

## **ADDENDUM**

Date March 13, 2024

To Prospective Bidders

Re Addendum No. 1 to the Construction Documents for:

Yarmouth School Department  
Pump Station for Temporary Toilet Trailer  
Yarmouth, Maine  
Project No. 23189

This Addendum forms a part of the Contract Documents and modifies the original Construction Documents dated February 21, 2024. Acknowledge receipt of this Addendum in the space provided in the Bid Form.

This Addendum consists of two pages and Specification Sections Table of Contents, 004113, 004116, 012200 and 013100.

Harriman



James C. Fortin, P.E.  
Principal, Structural Engineer, COO

## QUESTIONS ANSWERED WITH THIS ADDENDUM:

1. Is the wetlands currently flagged or can we have it flagged?  
Answer: Owner will have the wetland limit re-flagged.
2. Clarify Specs for backfill of embankment materials as much excavated material is reused.  
Answer: Spec in Section 312000, 2.1B is Satisfactory Soil for backfilling.
3. Is directional boring of sewer line an acceptable method as opposed to open trench?  
Answer: No. Uncertain ledge level would make it difficult.
4. How do we handle ledge removal - clarify if we are going to have a unit price?  
Answer: Revised Contractor Bid Form is issued with Ledge Allowance and unit prices sheets with this Addendum.
5. Wage rates?  
Answer: This is locally funded so there are no Davis-Bacon wage requirements.
6. Specs have some erroneous mention of other projects eg Community College.  
Answer: Specification Section 013100 is revised and reissued with this addendum.
7. Ledge removal sound restrictions?  
Answer: Conform to the Town code and it should not interfere with recreation programming.
8. Shared access?  
Answer: Maintain access to the field for the recreation program and for emergency vehicles throughout the day.

## CHANGES TO SPECIFICATIONS

1. TABLE OF CONTENTS
  - a. Revised and reissued with this addendum.
2. SECTION 004113- CONTRACTOR BID FORM
  - a. Revised and reissued with this addendum.
3. SECTION 004116 - SITE UNIT PRICE SCHEDULE
  - a. Issued with this addendum to include with Bid Form.
4. SECTION 012200 - UNIT PRICES
  - a. Issued with this addendum.
5. SECTION 013100 - PROJECT MANAGEMENT AND COORDINATION
  - a. Revised and reissued with this addendum.

YARMOUTH SCHOOL DEPARTMENT  
PUMP STATION FOR TEMPORARY TOILET TRAILER  
Yarmouth, Maine

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**00 41 13  
Contractor Bid Form**

**Pump Station for Temporary Toilet Trailer**

BGS project number

Bid Form submitted by: *paper documents only to address below*

Bid Administrator:

*Andrew Dolloff*  
Yarmouth School Department  
101 McCartney Street  
Yarmouth, ME 04096

andrew\_dolloff@yarmouthschools.org

Bidder:

Signature: \_\_\_\_\_

Printed name and title: \_\_\_\_\_

Company name: \_\_\_\_\_

Mailing address: \_\_\_\_\_

City, state, zip code: \_\_\_\_\_

Phone number: \_\_\_\_\_

Email address: \_\_\_\_\_

State of incorporation, if a corporation: \_\_\_\_\_

List of all partners, if a partnership: \_\_\_\_\_

The Bidder agrees, if the Owner offers to award the contract, to provide any and all bonds and certificates of insurance, as well as Schedule of Values, Project Schedule, and List of Subcontractors and Suppliers if required by the Owner, and to sign the designated Construction Contract within twelve calendar days after the date of notification of such acceptance, except if the twelfth day falls on a State of Maine government holiday or other closure day, or a Saturday, or a Sunday, in which case the aforementioned documents must be received before 12:00 noon on the first available business day following the holiday, other closure day, Saturday, or Sunday.

As a guarantee thereof, the Bidder submits, together with this bid, a bid bond or other acceptable instrument as and if required by the Bid Documents.

**00 41 13**  
**Contractor Bid Form**

1. The Bidder, having carefully examined the *Pump Station for Temporary Toilet Trailer* Project Manual dated 21 February 2024, prepared by Harriman, as well as Specifications, Drawings, and any Addenda, the form of contract, and the premises and conditions relating to the work, proposes to furnish all labor, equipment and materials necessary for and reasonably incidental to the construction and completion of this project for the **Base Bid** amount of:

\$ \_\_\_\_\_ .00

2. Allowances *are included* on this project.

*Bid amount above includes the following Allowances*

*Quantity of 60 cubic yards of trench ledge removal at Unit Price(b) =* \$ 0.00

3. Alternate Bids *are not included* on this project.

*No Alternate Bids*

Any dollar amount line below that is left blank by the Bidder shall be read as a bid of **\$0.00**.

