

ADDENDUM NO. ONE (1)

Date: 07/16/2021 Architect's Project No. A21-044

Project: RFP #21-012 CMAR Services for E Center Event and Conference Space Project

Client: City of Sugar Hill

Contract for: General Contracting

This Addendum forms a part of the Contract Documents and Construction Drawings and modifies the original Bid Documents for the above referenced project.

CHANGES TO THE CONTRACT DOCUMENTS

A. CHANGES TO THE SPECIFICATIONS

None at this time

B. CHANGES TO THE DRAWINGS

None at this time

C. CONTRACTOR QUESTIONS

Q1: Can you give me an idea of the total SF of construction and a ballpark of the anticipated cost of construction (\$1M, \$5M, \$10M??) for the Sugar Hill E Center Event and Conference Space project?

A1: Please refer to the drawings sheet LS2.1 for building area square footage. The project construction costs are anticipated to be between \$500,000 to \$1.5M depending on final scope determined during preconstruction phase.

Q2: Schedule C – Similar Project Experience shows for the construction manager to list similar projects between \$20 and \$50 Million. It appears these two projects are not that price range. Please let me know what price range we should use.

A2: Refer to attached revised Schedule C.

Q3: Schedule M – Fee Proposal lists General Conditions and Percentage Fee for the construction manager to complete. Please provide a definition of what is considered General Conditions vs what will be considered cost of work. In addition, please provide a definition of what is considered Fee vs cost of work.

A3: Refer to attached Schedule N – Schedule of General Conditions.

D. CLARIFICATIONS

1. Schedule I – Project Record may be omitted from the Proposal as it was duplicate information as provided in Schedule C.

E. ATTACHMENTS

Mandatory Pre-Proposal Meeting Sign-In Sheet dated 07-15-21
Pre-Proposal Meeting Agenda
Pre-Proposal Meeting Minutes
Schedule C – Similar Project Experience
Schedule N – Schedule of General Conditions

PLEASE NOTE: Contractors should acknowledge receipt of this Addendum on the Certification form, Page 8 of 21 of the RFP package. Failure to do so may result in rejection of bid.

END OF ADDENDUM NO. ONE (1)



SIGN-IN SHEET

**SUGAR HILL
E CENTER EVENT AND CONFERENCE SPACE PROJECT
PRE-PROPOSAL MEETING
JULY 15, 2021 @ 11 AM**

Name	Company	Phone No.	E-Mail Address
MARK SUTTER	MATHIAS CORP	(0)(7) 476-8100 (C) (7) 294-9952	MSUTTER@MATHIASCORP.COM
Melissa Mayton	Cooper + Co. GC	706-888-2450	bids@coopergc.com
MIKE MOYER	NEW SOUTH CONSTRUCTION	(4) 395-8134	MMOYER@NEWSOUTHCONSTRUCTION.COM
ROB RAGAN	NEW SOUTH CONSTRUCTION	(4) 443-4000	RRAGAN@NEWSOUTHCONSTRUCTION.COM
ROB DUNN	NEW SOUTH CONSTRUCTION	(4) 443-4000	RDUNN@NEWSOUTHCONSTRUCTION.COM
Hunter Ziegler BRIAN MULLIGAN	BLK RYLON	678-522-5940 770- 888 771-0830	hziegler@blk.com bmulligan@ryloninc.com
Tyler Isgett	Barnsley Construction	(7) 906-3713	tisgett@barnsleygroup.com
Jay McClellan	Reeves Young	(4) 787-4100	jmcclellan@reevesyoung.com
Mario Daivan	Reeves Young	(4) 430-1151	Mdaivan@reevesyoung.com
GIUSEPPE (GECAPENI)	Leftko construction	404-400-1938	Estimating@leftkogroup.com
Hisham Yuhari	Leftko Construction	470-552-3764	Estimating@leftkogroup.com

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City of Sugar Hill
E CENTER EVENT AND CONFERENCE SPACE

PRE-PROPOSAL MEETING AGENDA

July 15, 2021 @ 11 AM

PPI PROJECT NO. A21-044

OWNER REPRESENTATIVE

Troy Besseche, Assistant City Manager
Tim Schick, Facilities Director
Curtis Northrup, Project Administrator
Andy McQuagge, Recreation Director
Megan Carnell, Community & Economic Development

ARCHITECT

Kent Snyder, Project Architect, PPI
Leanne Exum, Project Manager, PPI
Max Bloom, Project Engineer, PPI

1. PROJECT OVERVIEW

- a. Project shall consist of building out the existing E Center parking deck rotunda space to include a new event and conference space including two conference/meeting rooms, restrooms, quick change room, storage spaces and exterior balcony.

