



**PURCHASING DIVISION
ROOM 210 CITY HALL
142 EAST MAIN STREET
MERIDEN, CONNECTICUT 06450-8022**

**RAWLE DUMMETT
PURCHASING OFFICER**

PHONE 203-630-4115

**NOTICE TO BIDDERS
ADDENDUM #001**

TO THE BID FOR: B024-54 ARPA New Opportunity Kitchen Remodel

FOR: City of Meriden

BID DUE DATE: May 9, 2024 at 11:30 A.M.

Please acknowledge receipt of all addenda on the Bid Form Page(s).

The following addendum is intended to provide bidders with additional information.

At this time the City does not have the infrastructure to accept electronic bids and therefore bids will only be accepted as directed in the bid documents.

Rawle Dummett
Purchasing Officer
Dated: April 30, 2024



HUESTIS TUCKER
 ARCHITECTS

NO	REVISIONS AND CLARIFICATIONS		REF. SPEC. SECTION	REF. DWG.	REF. BID SK
	Bidding Clarifications				
	<u>Division 1</u>				
1.01	Add specification section 013000 Administrative Requirements		13000		
	<u>Division 2</u>				
2.01	Clarification of demolition and configuration of closet at existing office.				BID SK-1
					BID SK-2
End of Addendum No. 1					

**SECTION 013000
ADMINISTRATIVE REQUIREMENTS**

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. General administrative requirements.
- B. Submittals for review, information, and project closeout.
- C. Number of copies of submittals.
- D. Requests for Interpretation (RFI) procedures.
- E. Submittal procedures.

1.02 REFERENCE STANDARDS

- A. AIA G810 - Transmittal Letter; 2001.

1.03 GENERAL ADMINISTRATIVE REQUIREMENTS

- A. Comply with requirements of Section 017000 - Execution and Closeout Requirements for coordination of execution of administrative tasks with timing of construction activities.
- B. Make the following types of submittals to Architect:
 - 1. Requests for Interpretation (RFI).
 - 2. Requests for substitution.
 - 3. Shop drawings, product data, and samples.

PART 2 PRODUCTS - NOT USED

PART 3 EXECUTION

3.01 REQUESTS FOR INTERPRETATION (RFI)

- A. Definition: A request seeking one of the following:
- B. Whenever possible, request clarifications at the next appropriate project progress meeting, with response entered into meeting minutes, rendering unnecessary the issuance of a formal RFI.
- C. Preparation: Prepare an RFI immediately upon discovery of a need for interpretation of Contract Documents. Failure to submit a RFI in a timely manner is not a legitimate cause for claiming additional costs or delays in execution of the work.
 - 1. Prepare a separate RFI for each specific item.
- D. Reason for the RFI: Prior to initiation of an RFI, carefully study all Contract Documents to confirm that information sufficient for their interpretation is definitely not included.
 - 1. Improper RFIs: Requests not prepared in compliance with requirements of this section, and/or missing key information required to render an actionable response. They will be returned without a response, with an explanatory notation.
 - 2. Frivolous RFIs: Requests regarding information that is clearly indicated on, or reasonably inferable from, Contract Documents, with no additional input required to clarify the question. They will be returned without a response, with an explanatory notation.
- E. Content: Include identifiers necessary for tracking the status of each RFI, and information necessary to provide an actionable response.
- F. Attachments: Include sketches, coordination drawings, descriptions, photos, submittals, and other information necessary to substantiate the reason for the request.
- G. Review Time: Architect will respond and return RFIs to Contractor within seven calendar days of receipt. For the purpose of establishing the start of the mandated response period, RFIs received after 12:00 noon will be considered as having been received on the following regular working day.
- H. Responses: Content of answered RFIs will not constitute in any manner a directive or authorization to perform extra work or delay the project. If in Contractor's belief it is likely to lead to a change to Contract Sum or Contract Time, promptly issue a notice to this effect, and follow up with an appropriate Change Order request to Owner.

1. Response may include a request for additional information, in which case the original RFI will be deemed as having been answered, and an amended one is to be issued forthwith. Identify the amended RFI with an R suffix to the original number.
2. Upon receipt of a response, promptly review and distribute it to all affected parties, and update the RFI Log.
3. Notify Architect within seven calendar days if an additional or corrected response is required by submitting an amended version of the original RFI, identified as specified above.

3.02 SUBMITTAL SCHEDULE

- A. Submit to Architect for review a schedule for submittals in tabular format.
 1. Submit at the same time as the preliminary schedule specified in Section - 013216 - Construction Progress Schedule.
 2. Coordinate with Contractor's construction schedule and schedule of values.
 3. Format schedule to allow tracking of status of submittals throughout duration of construction.
 4. Arrange information to include scheduled date for initial submittal, specification number and title, submittal category (for review or for information), description of item of work covered, and role and name of subcontractor.
 5. Account for time required for preparation, review, manufacturing, fabrication and delivery when establishing submittal delivery and review deadline dates.

