

**DOCUMENT 00 90 00
ADDENDUM**

ADDENDUM NO. [2] Date: October 28, 2019

**RE: WITC – SUPERIOR CAMPUS
SUPERIOR ELEVATOR REPLACEMENT
600 N 21ST STREET
SUPERIOR, WI 54880
HSR 19023-2**

**FROM: HSR Associates, Inc
100 Milwaukee Street
La Crosse, WI 54603
(608) 784-1830**

To: Prospective Bidders

This addendum forms a part of the Contract Documents and modifies the original Bidding Documents dated October 2019. Acknowledge receipt of this Addendum in the space provided on the bid form. Failure to do so may subject the Bidder to disqualification.

This Addendum consists of [1] page, Pre-bid attendance, and [1] revised spec section.

CHANGES TO BIDDING REQUIREMENTS AND CONDITIONS OF THE CONTRACT:

1. Pre-bid sign-in attached hereto.

GENERAL REQUIREMENTS:

2. Section 01 20 00 PRICE AND PAYMENT PROCEDURES
 - a. Revised section attached hereto. Changes are reflected in the additional items in 1.09 C, D and E in regards to Change Order process and allowable mark-ups.

CHANGES TO DRAWINGS

3. Operator Control Panel Location at Exterior of elevator each floor:
 - a. Contractor shall be responsible for relocating the outside elevator control panel to an accessible location, including patching and repairs as required.
 - b. The Outside door frame, if re-used after controls removal, shall be patched using body filler, sanded smooth, and the entire frame sanded, primed and repainted.
4. Exterior Elevator doors, if reused, shall be sanded, primed, and repainted. Sand, fill scratches for a smooth surface.
5. Elevator cab platform and sling and rails may be reused if applicable for the new system.

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Topic Prebid Mtg #2

Date 10-25-19

Project Attending Elev Repl Prebid

Proj. No. 19023-2

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SECTION 01 20 00
PRICE AND PAYMENT PROCEDURES

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Procedures for preparation and submittal of applications for progress payments.
- B. Documentation of changes in Contract Sum and Contract Time.
- C. Change order procedures.
- D. Percentage allowances for Contractor's overhead and profit.
- E. Correlation of Contractor submittals based on changes.
- F. Procedures for preparation and submittal of application for final payment.

1.02 RELATED REQUIREMENTS

- A. Document 00 52 13 - Agreement Forms AIA-A101: Contract Sum, payment period.
- B. Section 00 72 00 - General Conditions and Document 00 73 00 - Supplementary Conditions: Additional requirements for adjustment to the Contract sum and changes in the Work.

1.03 SCHEDULE OF VALUES

- A. Electronic media printout including equivalent information will be considered in lieu of standard form specified; submit draft to Architect for approval.
- B. Forms filled out by hand will not be accepted.
- C. At least 10 days prior to submission of the first Application for Payment, secure A/E's approval of the schedule of values required to be submitted under Article 9 of the General Conditions.
- D. Base requests for payment on the approved schedule of values.
- E. Format: Utilize the Table of Contents of this Project Manual. Identify each line item with number and title of the specification Section. Dollar value shall be rounded to the nearest ten dollars (\$10).
- F. Revise schedule to list approved Change Orders, with each Application For Payment.

1.04 APPLICATIONS FOR PROGRESS PAYMENTS

- A. Based upon Applications for Payment submitted to the Architect by the Contractor and Certificates of Payment issued by the Architect, the Owner shall make progress payments on account of the Contract Sum to the Contractor as provided below and elsewhere in the Contract Documents.
- B. Payment Period: One calendar month time frame.
- C. Electronic media printout including equivalent information will be considered in lieu of standard form specified; submit sample to Architect for approval.
- D. Forms filled out by hand will not be accepted.
- E. Provided an Application for Payment per Article 9 of 00 73 00 Supplementary Conditions.
- F. Each Application for Payment shall be based upon the Schedule of Values submitted in accordance with the Contract Documents. The Schedule of Values shall allocate the entire Contract Sum among the various portions of the Work and be prepared in such form and supported by such data to substantiate its accuracy as the Architect may require. This Schedule, unless objected to by the Architect, shall be used as a basis for reviewing the Applications for Payment.
- G. The Applications for Payment shall indicate the percentage of completion of each portion of the Work as of the end of the period covered by the Application for Payment.
- H. Execute certification by signature of authorized officer.
- I. Use data from approved Schedule of Values. Provide dollar value in each column for each line item for portion of work performed and for stored products.
- J. List each authorized Change Order as a separate line item, listing Change Order number and dollar amount as for an original item of work.
- K. Submit one electronic and three hard-copies of each Application for Payment.

- L. Include the following with the application:
 - 1. Transmittal letter as specified for submittals in Section 01 30 00.
 - 2. Construction progress schedule, revised and current as specified in Section 01 30 00.
 - 3. Current construction photographs specified in Section 01 30 00.
- M. When Architect requires substantiating information, submit data justifying dollar amounts in question. Provide one copy of data with cover letter for each copy of submittal. Show application number and date, and line item by number and description.

1.05 PRODUCT HANDLING

- A. Maintain a "Register of Bulletins and Change Orders" at the job site, accurately reflecting current status of all pertinent data.
- B. Make the Register available for review upon request.

