

PRE-BID AGENDA

Dewberry Architects Inc.
401 SW Water Street, Suite 701
Peoria, IL 61602-1530
309-282-8000
3039.282.8001 fax
www.dewberry.com

Date: January 19, 2018, 1:00 p.m., local time
Project: Danville Public Library Interior Renovation, 319 North Vermilion St., Danville, IL 61832
Project No. 50096571

Re: Pre-Bid Conference

1. Attendance at the Pre-Bid meeting is mandatory for bidders. Bids will only be accepted from bidders represented on the Pre-Bid Meeting sign-in sheet.
 - a. Bidders must be properly licensed under the laws governing their respective trades and be able to obtain insurance and bonds required for the Work.
 - b. Bidders shall be registered with the City of Danville OR prior to bidding may contact the City of Danville for reciprocity if bidders are registered with other surrounding cities in Illinois.
2. It is the intent of this meeting to review with Bidding Contractors any questions they have and clarifications they may need.
3. Dewberry Architects Inc. will prepare a memorandum of this meeting and distribute it to all the attendees and plan holders.
4. Any items discussed here do not change the Contract Documents; only those items verified in an actual Addendum are formal changes to the Contract Documents.
5. Bidders are invited to contact Dewberry Architects Inc. in writing regarding any questions on procedures and Contract Documents, not addressed in this meeting prior to January 25th.
 - a. Point of Contact: Amanda Voorhees 309-282-8199, avoorhees@dewberry.com
6. Substitution requests must be received in writing fifteen (15) days prior to the date of receipt of bids. Any approved substitution will be set forth in Addendum not less than three (3) days prior to the date for receipt of Bids.
7. Zero Addendum/Addenda has/have been issued prior to this meeting. The last Addendum will be issued no later than three (3) day prior to receipt of bids.
8. The proposals should be based on Drawings, Specifications, and any Addenda issued. Verbal discussion at this meeting or over the telephone is valid only when confirmed in writing by the Architect in the form of an Addendum.
9. Contract Documents are available through City Blue Technologies, 313 N. Mattis Ave, Suite 101, Champaign, Illinois, (217) 355-6980. They are free in PDF format. Printed copies will be non-reimbursable at the Contractor's expense. One set of hard copy plans will be available for viewing at the Administration Office of Danville Public Library.
10. Performance Bond and Material and Labor Payment Bonds are required for this Project.
11. Final completion of construction shall be no later than December 25th, 2018.
12. Bids for All Work, including completed bid forms and required documents, will be received by the Owner in the Administration Office of Danville Public Library, 319 N. Vermilion Street,

Danville, Illinois 61832 on January 30th, 2018 at 1:00 p.m. local time. Bids will be thereafter Bids will be opened publicly, read aloud, and recorded in the Danville Public Library, Meeting Room, 319 N. Vermilion St., Danville, IL 61832. Bids will be held good and may not be withdrawn for a period of 60 calendar days from the date of receipt.

13. Commencement of the work on the project shall be subject to the discretion of Owner. The Owner reserves the right to waive any irregularities and to accept any or reject all bids when, in the opinion of the Owner, such action will serve the best interest of the Owner.
14. A general description of this project is as follows (not to be taken as a complete description or extent of the work):
 - a. Project consists of a new partial interior renovation as shown on the drawings. The addition of a new Study Room, new Young Adult Room, new Maker Space, new General Storage Room, and new Facility Manager Office. In addition, four existing study rooms will have their partition walls extended to the structure above to decrease noise from entering into the rooms. These renovations require some fire protection & mechanical equipment as well as electrical fixtures to be relocated or added. Lastly, a majority of lighting fixtures will be reconfigured to host new LED bulbs.
15. Bids will be based on a stipulated sum.
16. There are Alternates.
17. There are no Allowances, or Unit Costs.
18. General Contractor to maintain Employee Screening. Contractor shall comply with Owner requirements for background screening of Contractor personnel working on Project Site and maintain an approved screened personnel list with the Owner for the Owner's records.
19. Contractor should note that the Owner's entire property is tobacco free. This includes parking lots. The General Contractor will be responsible for informing its sub-contractors and enforcing this Owner requirement.
20. General Contractor to work with the Owner to produce a staging plan acceptable to the Owner. Contractor parking will be limited to area as designated by Owner.
21. The Danville Public Library will be open during construction and building access needs to be coordinated with the Owner. Owner will occupy site and existing building(s) during entire construction period. Cooperate with Owner during construction operations to minimize conflicts and facilitate Owner usage. Perform the Work so as not to interfere with Owner's day-to-day operations. No work shall be performed outside Danville Library Facility normal business operating hours unless other arrangements are made with OR approval obtained from the Facilities Manager or Library Director.
 - a. On-Site Work Hours: 9:00 a.m. to 8:00 p.m. Monday through Thursday, and 9:00 a.m. to 5:30 p.m. on Friday, unless otherwise indicated.
 - b. Weekend Hours: Saturday only. 9:00 a.m. to 5:30 p.m. during normal business hours.
22. General Contractor is responsible for maintaining a clean work environment, the protection of premises, & environmental considerations related to the construction. Including, but not limited to the following:
 - a. Temporary protection, barricade, gates, staging areas.
 - b. Ingress / Egress to site, building, and/or project area.

- c. Air Quality (control of odors, fumes, noise, dust, etc.)
 - d. Major deliveries.
 - e. Building cleaning.
- 23. Insurance
 - a. Contractors are to provide and maintain Liability and Builders Risk Coverage.
- 24. Supplementary Conditions & Instructions are included in the project manual specifications.
- 25. General Conditions are included in the project manual specifications.
- 26. Contractor Questions. Questions can be asked here and responses will be sent to all pre-bid meeting attendees.
- 27. Site Tour.