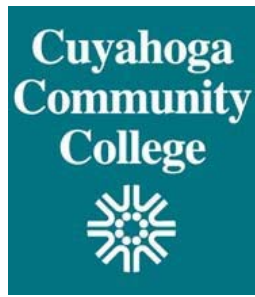
<http://198.234.41.198/w3/webwh.nsf?opendatabase>. The bid package also has this information.

- b) Payments & Retainage Refer to GC Article 9
  - (a) Pay within 30 days of approval
  - (b) Labor Retainage - 8% for 1<sup>st</sup> 50%
  - (c) Material Retainage – 8% of stored materials
  - (d) First Certified Payroll reports are due 2 weeks after the start of work.

#### 5) Overall Project Review –

- a) Signage Implementation – Science & Health Careers Building
  - Project Location: 2900 Community College Avenue, Cleveland, Ohio 44115
  - Project Area, Science & Health Careers Building, 3<sup>rd</sup> Floor NE Wall
  - Summary of Work
- b) Site Conditions/Construction Access.
  - Use of CCC Facilities
  - Contractor Parking
  - Materials/Delivery/Staging – will be coordinated with Plant Operations and the affected departments.
  - Construction Safety is the responsibility of the contractor.
  - **Observe Tri-C's COVID-19 protocols during on-site activity. Attached in Addendum No. 1 is Tri-C's Statement of Personal Responsibility – Visitor. Also available at website: <https://forms.tri-c.edu/Player/VisitorResponsibilityPledge>**
- c) Project Schedule
  - Anticipated projected notice to proceed – 12/7/20
  - 116 consecutive calendar days (12/7/20 – 4/1/21)
  - Permitting 11/5/20 thru 11/19/20 (in Process – Estimated Time)
  - Site Access for Mobilization – Dec 7, 2020 – February 26, 2021
  - See detailed Project Schedule on Bid Form and Section 013216
  - Projected completion date – April 1, 2021
- d) Miscellaneous
  - Contractor Identification
  - Payment Applications
    - Pencil copies reviews and final copies for processing
    - Contractor to Architect to Owner
  - Building Access – coordinate with Plant Operations.
  - Shut Downs





- For single short term shutdowns – 7 days' notice



- Extended shutdowns – 3 weeks in advance
- Shift Work

#### **6) Project Specifics - Front End Documents / Division One**

- a) Summary of work
- b) Building / activity areas will be in use. Coordination must be considered for safety and to eliminate disruptions.
- c) Project Superintendent – A full-time onsite Project Superintendent is required at anytime work is occurring onsite. The Project Superintendent shall be experienced in administration and supervision of construction, including work with multiple prime contractors.
- d) Temporary Facilities & Services – Contractors are responsible for all facilities and services.
- e) Safety Plan- to be provided by the Contractor
- f) Licenses are the responsibility of the contractor responsible for the work.
- g) Permits – Through DPIC – the permit is to be paid when plan review is underway
- h) Insurance and Builders Risk: GC Article 10 and as Modified in the SC's

#### **7) Other items to Review**

#### **8) NTB, IB, Bid Form, GC's, SC's,**

#### **9) Questions and Answer**

#### **10) Site visit**

#### **End of Pre-Bid Meeting Agenda**

Signage Implementation - Science & Health Centers  
Building Pre-Bid Meeting Sign-in Sheet

<u>Name</u>	<u>Company</u>
MICHELE CRAWFORD	TRI-C
JOHN WALSH	BRILLIANT ELECTRIC SIGN
Dominic Scianna	City Architecture
Denny Chew	City Architecture
Rebecca Wyatt	Tri-C



## **Cuyahoga Community College (Tri-C®) Visitor Statement of Personal Responsibility**

I pledge that, when I am present at any Tri-C campus or facility, I will act responsibly at all times to protect myself and the campus community in order to minimize the spread of COVID-19.

While on campus, I will:

- Wear a face covering that covers my mouth and nose while in College buildings and garages, and for the duration of time I am on campus.
- Wear my wristband at all times confirming I completed the Statement of Personal Responsibility.
- Comply with safety directives as conveyed by my instructors, campus police and other Tri-C representatives, which may include requirements that apply to a specific campus, classroom, lab or academic support area.
- Comply with all safety directives on posted signs and in email communications from the College.
- Maintain a distance of 6 feet or greater between myself and others and comply, without incident, if I am asked to step back.
- Practice good personal hygiene, including frequent handwashing for at least 20 seconds.
- Plan my travel to and around campus to account for possible delays related to safety protocols.

I will not come to campus if I exhibit any of the following symptoms:

- A fever equal to or greater than 100.4 F
- Body aches and/or chills
- Mild or moderate difficulty breathing (seek medical advice)
- New or worsening cough
- Sore throat
- Vomiting or diarrhea
- Loss of ability to taste and/or smell (seek medical advice)

I will not return to campus until cleared by a physician or until I've experienced 24 hours without a fever (absent the use of fever-reducing medicines) **and** 10 days since symptoms first appeared.