3.03 SUBMITTALS FOR REVIEW

- A. When the following are specified in individual sections, submit them for review:
 1. Product data.
 2. Shop drawings.
 3. Samples for selection.
 4. Samples for verification.
- B. Submit to Architect for review for the limited purpose of checking for compliance with information given and the design concept expressed in Contract Documents.
- C. Samples will be reviewed for aesthetic, color, or finish selection.
- D. After review, provide copies and distribute in accordance with SUBMITTAL PROCEDURES article below and for record documents purposes described in Section 017800 - Closeout Submittals.

3.04 SUBMITTALS FOR INFORMATION

- A. When the following are specified in individual sections, submit them for information:
 1. Design data.
 2. Certificates.
 3. Test reports.
 4. Inspection reports.
 5. Manufacturer's instructions.
 6. Manufacturer's field reports.
 7. Other types indicated.
- B. Submit for Architect's knowledge as contract administrator or for Owner.

3.05 SUBMITTALS FOR PROJECT CLOSEOUT

- A. Submit Correction Punch List for Substantial Completion.
- B. Submit Final Correction Punch List for Substantial Completion.
- C. When the following are specified in individual sections, submit them at project closeout in compliance with requirements of Section 017800 - Closeout Submittals:
 1. Project record documents.
 2. Operation and maintenance data.
 3. Warranties.
 4. Bonds.

5. Other types as indicated.
- D. Submit for Owner's benefit during and after project completion.

3.06 NUMBER OF COPIES OF SUBMITTALS

- A. Electronic Documents: Submit one electronic copy in PDF format; an electronically-marked up file will be returned. Create PDFs at native size and right-side up; illegible files will be rejected.
- B. Samples: Submit the number specified in individual specification sections; one of which will be retained by Architect.
 1. After review, produce duplicates.
 2. Retained samples will not be returned to Contractor unless specifically so stated.

3.07 SUBMITTAL PROCEDURES

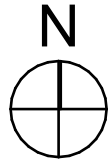
- A. General Requirements:
 1. Use a separate transmittal for each item.
 2. Transmit using approved form.
 - a. Use Form AIA G810.
 3. Sequentially identify each item. For revised submittals use original number and a sequential numerical suffix.
 4. Identify: Project; Contractor; subcontractor or supplier; pertinent drawing and detail number; and specification section number and article/paragraph, as appropriate on each copy.
 5. Apply Contractor's stamp, signed or initialed certifying that review, approval, verification of products required, field dimensions, adjacent construction work, and coordination of information is in accordance with the requirements of the work and Contract Documents.
 - a. Submittals from sources other than the Contractor, or without Contractor's stamp will not be acknowledged, reviewed, or returned.
 6. Deliver each submittal on date noted in submittal schedule, unless an earlier date has been agreed to by all affected parties, and is of the benefit to the project.
 - a. Send submittals in electronic format via email to Architect.
 7. Schedule submittals to expedite the Project, and coordinate submission of related items.
 - a. For each submittal for review, allow 15 days excluding delivery time to and from the Contractor.
 - b. For sequential reviews involving Architect's consultants, Owner, or another affected party, allow an additional 7 days.
 8. Identify variations from Contract Documents and product or system limitations that may be detrimental to successful performance of the completed work.
 9. Provide space for Contractor and Architect review stamps.
 10. When revised for resubmission, identify all changes made since previous submission.
 11. Distribute reviewed submittals. Instruct parties to promptly report inability to comply with requirements.
 12. Incomplete submittals will not be reviewed, unless they are partial submittals for distinct portion(s) of the work, and have received prior approval for their use.
- B. Product Data Procedures:
 1. Submit only information required by individual specification sections.
 2. Collect required information into a single submittal.
 3. Do not submit (Material) Safety Data Sheets for materials or products.
- C. Shop Drawing Procedures:
 1. Prepare accurate, drawn-to-scale, original shop drawing documentation by interpreting Contract Documents and coordinating related work.
 2. Do not reproduce Contract Documents to create shop drawings.
 3. Generic, non-project-specific information submitted as shop drawings do not meet the requirements for shop drawings.
- D. Samples Procedures:
 1. Transmit related items together as single package.

