



**Belleville Board of Education  
Building Renovations at Belleville School #4**

**DJR Project No. 3321**

**September 18, 2018**

**ADDENDUM #1**

This Addendum is issued to all Contractors for the purpose of amending the requirements of the Contract Documents, as referred to and noted for the above project, and is hereby made part of said Contract Documents to the same extent as though it were originally included therein. In accordance with laws and the applicable provisions of the Contract Documents, the OWNER hereby issues this Addendum to same. The Contract Documents REQUIRE that each BIDDER acknowledge receipt of this Addendum in the space provided on the Proposal Form. This Addendum shall amend, supplement, and supersede the Contract Documents only as and to the extent explicitly stated herein.

**A. SPECIFICATIONS**

1. Table of Contents has been revised.
2. Section 01010 - Summary of Work has been revised.
3. Section 06650-Solid Polymer Fabrications has been added.
4. Section 12304-Modular Plastic Laminate Casework has been revised.

**B. DRAWINGS**

1. Not Applicable

**C. MISCELLANEOUS**

1. Pre-Bid Meeting Minutes and Sign in sheet.

**D. REQUEST FOR INFORMATION (RFI)**

1. Please provide the name of the Project lead and their email address for future RFI's.

**RESPONSE:** The project lead is Jeff Curry his email is [jcurry@dicararubino.com](mailto:jcurry@dicararubino.com). All RFIs should be submitted via fax on the RFI sheet provided to ensure they are delivered in addition to submitting them via email.

2. Which Authority will inspect the Project? Local or DCA.

**RESPONSE:** The Belleville Building Department is responsible for inspections.

3. Has the respective authority reviewed the plans?

**RESPONSE:** No, the Belleville Building Department will not review the plans until the signed permit tech cards are submitted by the contractor.

4. The following spec sections are listed In the Table of Contents but were not included on the CD: 06650 - solid Polymer Fabrications, 08305 - Access Doors. Please provide the missing specs.

**RESPONSE:** Section 06650 - solid Polymer Fabrications is included in Addendum #1. Section 08305 - Access Doors begins on page 593 of the PDF on the CD.

5. Spec Section 10201 -Misc. Louvers & Wall Vents was included on the CD, however It is not listed on the Table of Contents. Please clarify.

**RESPONSE:** The Table of Contents has been revised to include Section 10201 -Misc. Louvers & Wall Vents.

6. Spec Section 10820 - Louvered Roof Top Equipment Screens was included on the CD, however it is not listed on the Table of Contents. Please clarify.

**RESPONSE:** The Table of Contents has been revised to include Section 10820 - Louvered Roof Top Equipment Screens.

7. What are the actual substantial completion & final completion dates? The summary of work states individual milestones.

**RESPONSE:** Section 01010 - Summary of Work has been revised. The Substantial Completion of all work shall be August 30, 2019 and the Final Completion of all work shall be September 30, 2019.

8. Please confirm that the work hours for this project are 3 pm to 11pm while the school is occupied.

**RESPONSE:** The work hours for this project are 3pm to 11pm when school is in session. The last day of classes is June 21, 2019.

9. Questions regarding casework:

- A. Are the PLAM countertops edges to be post form bull nose or a wood edge bullnose?

**RESPONSE:** Plastic laminate countertops are to have post form laminate bullnose edges.

- B. What type of grilles are we to use in the countertops?



**RESPONSE:** Detail 16/A2.3 specifies the grilles to be used in the casework.

C. What exactly is wanted at key note 20 on A2.1? Please clarify.

**RESPONSE:** A new partition is to be constructed from the floor to the window sill in front of the new return duct and provide a new plastic laminate window sill.

D. Please provide window sill details? Is there any new PLAM windowsills? The details on A12.4 do not show anything.

**RESPONSE:** No, the window sill details call for new break metal sills over the modified wood sills.

E. What type of Locks, Pulls, Slides, Hinges, etc. are wanted on the job? Nothing is specified.

**RESPONSE:** Section 12304-Modular Plastic Laminate Casework has been revised with the information.

**END OF ADDENDUM #1**



September 17, 2018

**RE:** Pre-Bid Meeting Minutes  
Belleville BOE – Building Renovations:  
at Belleville Elementary School #4

**D/R Project No. 3321**

**Meeting Date / Time**

September 13, 2018 @ 2: 00 p.m.