I will not come to campus for a period of 14 days after exposure to, or diagnosis of, COVID-19.

Travel between states is restricted based on positivity rates ([see restrictions](#)). Individuals traveling to these states are required to self-isolate for 14 days upon return.

I will stay up-to-date on the information, directions and requirements shared at [tri-c.edu/coronavirus](https://tri-c.edu/coronavirus).



I **agree** to the terms and conditions listed above in the Cuyahoga Community College (Tri-C®) Statement of Personal Responsibility.\*

***I understand that, by voluntarily deciding to engage in the campus community (e.g., face-to-face/hybrid classes, campus activities, on-campus dining), I may be exposed to COVID-19 and other infections. I also understand that, like other highly contagious viruses, it is possible for me to contract COVID-19 even if I comply with all health and safety measures as required by the College and as recommended by the Centers for Disease Control and Prevention (CDC) and the Ohio Department of Health (ODH). I understand that, although the College is following coronavirus guidelines issued by the CDC, ODH and other experts to reduce the spread of infection, I can never be completely shielded from all risk of illness caused by COVID-19 or other infections.***

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Visitor signature

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Date

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First Name (Print)

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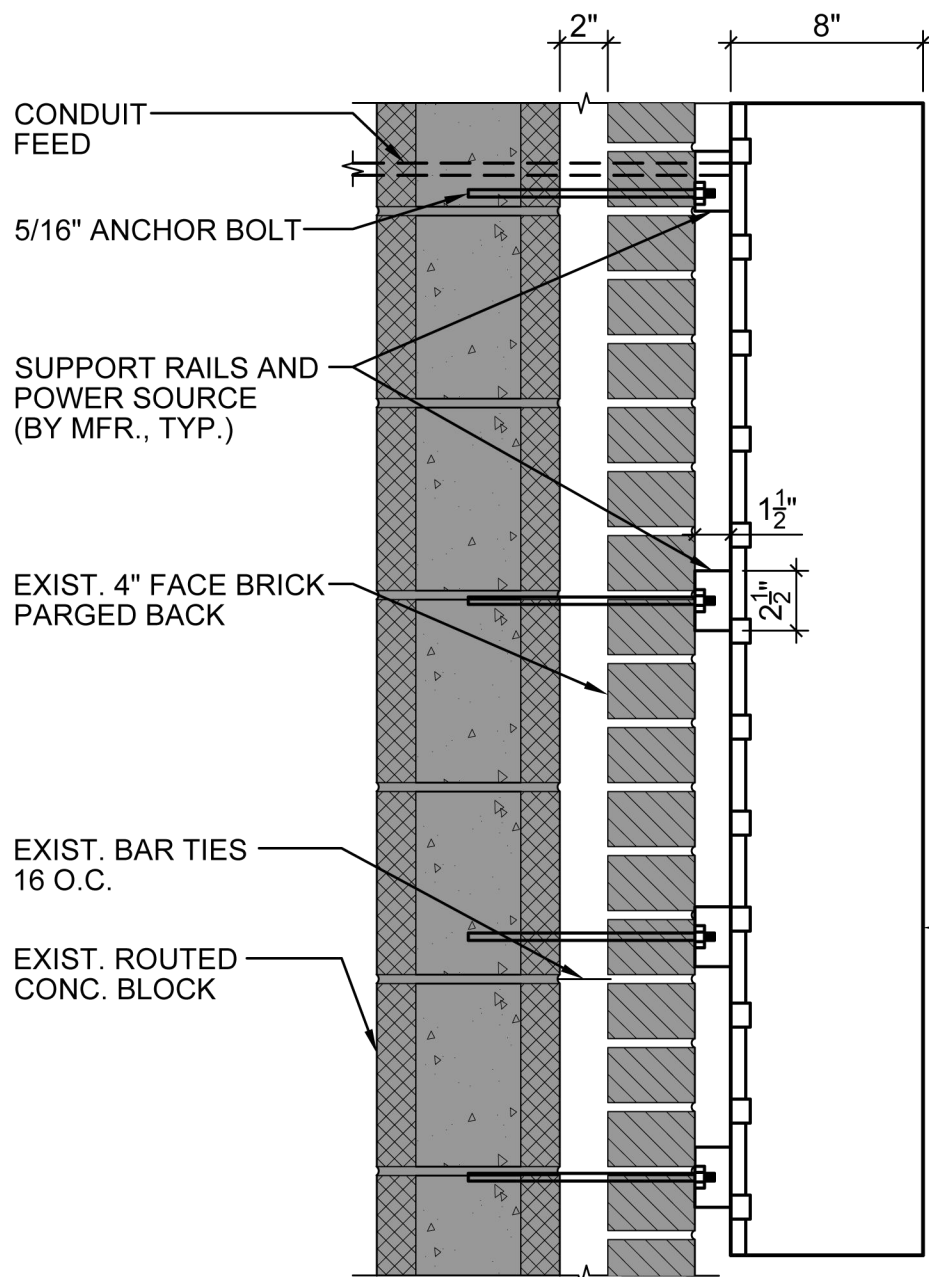
Last Name (Print)

\*Email [risk.management@tri-c.edu](mailto:risk.management@tri-c.edu) with questions about this Statement of Personal Responsibility.



