

Addendum Date: January 22, 2019  
Bid Due Date: January 28, 2019

## **BID PACKAGE – BP23 Interior and Exterior Signage Addendum No. 01**

to the Plans and Specifications for  
Cuyahoga Community College  
C20163108 - West Science and IT Labs Addition and Renovation,

To the Bidders and Plan holders of Record:

This Addendum modifies and forms a part of the **Bid Packages 23 BIDDING DOCUMENTS** dated January 11, 2019 with no revisions noted to the Signage drawings. Acknowledge receipt of this Addendum in the space provided on the Bid Form. Failure to do so shall subject the Bidder to disqualification.

**A. Summary of General Contracting Revisions:**

The Bid Date remains unchanged. Sealed bids will be accepted at Cuyahoga Community College, District Offices 700 Carnegie Avenue, until 2:00 pm, on January 28, 2019, when all Bids will be opened in private; a Bid Tabulation will be published on the College's SMS Website shortly after opening.

The time period for submitting Requests for Interpretation expired January 21, 2019, and as of January 21, 2019, submission of Proposed Substitutions are no longer being accepted.

As of issuance of this Addendum, no Pre-Bid Substitutions or RFI's have been received.

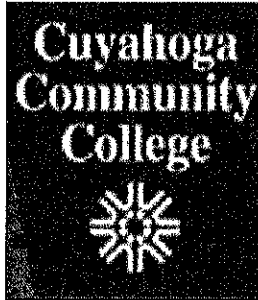
**B. Summary of Addendum 01 Content:**

- 1) AM Higley conducted the Pre-Bid Meeting on January 18, 2019, summarizing the pertinent project related and RFP specific items. Meeting minutes attached with this Addendum.

**C. Bidder Requests for Interpretations & Substitutions**

- None Received-

END OF ADDENDUM NO. 01



## Pre-Bid Meeting Minutes

Date: Friday, January 18, 2019  
Location: Cuyahoga Community College, Western Campus  
West STEM Project Trailer  
Time: 10:00 am  
Re: Tri-C West STEM & IT Renovation BP #23 – Interior & Exterior Signage  
Project #C201163108  
Attendees: See attached Sign-in Sheet

### 1. Introduction

Owner: Cuyahoga Community College (Tri-C)  
Phillip J. Pallone, PE (not present today)  
Director – Construction, Planning & Design  
Phone (216) 987-0572  
Email: [Phillip.Pallone@tri-c.edu](mailto:Phillip.Pallone@tri-c.edu)

Architect: Weber Murphy Fox, Inc. (WMF)  
1801 East Ninth Street  
Cleveland, OH 44114  
Clete Miller (not present)  
Principal  
Phone (216) 452-1202  
Email: [cmiller@wmf-inc.com](mailto:cmiller@wmf-inc.com)

Construction Manager: The Albert M. Higley Co. (AMH)  
3636 Euclid Ave.  
Cleveland, OH 55115  
Robert McCoy  
Sr. Project Manager  
Phone (216) 780-1935  
Email: [rmccoy@amhigley.com](mailto:rmccoy@amhigley.com)

## 2. Purpose of Pre-Bid Meeting

The purpose of the Pre-Bid Meeting is to provide bidders with an overview of the project and scope of work for the bid package currently out to bid (BP 23), as well to provide the opportunity to ask questions to the Project Team regarding the Contract Documents and bidding process & schedule.

## 3. Bidding Procedures

### a. Examination of Contract Documents and Site

- Prior to submitting a Bid, the Bidder shall examine all Contract Documents, including, but not limited to, the Drawings, Specifications, RFP Document, and Addenda for all divisions of Work for the Project, noting in particular all requirements which may affect its Work in any way.
- The Bidder's failure to become acquainted with the extent and nature of Work required to complete its Scope of Work in conformity with the requirements of the Contract Documents, shall not formulate a basis for additional compensation.