**Meeting Location**

School #4  
30 Magnolia Avenue  
Belleville, NJ 07109

**Attendees:**

\*Refer to the attached Meeting Sign-in Sheet

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1. The Owner (**Belleville Board of Education**) and the Architect (**DiCara Rubino Architects**) were introduced.
  2. Please be advised that attendance at the Pre-Bid Meeting is strongly recommended for project review and bidder questions, but is not mandatory. The minutes to the Pre-Bid Meeting will become a part of the contract documents and will be attached to Addendum #1 which will be issued at a future date. A bidder may submit a bid without attending the Pre-Bid Meeting.
  3. Addendums will not be issued within seven (7) business days prior to the Bid Date. As of the time of this meeting, the last day an Addendum can be issued is **Monday, October 01, 2018**.
  4. Bids are due on **Wednesday, October 10, 2018 @ 11am**, at the Belleville BOE, located at 102 Passaic Ave, Belleville, NJ. The Bids will be opened and read publicly shortly thereafter.
  5. Bidders are to note the list of required documents to be submitted with the Bids (Bidder's Checklist), and the Bidders are asked to provide each of these documents, fully completed as part of their Bids. Bidders are also asked to complete every line item on the Bid Form, and associated documents. Omissions of the required bid documents or omissions of the requested information may result in the disqualification of a Bid.
  6. Bidders are to note the list of **Allowances** listed in Specification Section **01020**. Bidders should also note the **Alternate Bids** listed in specification section **01030** for this project.
  7. The working hours are Monday – Friday 3pm -11pm when school is in session and 7 am – 3 pm when school is out of session.



8. The Project Milestone Schedule and Project Completion date is located at the end of Specification Division 1 Section "Summary of Work".
9. The Architect reviewed the Scope of Work for the project with the Contractors present. The Work includes, but is not limited to:
  - A. Legal removal & disposal of existing asphalt paving. Installation of new hot-mix asphalt paving, striping and related materials as indicated on the drawings.
  - B. Reconstruction of exterior stairs and handrails and portions of concrete sidewalks.
  - C. Demolition & renovation of existing Boy's & Girl's group toilets & Faculty toilets.
  - D. Removal of existing windows and installation of new windows.
  - E. Demolition and reconstruction of existing parapet walls.
  - F. Installation of new EIFS system over existing brick veneer and related materials as indicated on the drawings.
  - G. Infill of existing masonry openings with new brick veneer & CMU backup.
  - H. Removal of existing light fixtures and installation of new LED fixtures
  - I. Installation of new fire alarm panel tied into existing.
  - J. Removal of existing steam heating system and installation of new hot water system with unit ventilators.
  - K. Cut new openings in masonry walls for new unit ventilators as indicated on the drawings.
  - L. Installation of new roof top unit.
  - M. Installation of the following:
  - N. Hot applied modified built-up roofing system. Gravel surfaced
  - O. Specified flashings and accessories.
  - P. Installation of miscellaneous flashings and accessories.
  - Q. Installation of new coping.
  - R. Abatement of existing floor tile by Owner.
  - S. Installation of new VCT floor tile to match existing by GC.
10. The Bidders must take into account of their bids that the existing building will be occupied by faculty, and staff, and that their bids should include all precautions in maintaining the safety of the same occupants. The Bidders should also take note that the school is located in a residential neighborhood and the Bidders will be responsible for policing their own work crews in respecting the school's neighborhood.
11. All questions regarding the Bids (RFI's) will be sent to the Architect on the RFI sheets provided to all Bidders. If questions need to be deferred to the Engineers, the Architect will forward the RFI's to the appropriate Engineer. This system will allow the Architect to monitor turnaround time of the responses to all RFI's.



12. It is the responsibility of the successful Bidder to fill out the permit applications / jackets and submit the drawings to the local building department for review. The successful Bidder will pull permits with the local municipality and any permit fees will be paid by the Board of Education. Refer to the General Conditions of the Contract for Construction.

The State Department of Education has signed off on the project.

13. If a Bidder wishes to visit the project site, they can contact the Board's representative, Mr. Richard Henry, Facilities Director, at telephone number 201 906 7561 to arrange for an appointment. A minimum of 48 hours notice is required.

14. The Board has on file an Asbestos Management Report for review by any Bidder wishing to go to the Board Office. The Owners consultant has advise the BOE that an Asbestos removal contractor is not required for roofing removal during a renovation. So no abatement is anticipated at this time.

If there are any discrepancies between the understanding of the attendees and these minutes, please notify our office within three (3) business days of receipt, to make any revisions to these minutes as necessary. If there are any additional comments or questions, please forward them to our attention.

Submitted by,

**DICARA | RUBINO ARCHITECTS**

Jeffrey M. Curry, RA LEED  
Senior Project Manager

JMC

cc: Matthew Paladino, Business Administrator, Belleville BOE