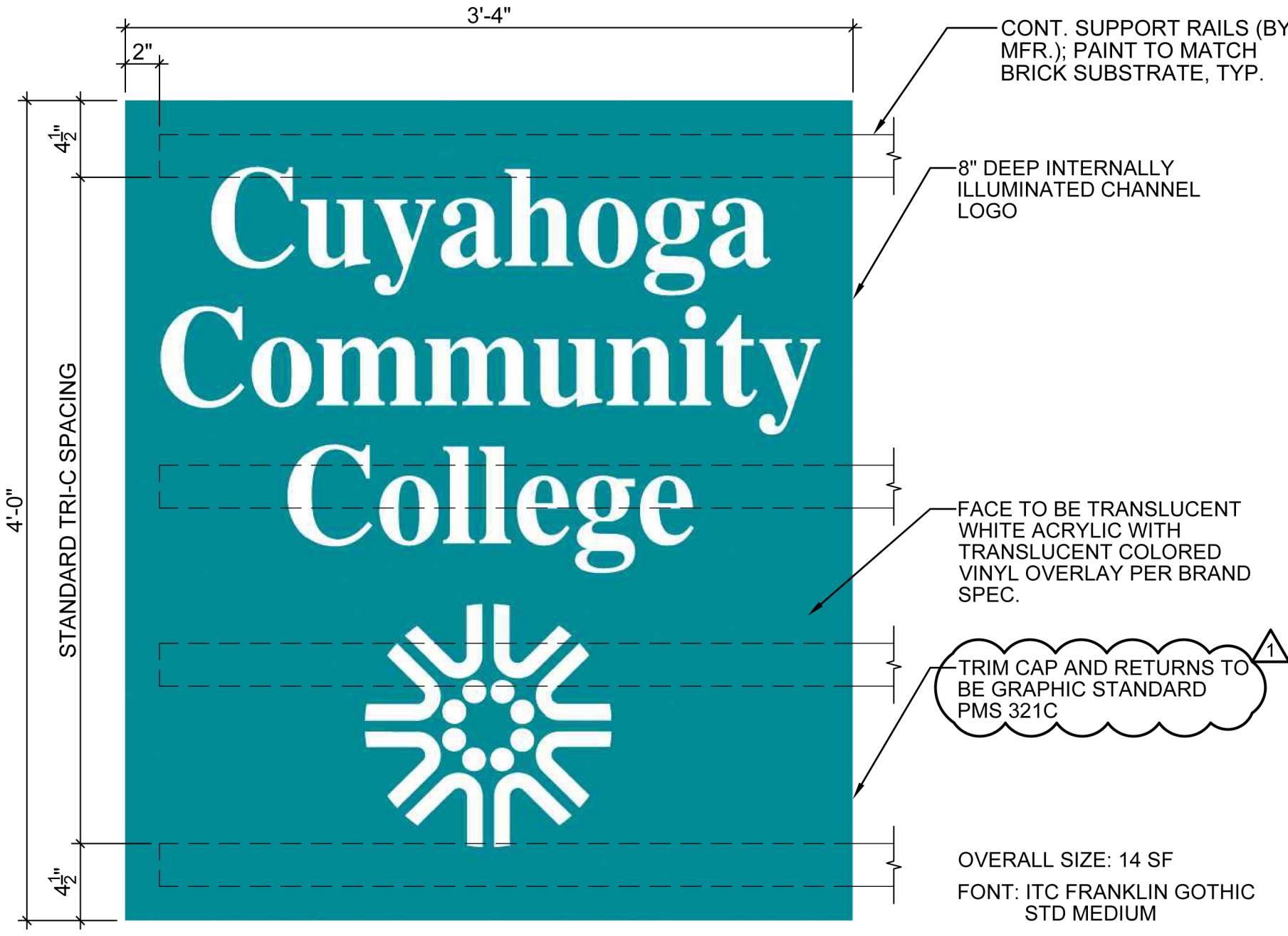
SIGN ANCHORAGE NOTES

1. ANCHORS FOR ATTACHING SIGNS TO EXISTING MASONRY WALL SHALL BE HILTI HIT-HY 270 SYSTEM, OR APPROVED EQUIVELANT.
2. ANCHORS SHALL BE INSTALLED IN ACCORDANCE WITH MANUFACTURER'S WRITTEN INSTRUCTIONS.
3. ANCHORS SHALL BE SPACED A MINIMUM OF 16" APART, VERTICAL AND HORIZONTAL. STAGGER ANCHORS AGAINST NEXT ADJACENT ROW.
4. ANCHOR RODS SHALL BE 5/16-18 UNC STAINLESS STEEL THREADED ROD, 10" LONG WITH SS FLAT WASHER AND NUT.
5. ADHESIVE SHALL BE HILTI HIT-HY 270.
6. INSERTS IN MASONRY WALL SHALL BE HILTI HIT-SC FOR SPECIFIED ANCHOR DIAMETER. ALLOWABLE SHEAR LOAD = 605 POUNDS MINIMUM PER ANCHOR. ALLOWABLE TENSION LOAD = 415 POUNDS MINIMUM PER ANCHOR.