### b. Requests for Interpretation

- Last day to submit RFI's: **Monday, January 21, 2019**, seven (7) calendar days before the bid opening.
- If the Bidder finds any perceived ambiguity, conflict, error, omission, or discrepancy within the Contract Documents, including the Drawings, Specifications, and Addenda, or between any of the Contract Documents and applicable law, code or statute, then Bidder shall submit an RFI.
- Per the RFP document, submit RFI's to Robert McCoy at AMH - ([rmccoy@amhigley.com](mailto:rmccoy@amhigley.com)), with copy to Clete Miller at WMF - ([cmiller@wmf-inc.com](mailto:cmiller@wmf-inc.com)).

c. Substitutions Prior to Bid Opening

- Last day to submit Substitution Requests: **Monday, January 21, 2019**, seven (7) calendar days before the bid opening.
- It is the Bidder's responsibility to certify that the proposed item is equal in quality and all aspects of performance and appearance, to the item as specified.
- Submit Substitution Request to **Robert McCoy – Sr. Project Manager, AMH** ([rmccoy@amhigley.com](mailto:rmccoy@amhigley.com)) and **Clete Miller – Project Architect, WMF** ([cmiller@wmf-inc.com](mailto:cmiller@wmf-inc.com)). Contractor to include drawings, performance and test data, and other information necessary for a complete evaluation. Include a statement setting forth any changes that the proposed substitution will require to the Contract Documents or the Project.
- Substitution requests may only be provided by a Bidding Contractor, not a supplier, manufacture or distributor.

**4. Sealed Bid Requirements**

- a. Due Date: Monday, January 28, 2019, at 2:00 PM
- b. Received By: Cuyahoga Community College  
District Office, 700 Carnegie Ave.  
Cleveland, OH 44115  
Attn: Rob Ruppe, SMS
- c. Sealed Bids need to be labeled: **PRICING – C20163108 West Campus – STEM Center Addition and Renovation – BP#23 Interior and Exterior Signage**, delivered to, received and time stamped by the receptionist at the Cuyahoga Community College District Office.
- d. Bids received after 2:00 PM will not be considered.
- e. The College will not be responsible if bids are delivered late or to the wrong location by the postal service, express service or any other carrier.
- f. Submission of combined bids is not applicable with this bid package. Bidders must submit their bid as itemized on the Proposal Form included with Appendix A.
- g. Any change, alteration, or addition to the Proposal Form may cause a bid to be rejected as non-responsive.
- h. There will not be a public bid opening for the above noted bid package; bids will be posted on the Tri-C website within a few days of the bid opening.

**5. Bid Package Required Submittal Documents (the following two documents only):**

- a. **Appendix A – Proposal Form** complete with bid amounts in both numerals and words where designated on the Proposal Form. Include acknowledgement of specific addenda received and included in contractor's bid where noted.

- b. **Appendix B – Bidder’s Certification and Authorization to Execute** including all information designated on the form.
- c. **NOTE – Bid Bond not Required.**

## 6. Securing Construction Documents

- a. Construction documents including drawings and specifications have been emailed to all requesting bidders and are available as requested by emailing Tri-C Phil Pallone ([Phillip.pallone@tri-c.edu](mailto:Phillip.pallone@tri-c.edu)). All bidding information relative to this bid package will be available at the Tri-C website.

## 7. Overall Project and Bid Package Review

- a. Project Schedule (bid schedule provided with the bid documents).
  - Overall Project Completion for Phase I – New Construction 7/31/19.
  - Overall Project Completion for Phase 2 – Renovations 3/3/20
- b. Site Conditions/Construction Access
  - Use of CCC Facilities – unless approved by the college or AMH is prohibited.
  - Contractor Parking – provided at CCC parking lot designated area just north of the project site within easy walking distance.
  - Materials/Delivery/Staging – to be coordinated with AMH either at stoned parking lot/staging area or via construction entrance at the north side of the project. All construction traffic is to enter the CCC campus off of York Rd. onto Letterman Drive (west) and then south into the campus at the first stop sign (no exceptions).
- c. Safety and Safety Plan Requirements
  - AMH Project Safety Plan sets the project safety standards. This plan includes numerous requirements above and beyond OSHA.
  - ALL Contractors must submit a 3SP safety plan to AMH Safety Dept. for review and approval. Contractors are advised to start this process immediately upon award to ensure approval prior to mobilizing on site (requirement).
  - Mandatory safety training for all new workers mobilizing on site, takes about 30 minutes. Must provide driver’s license and current Drug Free Card (no exceptions).
  - Protect the students, staff, guests and visitors to the campus.
  - Noise, dust control.
  - Overhead work and fall protection, tie-off required at all times in lifts.
  - Personnel Protective Equipment – hard hats, safety glasses, gloves plus other task requirements as needed. ....NO EXCEPTIONS.
  - Lockout/tag-out for electrical panels strictly enforced.
  - Ventilation and air quality – there is an IAQ plan in place for the project.
- d. Inclusion and Diversity Goals – LCP Tracker utilized for all Contractors to report certified payrolls.

