



# CITY OF DANVILLE

## Carol G. Henley, Director of Purchasing

P.O. Box 3300  
Danville, VA 24543

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Danville, VA 24541

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RFP 24-25-013  
"Welcome Center Renovations  
**Addendum No.1**  
8/23/2024

### Review of Notes:

- *The owner representative for this project is Tyler High.*
- *Dodie Hudson is the Interior Designer & Project Manager. Marisol Cruz, project designer*
- *All questions during the bid period shall be directed to Purchasing: [purchasing@danvilleva.gov](mailto:purchasing@danvilleva.gov)*
- *The cutoff date for questions from contractors is September 6th, 2024 by 5pm.*
- *An addendum to those questions will be issued by Friday the 13th.*
- *Bids shall be submitted to the purchasing dept, September 19th by 4:00pm as the Request (RFP) states. A responders list will be posted publicly but will not include prices submitted.*
- *The Notice of Intent will be posted on the website. Your option to dispute is during this time.*
- *Please review the Request for Proposal for the withdrawal of bids due to error and Negotiations with the lowest bidder and other legal topics.*
- *There will be a 5 percent bid bond required for this project. This shall be submitted with the proposal either on a bid bond form or as a certified check.*
- *The Bid Proposal indicates that construction is expected to take 250 consecutive calendar days once the Notice to Proceed is issued. The schedule proposed is from Notice to Proceed thru final construction. It is expected that all shop drawings and materials will be obtained prior to the start of construction so that the construction timeline is minimized.*
- *Performance and Labor and Material Payment Bonds in the amount of 100 percent of the contract amount will be required for this project.*
- *Smokers will need to leave the premises and go to the neighboring parking lot away from visitors to smoke.*
- *Owner reserves the right to require the apparent low bidder to submit his bid summary sheet, as required to evaluate bid.*
- *All testing and inspections are by the Contractor, as required.*
- *Contractors are welcome to visit the site during normal hours of operation. Please let Tyler know when contractors, subcontractors, vendors will be visiting the building.*
- *Keep all conversation and behavior professional while onsite. The building will have public visitors very often.*

### Review of Project:

- *Dodie noted that the phasing for the project will take place such that the conference room will be renovated first, acting as a temporary Visitors Center.*
- *The contractor is responsible for coordinating the IT cable installation with the city's vendor.*

Questions:

- **The bid form to be used for bidding is the one in the package prepared by the city. Please disregard the one in the specifications.**
- **Please refer to the liquidated damages amount in the RFP document.**
- **There are no MBE requirements for this job.**
- **Supplemental Conditions and Instructions remain as noted, ignore any references to the footers.**
- **Contractor requested grading info for the LOVE sign provided by the owner. Grading info will be forthcoming.**
- **Note D7 indicates to remove existing railing and brick posts. N19 notes to reinstall railing. The intent is to remove the existing railing and brick posts and install new railing per the details on A-100.**

Bidders shall acknowledge receipt of all Addendums

End of Addendum No.1

*Carol Henley*  
 Carol Henley,  
 Director of Purchasing

Company Name \_\_\_\_\_ Signature: \_\_\_\_\_

Address: \_\_\_\_\_ Name: \_\_\_\_\_  
(Printed)

\_\_\_\_\_ Title: \_\_\_\_\_  
City State Zip Code

Date: \_\_\_\_\_ E-mail Address \_\_\_\_\_

Phone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_