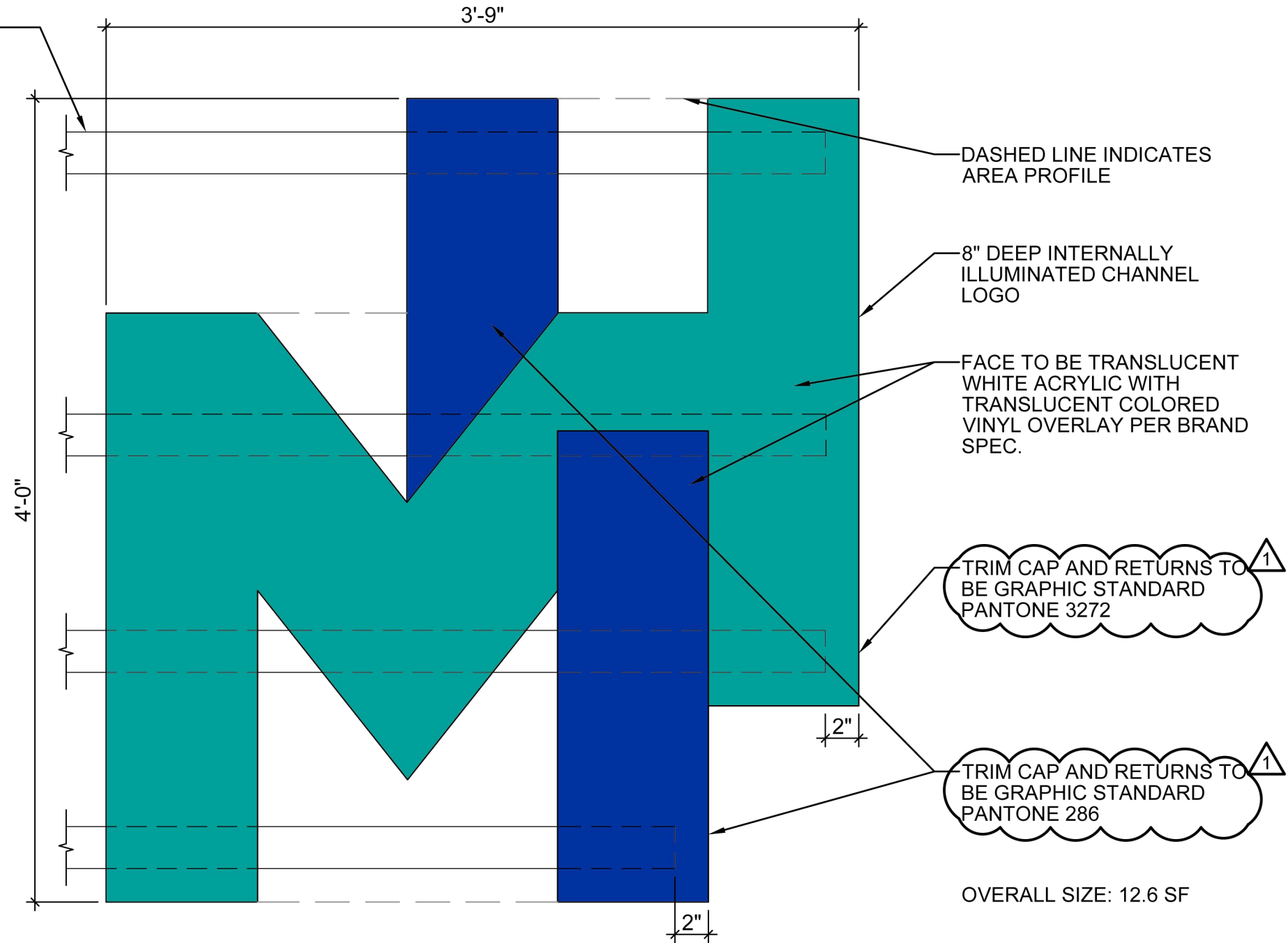
CL1 - SECTION

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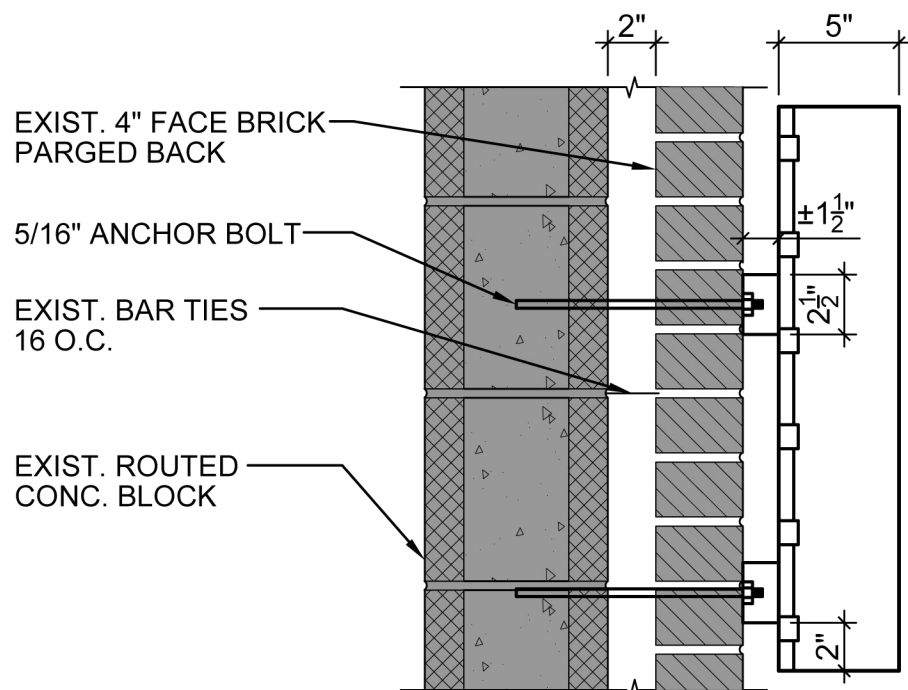
CL1 - COLLEGE NAME LOGO

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PL1 - PARTNERSHIP LOGO

SCALE: 1 1/2" = 1'-0"



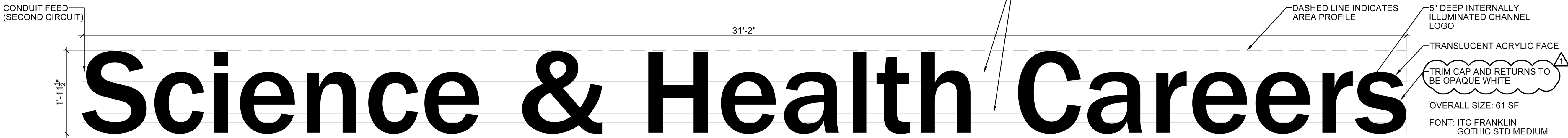
PN1 - SECTION

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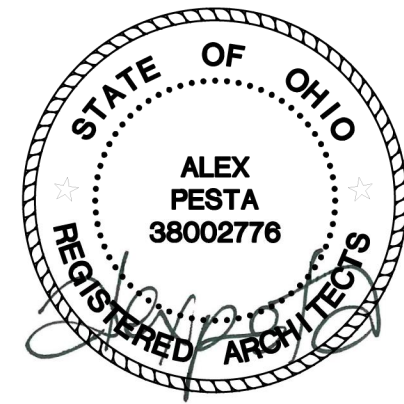
PN1 - PARTNERSHIP NAME

SCALE: 3/4" = 1'-0"



BN1 - BUILDING NAME

SCALE: 3/4" = 1'-0"



CUYAHOGA COMMUNITY COLLEGE  
METROPOLITAN CAMPUS

SIGNAGE IMPLEMENTATION - SCIENCE  
AND HEALTH CAREERS BUILDING

2900 COMMUNITY COLLEGE AVE. CLEVELAND, OH 44115

Issue:

2020-11-03 - BIDDING & PERMITTING

2020-11-16 - ADDENDUM NO. 1

EXTERIOR  
SIGNAGE  
DETAILS

City Architecture

3200 Euclid Ave  
Cleveland, Ohio 44103  
phone.216.881.2444  
fax.216.881.6713  
www.cityarch.com

Project No.

19049C

Client's Project No.

