



**THOMPSON
& LITTON** EST.
1956

ENGINEERS ARCHITECTS SURVEYORS

ADDENDUM NO. 001

TO: All Plan Holders

RE: Long-Term and Short-Term Parking Lot Reconfiguration
Roanoke Regional Airport Commission
T&L Project No. 15175
RRAC Bid No. 20-002

DATE: November 17, 2020

BIDS RECEIVED DATE: December 2, 2020

This Addendum forms a part of the Contract Documents and modifies the original Bidding Documents dated March 30, 2020, 2020, as noted below. Acknowledge receipt of this Addendum in the space provided on the Bid Form. Failure to do so may subject Bidder to disqualification.

This Addendum consists of 9 pages.

CLARIFICATIONS AND ANSWERS TO PRE-BID QUESTIONS:

1. The Pre-Bid Conference Meeting Notes are enclosed.
2. The Pre-Bid Conference Attendance Record is enclosed.

CHANGES TO THE SPECIFICATIONS:

1. No changes to specifications.

CHANGES TO DRAWINGS:

1. No changes to drawings.

Enclosures: Pre-Bid Conference Meeting Notes, 6 pages
Pre-Bid Conference Attendance Record, 2 pages



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ENGINEERS ARCHITECTS SURVEYORS

PRE-BID CONFERENCE MINUTES

PROJECT: Long-Term and Short-Term Parking Lot Reconfiguration
Roanoke Regional Airport Commission
RRAC Bid No. 20-002
T&L Project No. 12813

DATE: November 12, 2020

1. PROJECT PERSONNEL:

Architectural/Engineering Firm: Thompson & Litton, Inc.

Engineering Representative: Jennifer Moore
Telephone: (423) 989-9491

Project Manager: Barry Collier
Telephone: (540) 633-1897

2. SCOPE OF PROJECT:

The Project consists of the construction and reconfiguration of the existing Long-Term and Short-Term Parking Lots. Construction includes the addition of a roundabout, modifications to the terminal loop road, Thirlane Road, and the parking lot entry and exit configuration. The existing vehicle exit canopy will be demolished including the ticket booths. A new vehicle entry / exit canopy will be constructed. The construction of a new Cell Phone Lot is included as an additive bid.

It is expected the work will occur in phases; Phase 1 Roundabout and Phase 2 Milling and Overlay. These Phases are different than the airports administrative Phases.

3. SPECIAL SITE/PROJECT CONDITIONS:

Airport Safety Requirements in Project Manual, coordination with ongoing airport operations. Maintain vehicle access to open portions of parking lot. SWM orifice plate



installation will require coordination with the airport for access within the restricted runway area.

4. INSTRUCTIONS TO BIDDERS:

Bid Form – Section C

Part A Lump Sum price for all work associated with the Base Bid.
Additive Bid Item 1 Lump Sum Price for all work associated with the Cell Phone Parking lot.

Bid Bond of 5% Required, shall be submitted with bid.

Contract Time:

Phases are administrative and not related to construction phasing.

Thirty (30) consecutive calendar days from Phase 1 Administrative Services Notice to Proceed.

Substantial Completion Two Hundred Forty (240) calendar days of the effective date of the Phase 2 Notice to Proceed.

Final Acceptance Two Hundred Seventy (270) calendar days of the effective date of the Phase 2 Notice to Proceed.

Final acceptance includes all inspections and testing procedures required by these contract documents.

If the additive bid is accepted, the total Phase 2 completion time will be extended by Thirty (30) calendar days for a total of Two Hundred Seventy (270) calendar days to Substantial Completion and Final Acceptance within Three Hundred (300) calendar days

5. STAGING AREA:

Utilities, Site Limitations, Access, Parking, Storage: Coordinate with airport. New cell phone lot has been identified as a staging area.

6. PROTECTION OF ADJACENT AREAS AND FACILITIES:

Areas outside of renovation shall be protected. Maintain a trash free site and prevent debris from flying onto the runway adjacent to project. Covered trash containers for exterior site dumpsters.



7. COORDINATION:

Documents are currently under City of Roanoke Review for Comprehensive Development Plan (CP20-0022) and Building Permit (CACC20-0042).

Contractor will be responsible to provide:

Stormwater Pollution Prevention Plan document has been prepared but the contractor is to fill out the DEQ Registration Statement, and Construction General Permit to complete the SWPPP documentation.

Land Disturbance Permit (emailed to the city prior to review conference with the city).

Comprehensive Development Plan Agreement,

A guarantee/surety must be submitted in the form of a letter of credit, insurance bond, or certified check in the amount of (TBD) and must be accompanied by the agreement above in order to be accepted,

Furnish the City of Roanoke's Planning Building and Development Department with a field surveyed final correct set of as-built plans of the newly constructed storm drain and/or stormwater management facilities sealed by a licensed professional registered in the Commonwealth of Virginia prior to final acceptance and issuance of a certificate of occupancy by the City.

Contractor to provide guarantee to city for development.

Contractor must be a Responsible Land Disturber currently registered with the Virginia Department of Environmental Quality.

Contractor will be required to obtain a right-of-way excavation permit for any excavation work occurring in the ROW.

A pdf file of the stamped/signed approved set of plans will be issued at the city's preconstruction conference. Immediately following the preconstruction conference, the land disturbance permit may be obtained (this meeting will need to include the RLD and the general contractor). Both of these documents are required to be issued prior to any construction and both must be kept on site at all times.

Question regarding forms required by the contractor or the city's preconstruction conference can be discussed with Aaron Cypher 540-853-6501.