2. PROPOSAL REQUIREMENTS

- a. Provide one (1) unbound, three (3) bound copies and (1) flash drive of proposal, including the following, **ASSEMBLED IN THIS ORDER and CLIPPED TOGETHER:**
 - Letter of Interest (Cover Letter)
 - Project Understanding & Description – Narrative
 - Project Methodology – Narrative
 - Project Experience – Schedules A, C, D, G, I (Include project data sheets as necessary)
 - Team Member Experience – Schedule B
 - Evidence of Financial Health – Schedules E, H, J, K, L
 - Safety Record – Schedule F
 - Fee Proposal – Schedule M (Sealed Separately)
 - Certification
- b. Only the provided Fee Proposal form will be acceptable. Acknowledge receipt of all addenda. Legibly print or type the amounts of on the Fee Proposal form. **To be considered as a responsive proposer, all spaces shall be filled out completely. All proposals shall be in sealed envelopes clearly marked with contractor's name and project name. Any proposals received after the official time will be rejected.**

3. PROCUREMENT SCHEDULE

Request For Proposal Advertisement:	July 06, 2021
Pre-Proposal Meeting:	July 15, 2021 at 11:00 AM
Addenda #01 (Sign-in Sheet)	July 16, 2021 at 4:00PM
Deadline for Questions:	July 28, 2021 at 2:00 PM
Deadline for Substitutions:	July 28, 2021 at 2:00 PM
Final Addenda Issued:	July 29, 2021 at 4:00PM
Proposals Due to Owner:	August 04, 2021 at 10:00 AM

Mandatory Pre-Proposal Meeting Agenda

June 15, 2021

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4. REQUESTS FOR INFORMATION

- a. All questions should be directed to Kent Snyder at 752ks@ppi.us in writing prior to the date and time indicated in the procurement schedule above.
- b. Phone messages or verbal communications are not valid forms of communication. Only written requests will receive a response.

5. SUBSTITUTION REQUIREMENTS

- a. All substitution requests submitted by proposers/Construction Managers should be directed to Kent Snyder at 752ks@ppi.us in writing prior to the date and time indicated in the procurement schedule above.
- b. Any substitutions shall be submitted with required information; all incomplete submittals will be rejected. All requests for substitution are required to be submitted by proposers/Construction Managers not from suppliers or manufacturers.

6. ISSUANCE OF ADDENDUM

- a. The last addendum will be issued no later than the date and time indicated in the procurement schedule above. The Mandatory Pre-Proposal Meeting sign-in sheet will be issued by addendum.
- b. Addendum will be issued to clarify questions that are submitted in writing only. All proposers/Construction Managers in attendance at the mandatory pre-proposal meeting will be notified via email and will require a response to confirm receipt.

7. PROJECT SPECIFICATIONS

- a. Project Manual Specifications will be issued to the successful proposer/Construction Manager after award of contract.

8. GEOTECHNICAL REPORT

- a. Geotechnical investigation report will be issued with the Project Manual Specifications to the successful proposer/Construction Manager.

9. OWNER / CONTRACTOR AGREEMENT

- a. The Agreement between the Owner and Contractor shall be as follows:
 - ***AIA Document A133 Standard Form of Agreement between Owner and Construction Manager as Constructor*** where the basis of payment is the cost of work plus a fee with a Guaranteed Maximum Price.
 - ***AIA Document A201 General Conditions of the Contract for Construction***
- b. The Guaranteed Maximum price and schedule of construction shall be issued to the successful Construction Manager at the completion of the Pre-Construction Phase per the following documents:
 - ***AIA Document A133 - Exhibit A Guaranteed Maximum Price Amendment***
 - ***AIA Document A133 – Exhibit B Insurance and Bonds***

END OF PRE-PROPOSAL AGENDA

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City of Sugar Hill
ECENTER EVENT AND CONFERENCE SPACE

PRE-PROPOSAL MEETING MINUTES

July 15, 2021 @ 11 AM

PPI PROJECT NO. A21-044

OWNER REPRESENTATIVE

Troy Besseche, Assistant City Manager
Curtis Northrup, Project Administrator

ARCHITECT

Kent Snyder, Project Architect, PPI
Leanne Exum, Project Manager, PPI

OTHER ATTENDEES

Refer to attached sign-in sheet

1. Review of Agenda (refer to attached)

a. **PROCUREMENT SCHEDULE**

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b. **PROPOSAL REQUIREMENTS**