C20201128

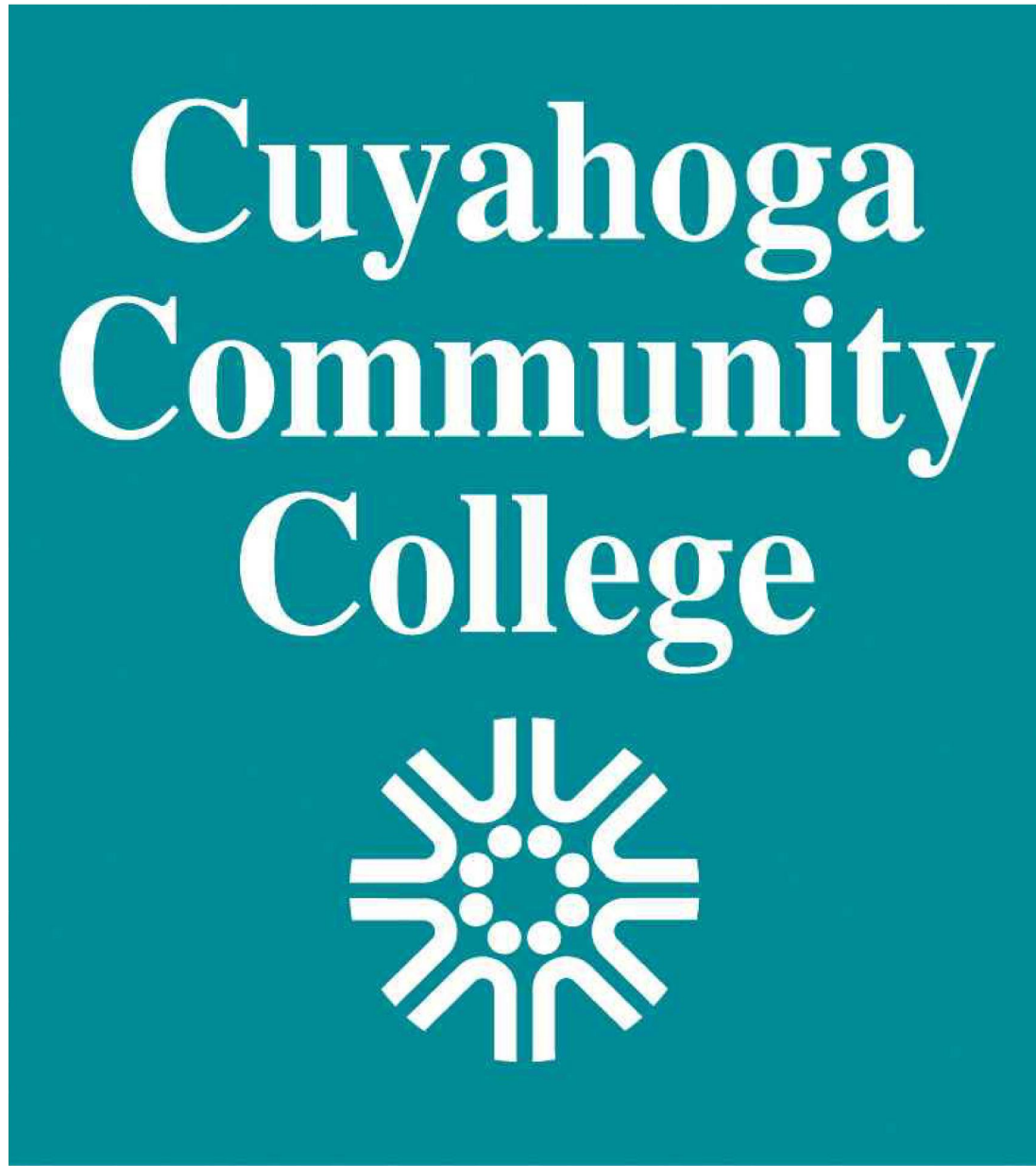
Sheet Number:

A4.0

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BRAND LOGO

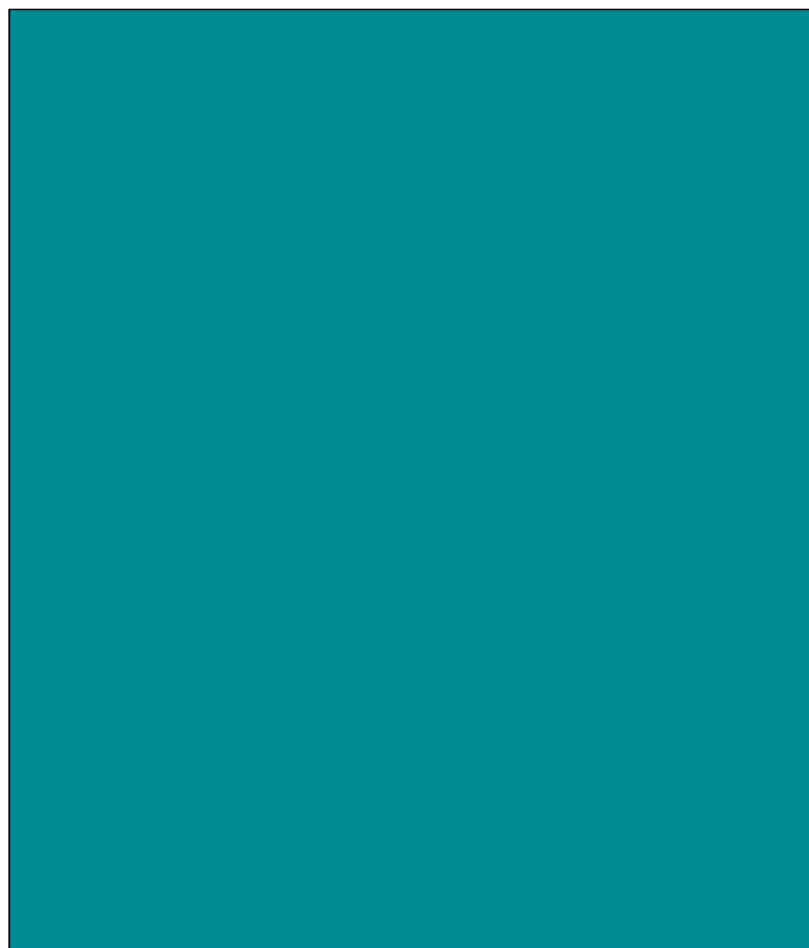


TEAL LOGO



TRADITIONAL BRAND LOGO

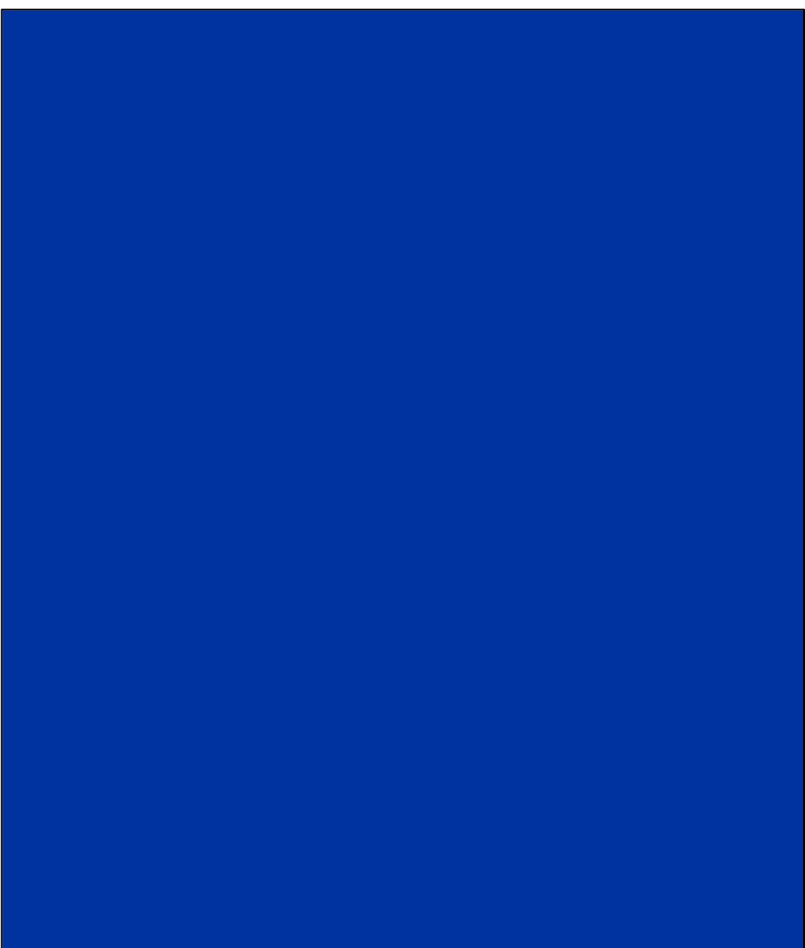
LOGO PALETTE



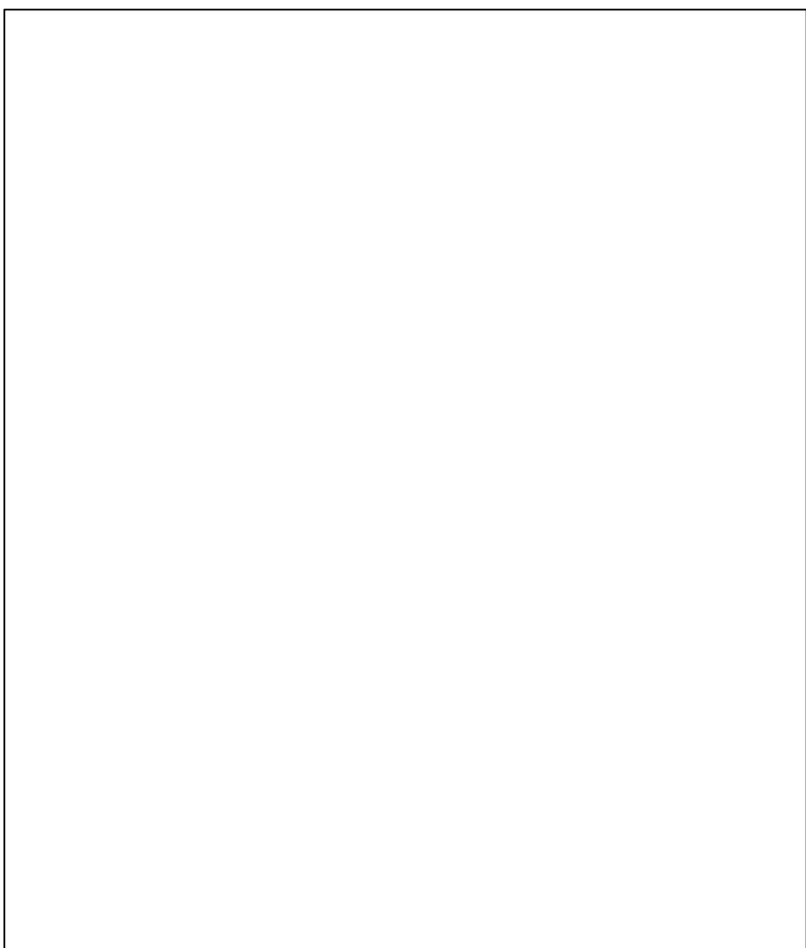
TRI-C TURQUOISE  
PMS 321C



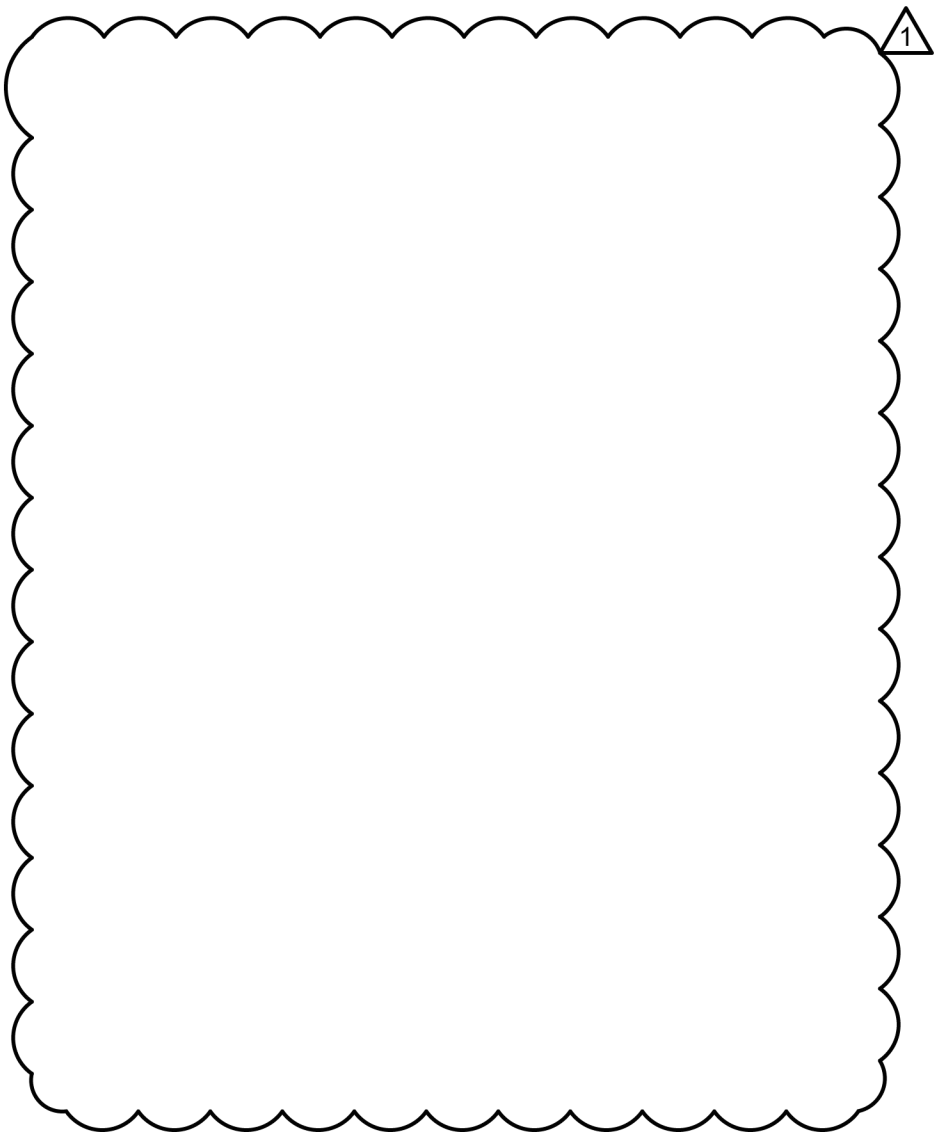
METROHEALTH DARK CYAN  
PANTONE 3272



METROHEALTH ROYAL BLUE  
PANTONE 286



WHITE PAINT



CUYAHOGA COMMUNITY COLLEGE  
METROPOLITAN CAMPUS

SIGNAGE IMPLEMENTATION - SCIENCE  
AND HEALTH CAREERS BUILDING

2900 COMMUNITY COLLEGE AVE. CLEVELAND, OH 44115

Issue:  
2020-11-03 - BIDDING & PERMITTING  
2020-11-16 - ADDENDUM NO. 1

BRAND  
COLOR  
PALETTE

City Architecture

3200 Euclid Ave  
Cleveland, Ohio 44103  
phone.216.881.2444  
fax.216.881.6713  
www.cityarch.com

Project No.  
19049C

Client's Project No.  
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Sheet Number:

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