8. CONTRACT(S) DETAILS:

The Contractor will be issued two Notices to Proceed for the work under this Contract.

The first Notice to Proceed for **Phase 1-Administrative Services** will be issued upon the return of the executed Contract to Contractor. During Phase 1, Contractor will attend a preconstruction conference facilitated by T&L with the Airport, prepare, submit and have approved work and phasing schedules, safety plans, color samples, other required submittals, etc.; arrange for its employees and/or subcontractors to be background checked, trained and badged for access to and work within the airport secured areas; and order supplies and other equipment needed for the project. All work preliminary to the actual start of labor at the Airport must commence within ten (10) calendar days and completed within Thirty (30) calendar days of the effective date of the first Notice to Proceed. Review time by the Owner and/or Engineer during which Contractor can undertake none of the administrative tasks shall not be counted as part of this time period.

The second Notice to Proceed will be for **Phase 2 –Performance of the Work**, which will be issued by Owner at the expiration of the Phase I time period. All Phase 2 Work on site shall commence within ten (10) calendar days and shall be Substantially Complete within Two Hundred Forty (240) calendar days and achieve Final Acceptance within Two Hundred Seventy (270) calendar days of the effective date of the Phase 2 Notice to Proceed, including all inspections and testing procedures required by these contract documents. If the additive bid is accepted, the total Phase 2 completion time will be extended by Thirty (30) calendar days for a total of Two Hundred Seventy (270) calendar days to Substantial Completion and Final Acceptance within Three Hundred (300) calendar days.

Liquidated Damages: \$500.00

Per each calendar day for which work remains incomplete after the contract time for Phase 1 Administrative Services and Phase 2 Performance of Work.

9. BID DOCUMENTS:

Documents will be posted on eVA, Virginia Department of General Services' central electronic procurement website, at <https://eva.virginia.gov>, and on the Roanoke Blacksburg Regional Airport Current Bids and Proposals website, at <https://www.flyroa.com/current-bids-and-proposals>. Electronic copies of the Contract Documents can also be obtained by emailing Erin Henderson, Contracts Administration, Roanoke Regional Airport, at Erin.Henderson@flyroa.com.



10. SEPARATE OWNER'S CONTRACTS INTERFACING:

Access control equipment and installation will be provided by separate contract.
Contractor responsible for infrastructure pathways.

11. CONFIRMATION OF BID DATE AND TIME:

Sealed bids shall be received until 2:00 P.M., prevailing time on December 2, 2020, at the Office of Roanoke Regional Airport Commission, Conference Room A on the Second Floor of the Airport Terminal Building, 5202 Aviation Drive, Roanoke, Virginia 24012.

Bids will be publicly opened and read aloud at that time in Conference Room A on the Second Floor of the Airport Terminal Building.

12. CONTRACTOR QUESTIONS:

All questions must be submitted in writing using the Pre-Bid Question Form provided in the Bid Documents. Instructions for submission (via email or fax) are included on the form. Responses to questions, if deemed necessary, will be made via addendum(a).

Email: Erin Henderson, Erin.Henderson@flyroa.com

Deadline (Date/Time) for Submitting Questions: November 18, 2020 at 2:00 PM

Acknowledgment of all Addenda shall be made in the space provided in the Bid Form.

13. ADDENDA/ITEMS TO BE CLARIFIED:

- A. Additive Bid Item 1 will become part of the base bid. Bid Form will be adjusted.
- B. Contract time will be adjusted to reflect the addition of Additive Bid Item 1 to the base bid.
- C. Badging will be required for work inside the secure area.
- D. Drawings can be obtained by contacting Erin Henderson, Erin.Henderson@flyroa.com
- E. Stone, concrete, asphalt materials do not have to meet FAA Standard, VDOT Standard is required.
- F. WVWA will inspect water and sewer lines. City of Roanoke will inspect Storm Drain. Contractor shall call for inspections.
- G. Work hours will need to be coordinated with the Airport. Resident Project Representative (RPR) services will be required. RPR hours will impact contractor work hours.
- H. Existing fire hydrants and water meter to be reused.



- I. Testing and inspections to be the contractor's responsibility.

14. SITE VISIT

Contractors were given the opportunity to view the site.



THOMPSON & LITTON

PRE-BID CONFERENCE ATTENDANCE RECORD

THURSDAY, NOVEMBER 12, 2020

10:00 AM - PARKING LOT EXIT CANOPY
434-941-0092

Jacob Beasley

J+M Infrastructure Utilities - Site Civil Contractor JB

Jacob Beasley@jandmininfrastruc.com
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RRAC Long Term / Short Term Parking Lot Reconfiguration
T&L Project No. 15175

David Mitchell Hall's Construction 540-988-6007 DGM dmitche@hcs-va.com

| NAME | COMPANY | WORK NUMBER | INITIALS | EMAIL ADDRESS |
|--------------------------|--------------------------|-------------------|-----------------|----------------------------|
| Richard Osborne | Roanoke Regional Airport | 540-362-1999 | RO | Richard.Osborne@flyroa.com |
| Tim Bradshaw | Roanoke Regional Airport | 540-362-1999 | | Tim.Bradshaw@flyroa.com |
| Jay Ball | Roanoke Regional Airport | 540-362-1999 x277 | | Jay.Ball@flyroa.com |
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| Barry Collier | Thompson & Litton | 540-633-1897 | BC | bcollier@t-l.com |
| Jennifer Moore | Thompson & Litton | 423-989-9491 | conference call | jmoore@t-l.com |
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