- Letter of Interest (Cover Letter)
- Project Understanding & Description – Narrative
- Project Methodology – Narrative
- Project Experience – Schedules A, C, D, G, (Include project data sheets as necessary)
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- Fee Proposal – Schedule M (Sealed Separately)
- Schedule of General Conditions – Schedule N
- Certification

2. Addendum #01 to include:

- Sign-in sheet from today's meeting
- Plan Holder List as of the date of the meeting
- Questions submitted to Architect prior to meeting with responses
- List of General Conditions to be included in the amount listed on Schedule M of the Offerer's proposal response
- Meeting Agenda
- These meeting minutes

Mandatory Pre-Proposal Meeting Minutes

July 15, 2021

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3. Additional Discussion Items

- a. This project is funded through the current SPLOST for the Downtown Development Authority of the City of Sugar Hill.
- b. Schedule C listed the incorrect dollar value of the project. Please list previous projects in the \$500K-1.5M value range based on “similar projects” criteria.
- c. For the purposes of this RFP “similar projects” criteria shall indicate the procurement method of each project reference provided.

4. Questions from Attendees

- a. **Q:** Clarify what additional information is required on Schedule C versus Schedule I?
A: The Owner and Precision Planning’s design team will review the RFP Schedules and issue revised forms to eliminate redundancies. These revised forms will be issued with the final Addendum.

END OF PRE-PROPOSAL MEETING MINUTES

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SCHEDULE C - SIMILAR PROJECT EXPERIENCE: Interested offerors **MUST** list all similar projects respondent Offeror has completed during the last five (5) years. For the purpose of this RFP “similar projects” shall be as defined as projects of similar dollar value **(\$.5M-\$1.5M)**, size, scope and complexity as this Project. For each project listed provide a detailed description of the scope of work performed and provide contract amounts for that scope of work only.

If specific criteria are required for a Trade such as prior experience, make sure those criteria are met and described by the projects listed.

PROJECT NAME & LOCATION	AWARDING AUTHORITY	ARCHITECT	CIVIL/SITE ENGINEER	PROJECT DESCRIPTION	ORIG. / FINAL CONTRACT AMT.	PROJECT DATES (M/D/YYYY – M/D/YYYY)	PROCUREMENT METHOD (CMAR/BID/DB)

SCHEDULE N – SCHEDULE OF GENERAL CONDITIONS

E Center Event and Conference Space (*The Project*) Maximum Allowable General Conditions

ITEM	DURATION	UNIT COST	TOTAL COST
Project Director	1 Month	\$	\$
Superintendent	1 Month	\$	\$
Assistant Superintendent	1 Month	\$	\$
Senior Project Manager	1 Month	\$	\$
Project Manager/Project Engineer	1 Month	\$	\$
Field Engineering	1 Month	\$	\$
MEP/BIM Coordination	1 Month	\$	\$
In-House Accounting	1 Month	\$	\$
Exhibit A On Site Safety Engineer	1 Month	\$	\$
Safety Materials Program	1 Month	\$	\$
Field Office Rental, Setup and Removal	1 Month	\$	\$
Storage Trailer Rental	1 Month	\$	\$
Temporary Toilets	1 Month	\$	\$
Temporary Power	1 Month	\$	\$
Temporary Water	1 Month	\$	\$
Job Signs	LUMP SUM	\$	\$
Copier, Fax Machine	1 Month	\$	\$
Telephone and Internet Costs and Setup	1 Month	\$	\$
Ice, Cups, Water	1 Month	\$	\$
Office Supplies	1 Month	\$	\$
Office Furniture	LUMP SUM	\$	\$
Jobsite Computers and Technology	LUMP SUM	\$	\$
Postage and Couriers	1 Month	\$	\$
Progress Photographs	1 Month	\$	\$
Final Photographs	LUMP SUM	\$	\$
Plan Printing and Copying	LUMP SUM	\$	\$
Progress Cleaning	LUMP SUM	\$	\$
Final Clean	LUMP SUM	\$	\$
Small Tools	LUMP SUM	\$	\$
Cellphones and Radios	1 Month	\$	\$
Supervision Vehicles	1 Month	\$	\$
Project Management Vehicles and Travel	1 Month	\$	\$
Gas, Oil and Maintenance	1 Month	\$	\$
Builder's Risk Insurance	LUMP SUM (based on \$1M)	\$	\$
General Liability & Umbrella Insurance	LUMP SUM (based on \$1M)	\$	\$
Payment and Performance Bond	LUMP SUM (based on \$1M)	\$	\$

Total General Conditions Cost Per Month: \$ _____

Note: No direct CMAR labor may be billed as Cost of Work without prior written approval by the Owner.