2. Identify each item to allow review for applicability in relation to shop drawings showing installation locations.

3.08 SUBMITTAL REVIEW

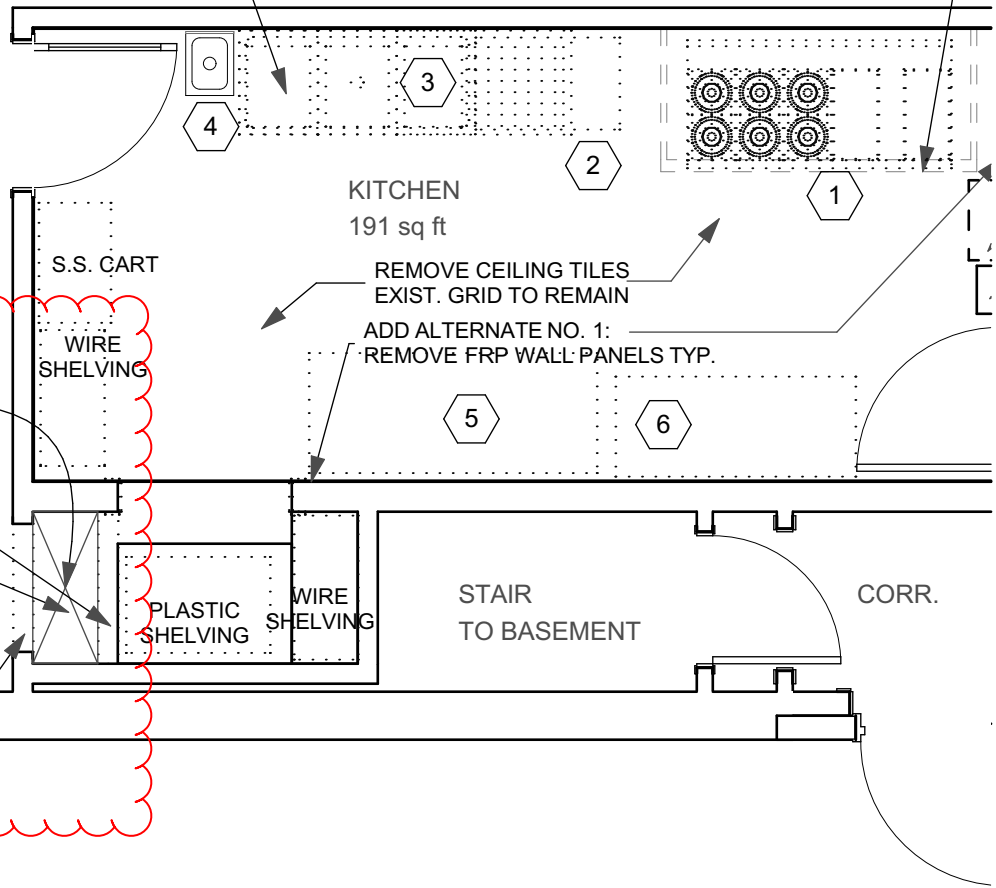
- A. Submittals for Review: Architect will review each submittal, and approve, or take other appropriate action.
- B. Submittals for Information: Architect will acknowledge receipt and review. See below for actions to be taken.
- C. Architect's actions will be reflected by marking each returned submittal using virtual stamp on electronic submittals.
- D. Architect's and consultants' actions on items submitted for review:
 1. Authorizing purchasing, fabrication, delivery, and installation:
 - a. "Approved", or language with same legal meaning.
 - b. "Approved as Noted, Resubmission not required", or language with same legal meaning.
 - 1) At Contractor's option, submit corrected item, with review notations acknowledged and incorporated.
 - c. "Approved as Noted, Resubmit for Record", or language with same legal meaning.
 2. Not Authorizing fabrication, delivery, and installation:
 - a. "Revise and Resubmit".
 - 1) Resubmit revised item, with review notations acknowledged and incorporated.
 - b. "Rejected".
 - 1) Submit item complying with requirements of Contract Documents.
- E. Architect's and consultants' actions on items submitted for information:
 1. Items for which no action was taken:
 - a. "Received" - to notify the Contractor that the submittal has been received for record only.
 2. Items for which action was taken:
 - a. "Reviewed" - no further action is required from Contractor.

END OF SECTION 013000



REMOVE PLUMBING ASSOCIATED
W/ 3 BAY SINK.
HAND SINK PLUMBING TO BE
MODIFIED AS REQ'D.

EXIST. HOOD TO REMAIN



NOTE:
CONDITION BTWN.
EXIST. WALLS TBD.
PROCEED AS FOLLOWS:

1. REMOVE EXIST. WALL
2. REVIEW W/ ARCHITECT
CONDITION BTWN.
EXIST. WALLS
3. CUT IN OPENING FOR
NEW DOOR

REMOVE CEILING TILES
EXIST. GRID TO REMAIN
ADD ALTERNATE NO. 1:
REMOVE FRP WALL PANELS TYP.