1.06 PROCESSING CHANGES INITIATED BY THE OWNER AND/OR AE

- A. For minor changes not involving an adjustment to the Contract Price or Contract Time, Architect will issue instructions directly to Contractor.
- B. Should the Owner contemplate making a change in the Work or a change in the Contract Time of Completion, the Architect/Engineer, upon Owner direction, will issue a "Bulletin" to the Contractor.
 - 1. Bulletins will be dated and will be numbered in sequence.
 - 2. The Bulletin will describe the contemplated change.
 - a. Promptly advise Architect/Engineer as to credit or cost and time required proposed for the described change. This is not an authorization to proceed with the change.
- C. If the Contractor has been directed by Architect/Engineer to make the described change in the Work at no change in the Contract Sum and no change in the Contract Time of Completion, but the Contractor wishes to make a claim for one or both of such changes, the Contractor shall proceed with the change and shall notify the Architect/Engineer as provided for under Article 7 of the General Conditions.
- D. If the Contractor has been directed by Architect/Engineer to make the described change subject to later determination of cost or credit in accordance with Article 7 of the General Conditions, the Contractor shall:
 - 1. Take such measures as needed to make the change;
 - 2. Consult with Architect/Engineer and reach agreement on the most appropriate method for determining credit or cost for the change.

1.07 PROCESSING CHANGES INITIATED BY CONTRACTOR

- A. Should the Contractor discover a discrepancy among the Contract Documents, a concealed condition or other cause for suggesting a change in the Work, a change in the Contract Sum, or a change in the Contract Time of Completion, he shall notify Architect/Engineer as required by pertinent provisions of the Contract Documents.
- B. Upon agreement by Architect/Engineer that there is reasonable cause to consider the Contractor's proposed change, Architect/Engineer will issue a Bulletin in accordance with the provisions described in Article 1.06 above.

1.08 PROCESSING OF BULLETINS

- A. Make written reply to Architect/Engineer in response to each Bulletin by date stated on the Bulletin:
 - 1. State proposed change in the Contract Sum, if any.
 - 2. State proposed change in the Contract Time of Completion, if any.
 - 3. Clearly describe other changes in the Work required by the proposed change, or desirable therewith, if any.
 - 4. Include full backup data such as subcontractor's letter of proposal or similar information.
- B. When cost or credit for the proposed change has been agreed upon by the Owner and the Contractor, or the Owner has directed that cost or credit be determined in accordance with provisions of this Section and General Conditions, A/E will notify contractor in writing. A formal Change Order will be initiated and executed at the time of completion of the Contract, or at a time when the payment for work completed is due. All approved Bulletins previously not incorporated into the Contract by a Change Order, shall be combined into a Change Order to adjust the final Contract Sum to compensate for all Changes in the Work to date.

1.09 PROCESSING CHANGE ORDERS

- A. Change Orders will be dated and will be numbered in sequence.
- B. The Change Order will describe the change or changes, will refer to the Bulletin or Bulletins involved, and will be endorsed by Architect/Engineer and signed by the Contractor and the Owner.
- C. Computation of Change in Contract Amount: As specified in the Agreement and Conditions of the Contract.
 - 1. For change requested by Architect for work falling under a fixed price contract, the amount will be based on Contractor's price quotation.
 - 2. For change requested by Contractor, the amount will be based on the Contractor's request for a Change Order as approved by Architect.
 - 3. For pre-determined unit prices and quantities, the amount will be based on the fixed unit prices.
 - 4. For change ordered by Architect without a quotation from Contractor, the amount will be determined by Architect based on the Contractor's substantiation of costs as specified for Time and Material work.
- D. Substantiation of Costs: Provide full information required for evaluation.
 - 1. On request, provide the following data:
 - a. Quantities of products, labor, and equipment.
 - b. Taxes, insurance, and bonds.
 - c. Overhead and profit.
 - d. Justification for any change in Contract Time.
 - e. Credit for deletions from Contract, similarly documented.
 - 2. Support each claim for additional costs with additional information:
 - a. Origin and date of claim.
 - b. Dates and times work was performed, and by whom.
 - c. Time records and wage rates paid.
 - d. Invoices and receipts for products, equipment, and subcontracts, similarly documented.
 - 3. For Time and Material work, submit itemized account and supporting data after completion of change, within time limits indicated in the Conditions of the Contract.
- E. Mark-up of Change Orders:
 - 1. For the Lead Contractor, for Work performed by the Lead Contractor's own forces, mark-up of overhead and profit combined shall be capped at 8 percent of the cost.
 - 2. Subcontractor mark-up is capped at 5 percent of the amount due at all levels.
 - 3. In order to facilitate checking of quotations for extras or credits, all proposals, except those so minor that their propriety can be seen by inspection, shall be accompanied by a complete itemization of costs including labor, materials and Subcontracts. Labor and materials shall be itemized in manner prescribed above. Where major cost items are subcontracts, they shall be itemized also. In no case will a change involving over \$500.00 be approved without such itemization."
- F. Architect/Engineer will issue three copies of each Change Order.
 - 1. The Contractor promptly shall sign all three copies and return all copies to Architect/Engineer.
 - 2. Architect/Engineer shall forward the Change Order to the Owner for his signature. Upon approval, he shall distribute two fully executed copies of the Change Order to Architect/Engineer. A/E to distribute one to the Contractor.
- G. Execution of Change Orders: Architect will issue Change Orders for signatures of parties as provided in the Conditions of the Contract.
- H. After execution of Change Order, promptly revise Schedule of Values and Application for Payment forms to record each authorized Change Order as a separate line item and adjust the Contract Sum.
- I. Promptly revise progress schedules to reflect any change in Contract Time, revise sub-schedules to adjust times for other items of work affected by the change, and resubmit.
- J. Promptly enter changes in Project Record Documents.

1.10 APPLICATION FOR FINAL PAYMENT

- A. Prepare Application for Final Payment as specified for progress payments, identifying total adjusted Contract Sum, previous payments, and sum remaining due.
- B. Application for Final Payment will not be considered until the following have been accomplished:
 - 1. All closeout procedures specified in Section 01 70 00 and as outlined in Article 9 of the Supplementary Conditions.

END OF SECTION