1 "not used" \$ \_\_\_\_\_ .00

2 "not used" \$ \_\_\_\_\_ .00

3 "not used" \$ \_\_\_\_\_ .00

4 "not used" \$ \_\_\_\_\_ .00

4. Bid security *is required* on this project.

If noted above as required, or if the Base Bid amount exceeds \$125,000.00, the Bidder shall include with this bid form a satisfactory Bid Bond (section 00 43 13) or a certified or cashier's check for 5% of the bid amount with this completed bid form submitted to the Owner.

5. Filed Sub-bids *are not required* on this project.

If noted above as required, the Bidder shall include with this bid form a list of each Filed Sub-bidder selected by the Bidder on the form provided (section 00 41 13F).

**00 41 16**  
**Site Unit Price Schedule**

**Pump Station for Temporary Toilet Trailer**

SITE UNIT PRICE SCHEDULE

Unit Prices: The Site contractor agrees to perform additional work as ordered or to allow for work ordered omitted in accordance with the following Unit Prices. Unit prices will also be used to adjust the cost for the actual quantity of ledge listed in the quantity allowance on the Bid form. Unit Prices will be applied to the net change in final quantities of work involved. The deduct price will be the same as the add.

- |   |          |
|---|----------|
| a) Rock excavation, including removal from site -<br>per cubic yard - open  | \$ _____ |
| b) Rock excavation, including removal from site -<br>per cubic yard- trench | \$ _____ |
| c) Granular borrow fill (off-site source) -<br>in place, per cubic yard     | \$ _____ |
| d) Stone Rip Rap, in place - per cubic yard                                 | \$ _____ |

## SECTION 012200 - UNIT PRICES

### PART 1 - GENERAL

#### 1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

#### 1.2 SUMMARY

- A. This Section includes administrative and procedural requirements for unit prices.
- B. Related Sections include the following:
  - 1. Division 01 Section "Allowances" for procedures for using unit prices to adjust quantity allowances.
  - 2. Division 01 Section "Contract Modification Procedures" for procedures for submitting and handling Change Orders.
  - 3. Section 004116 "Site Unit Price Schedule" for required Site Unit Prices

#### 1.3 DEFINITIONS

- A. Unit price is an amount proposed by bidders, as a price per unit of measurement for materials or services added to or deducted from the Contract Sum by appropriate modification; or if estimated quantities of Work issued by allowance required by the Contract Documents are increased or decreased.

#### 1.4 PROCEDURES

- A. Unit prices include all necessary material, plus cost for delivery, hauling, disposal, equipment, labor, installation, insurance, applicable taxes, overhead, and profit.
- B. Measurement and Payment: Refer to individual Specification Sections for work that requires establishment of unit prices. Methods of measurement and payment for unit prices are specified in those Sections.
- C. Owner reserves the right to reject Contractor's measurement of work-in-place that involves use of established unit prices and to have this work measured, at Owner's expense, by an independent surveyor acceptable to Contractor.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 012200



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## SECTION 013100 - PROJECT MANAGEMENT AND COORDINATION

### PART 1 - GENERAL

#### 1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

#### 1.2 SUMMARY

- A. This Section includes administrative provisions for coordinating construction operations on Project including, but not limited to, the following:
  - 1. Coordination Drawings.
  - 2. Administrative and supervisory personnel.
  - 3. Project meetings.
- B. Related Sections include the following:
  - 1. Division 01 Section "Execution Requirements" for procedures for coordinating general installation and field-engineering services, including establishment of benchmarks and control points.
  - 2. Division 01 Section "Closeout Procedures" for coordinating Contract closeout.

#### 1.3 COORDINATION

- A. Coordination: Coordinate construction operations included in different Sections of the Specifications to ensure efficient and orderly installation of each part of the Work. Coordinate construction operations, included in different Sections that depend on each other for proper installation, connection, and operation.
  - 1. Schedule construction operations in sequence required to obtain the best results where installation of one part of the Work depends on installation of other components, before or after its own installation.
  - 2. Coordinate installation of different components with other contractors to ensure maximum accessibility for required maintenance, service, and repair.
  - 3. Make adequate provisions to accommodate items scheduled for later installation.
  - 4. Where availability of space is limited, coordinate installation of different components to ensure maximum performance and accessibility for required maintenance, service, and repair of all components, including mechanical and electrical. Coordinate location of pipes, conduits, ducts and similar items in confined areas to assure proper fit and access. Contractor is responsible for handling interferences created by the work of subcontractors.
- B. Prepare memoranda for distribution to each party involved, outlining special procedures required for coordination. Include such items as required notices, reports, and list of attendees at meetings.
  - 1. Prepare similar memoranda for Owner and separate contractors if coordination of their Work is required.
- C. Administrative Procedures: Coordinate scheduling and timing of required administrative procedures with other construction activities and activities of other contractors to avoid conflicts

and to ensure orderly progress of the Work. Such administrative activities include, but are not limited to, the following:

1. Preparation of Contractor's Construction Schedule.
2. Preparation of the Schedule of Values.
3. Installation and removal of temporary facilities and controls.
4. Delivery and processing of submittals.
5. Progress meetings.
6. Preinstallation conferences.
7. Project closeout activities.
8. Startup and adjustment of systems.
9. Project closeout activities.