- e. Bid Package Specific Scope of Work – refer to Exhibit C – Scope of Work Document. Any required revisions/additions from the original bid package will be highlighted in the revised document to be included with Addendum #1.
  - This is a LEED project with requirements included in the specifications and other project documents. All bidding contractors are advised that it will be a requirement to conform with the procedures outlined in the project Indoor Quality Plan (IAQ) and Waste Management Plan as provided with the bid documentation. Clete Miller – WMF pointed out the importance of separating out waste material, including packing materials; those which are recyclable versus those which are not. Contractors requested to remove non-recyclable packing materials from the site.
- f. AMH and WMF explained the layout of the building as well as signage that would be required around the campus. An actual site walkthrough was not held with this pre-bid meeting.
- g. WMF – Clete Miller reviewed a summary of the signage scope including the sign types noted on Dwg. AG-100.
- h. Discussed exterior signage. For post mounted items, these are typically located in landscape/grass areas (Signs I2 and CP1 bases are to be encased in concrete).
- i. For exterior signs (kiosks) to receive new graphics, the new graphics must be durable for the environmental conditions. The graphics are applied stickers, not inserts.
- j. Exterior illuminated ‘STEM CENTER’ signs go at metal panels provided by the curtainwall/panel contractor. Electrical line power is provided by the electrical contractor to within 15 ft. of the sign, transformer and low voltage will be by the BP23 Signage contractor. The vestibules inside are accessible ceilings for purposes of chasing rough-ins out to the sign locations. It was noted that due to height above grade for this sign (one at the north entrance and one at the south entrance), a manlift should be anticipated for installation. Contractors should refer to the Signage Standard documents for how to configure wiring for the illuminated (J10) STEM CENTER signs.
- k. There was meeting discussion as to how bidding contractors should determine the quantity of the various sign types required. Quantities are not spelled out on Sheet AG-100. **WMF and AMH clarified that bidding contractors are to perform their own takeoffs per the signage designations and locations as included with the signage floor plans. Signage quantities will not be specifically provided in a signage schedule (AG-100).**
- l. There is roughly an 80/20 percentage split between Ph.1 Building ‘D’ and Ph.2 Buildings A, B, F as far as the overall signage scope goes. AMH noted that it should be possible to prepare submittals and manufacture signs for both building phases during Phase 1. Phase 2 installation, however, cannot happen until that work is executed late 2019/early 2020.
- m. For interior signage, ceiling mounting will be in both drywall ceilings and acoustical tile ceilings. Typically, ceilings at Building ‘D’ are 9’-6” AFF, with ceilings at Buildings ‘A’ and ‘B’ being a lower height.
- n. WMF pointed out that signs going in sidelights are spec’d to have a scrim at the back to conceal the sign face adhesive.

- o. For Phase 2, existing signage removal requirements at Buildings 'A' and 'B' are noted in the construction documents. Removing and providing temporary signage during renovation and painting will be required with the BP23 scope, as well as reinstalling signs afterward.
- p. WMF noted that all "copy"/artwork required for the signage scope will be provided to the successful signage contractor after contract award.

Pre-Bid Meeting Attendance Sheet

Tri-C West STEM & IT - Bid Package No. 23 Interior & Exterior Signage

Project #C20163108

Location: Tri-C West STEM Project Trailer

Friday, January 18, 2019

NAME	ORGANIZATION	E-MAIL	PHONE
Albert Handwad Elter Sign Co.		Albert@elalter.com	230-628-9907 x123
<sup>Philby Saron</sup> Vince Pitonro	Blink Signs	Salas@blinksigns	216) 503-2568
Bob McCoy	AMH	rmccoy@amhigley.com	216-780-1935
Chris Orr	AMH	corr@amhigley.com	216-287-1622
Clete Miller	WMF	cmiller@wmf-inc.com	216-452-1202
Matt Anderson	AMH	manderson@amhigley.com aldo@bnextdesign.com	216-392-4810
D Neris	(B NEXT)	B NEXT Design	216 688-1800
Hiana Karangijj	Agile Sign	hianake@agilesign.com	440 749 7724
STACY CRUTE	AGILE SIGN		
ERIC KREMER	ASI SIGNAGE	ERIC.KREMER@ASISIGNAGE.COM	216-831-1345