

## ADDENDUM 1 – ISSUED SEPTEMBER 23, 2024

### HAVERFORD TOWNSHIP SKATIUM LOCKER ROOM RENOVATIONS

#### PART 1 - GENERAL

##### 1.1 PREBID MEETING

- A. Architect will conduct a prebid meeting as indicated below:
1. Meeting Date: **Wednesday, October 2, 2024.**
  2. Meeting Time: **1:00 PM**, local time.
  3. Location, In-Person Meeting: Skatium, 1002 Darby Road, Havertown, PA.
  4. Information provided during Prebid Meeting does not constitute a modification to the Procurement and Contracting Documents. Modifications to the Procurement and Contracting Documents are issued by written Addendum only.
- B. Attendance:
1. Prime Bidders: Attendance at Prebid Meeting is recommended/encouraged.
  2. Subcontractors: Attendance at Prebid Meeting is recommended.
- C. Bidder Questions: Submit written questions to be addressed at Prebid Meeting minimum of two business days prior to meeting
1. Submit requests for clarification or interpretation using form bound in Project Manual.
  2. Submit requests for substitution/prior approval using form bound in Project Manual.
  3. Only questions submitted as noted herein will be addressed at the Prebid Meeting. No new questions will be taken on-site during the Prebid Meeting.
- D. Agenda: Prebid Meeting agenda will include review of topics that may affect proper preparation and submittal of bids, including the following:
1. Procurement and Contracting Requirements:
    - a. Advertisement for Bids.
    - b. Instructions to Bidders.
    - c. Bidder qualifications.
    - d. Bonding.
    - e. Insurance.
    - f. Bid security.
    - g. Bid Form and attachments.
    - h. Bid submittal requirements.
    - i. Bid Submittal Checklist.
    - j. Notice of Award.
  2. Communication during Bidding Period:

- a. Obtaining documents.
  - b. Bidder's Requests for Information.
  - c. Bidder's Substitution Request/Prior Approval Request.
  - d. Addenda.
3. Contracting Requirements:
    - a. Agreement.
    - b. The General Conditions.
    - c. The Supplementary Conditions.
    - d. Other Owner requirements.
  4. Construction Documents:
    - a. Scope of Work.
    - b. Temporary facilities.
    - c. Use of site.
    - d. Work restrictions.
    - e. Substitutions following award.
  5. Schedule:
    - a. Project schedule.
    - b. Contract Time.
  6. Site/facility visit or walkthrough.
  7. Post-meeting addendum.
- E. Minutes: Architect will record and distribute meeting minutes to attendees and others known by issuing office to have received a complete set of Procurement and Contracting Documents. Minutes of meeting are issued as Available Information and do not constitute a modification to the Procurement and Contracting Documents. Modifications to the Procurement and Contracting Documents are issued by written Addendum only.
1. Sign-in Sheet: Minutes will include list of meeting attendees.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF DOCUMENT 002513