PRELIMINARY - NOT FOR CONSTRUCTION



HUESTIS TUCKER
ARCHITECTS

15 RESEARCH DRIVE, SUITE 5, WOODBRIDGE, CT 06525
203-248-1007 • HUESTISTUCKER.COM

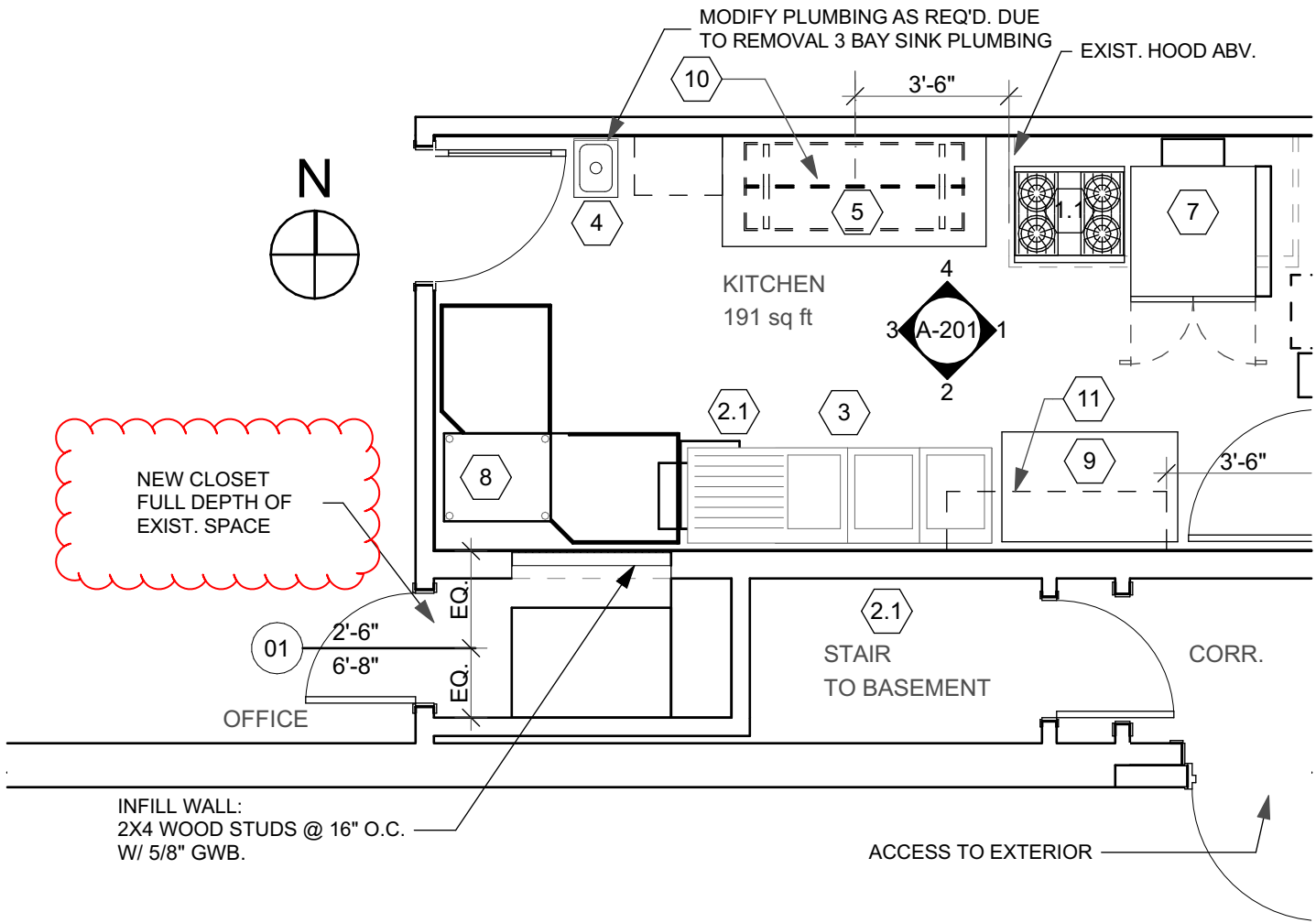
PROJECT: **NEW OPPORTUNITIES**

TITLE: **PART DEMOLITION PLAN**

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

DATE: **4/29/2024**

BID SK-1



INFILL WALL:
 2X4 WOOD STUDS @ 16" O.C.
 W/ 5/8" GWB.

PRELIMINARY - NOT FOR CONSTRUCTION



HUESTIS TUCKER
 ARCHITECTS

15 RESEARCH DRIVE, SUITE 5, WOODBRIDGE, CT 06525
 203-248-1007 • HUESTISTUCKER.COM

PROJECT:	NEW OPPORTUNITIES	
TITLE:	PART PROPOSED PLAN	
SCALE:	1/4" = 1'-0"	DATE: 4/29/2024

BID SK-2