- D. Conservation: Coordinate construction activities to ensure that operations are carried out with consideration given to conservation of energy, water, and materials.

#### 1.4 SUBMITTALS

- A. Key Personnel Names: Within 15 days of starting construction operations, submit a list of key personnel assignments, including superintendent and other personnel in attendance at Project site. Identify individuals and their duties and responsibilities; list addresses and telephone numbers, including home and office telephone numbers. Provide names, addresses, and telephone numbers of individuals assigned as standbys in the absence of individuals assigned to Project.
1. Post copies of list in Project meeting room, in temporary field office, and by each temporary telephone. Keep list current at all times.

#### 1.5 ADMINISTRATIVE AND SUPERVISORY PERSONNEL

- A. General: In addition to Project superintendent, provide other administrative and supervisory personnel as required for proper performance of the Work.
1. Include special personnel required for coordination of operations with other contractors.

#### 1.6 PROJECT MEETINGS

- A. General: Schedule and conduct meetings and conferences at Project site, unless otherwise indicated.
1. Attendees: Inform participants and others involved, and individuals whose presence is required, of date and time of each meeting. Notify Owner and Engineer of scheduled meeting dates and times.
  2. Agenda: Prepare the meeting agenda. Distribute the agenda to all invited attendees.
  3. Minutes: Record significant discussions and agreements achieved. Distribute the meeting minutes to everyone concerned, including Owner and Engineer, within three days of the meeting.
- B. Preconstruction Conference: Schedule a preconstruction conference before starting construction, at a time convenient to Owner and Engineer, but no later than 15 days after execution of the Agreement. Hold the conference at Project site or another convenient location. Conduct the meeting to review responsibilities and personnel assignments.
1. Attendees: Authorized representatives of Owner, Engineer, and their consultants; Contractor and its superintendent; major subcontractors; suppliers; and other concerned

parties shall attend the conference. All participants at the conference shall be familiar with Project and authorized to conclude matters relating to the Work.

2. Agenda: Discuss items of significance that could affect progress, including the following:
  - a. Tentative construction schedule.
  - b. Phasing.
  - c. Critical work sequencing and long-lead items.
  - d. Designation of key personnel and their duties.
  - e. Procedures for processing field decisions and Change Orders.
  - f. Procedures for requests for interpretations (RFIs).
  - g. Procedures for testing and inspecting.
  - h. Procedures for processing Applications for Payment.
  - i. Distribution of the Contract Documents.
  - j. Submittal procedures.
  - k. Preparation of Record Documents.
  - l. Use of the premises.
  - m. Work restrictions.
  - n. Owner's occupancy requirements.
  - o. Responsibility for temporary facilities and controls.
  - p. Construction waste management and recycling.
  - q. Parking availability.
  - r. Office, work, and storage areas.
  - s. Equipment deliveries and priorities.
  - t. First aid.
  - u. Security.
  - v. Progress cleaning.
  - w. Working hours.
  - ~~x. Central Maine Community College campus operational protocols and procedures.~~
3. Minutes: Record and distribute meeting minutes.
  - a. Include action items and responsible party.

C. Preinstallation Conferences: Conduct a preinstallation conference at Project site before each construction activity that requires coordination with other construction.

1. Attendees: Installer and representatives of manufacturers and fabricators involved in or affected by the installation and its coordination or integration with other materials and installations that have preceded or will follow, shall attend the meeting. Advise Engineer of scheduled meeting dates.
2. Agenda: Review progress of other construction activities and preparations for the particular activity under consideration.
3. Record significant conference discussions, agreements, and disagreements, including required corrective measures and actions.
  - a. Include action items and responsible party.
4. Reporting: Distribute minutes of the meeting to each party present and to parties who should have been present.
5. Do not proceed with installation if the conference cannot be successfully concluded. Initiate whatever actions are necessary to resolve impediments to performance of the Work and reconvene the conference at earliest feasible date.

D. Monthly Progress Meetings: Conduct progress meetings at monthly intervals. Coordinate dates of meetings with preparation of payment requests.

1. Attendees: In addition to representatives of Owner and Engineer, each contractor, subcontractor, supplier, and other entity concerned with current progress or involved in

- planning, coordination, or performance of future activities shall be represented at these meetings. All participants at the conference shall be familiar with Project and authorized to conclude matters relating to the Work.
2. Agenda: Review and correct or approve minutes of previous progress meeting. Review other items of significance that could affect progress. Include topics for discussion as appropriate to status of Project.
    - a. Contractor's Construction Schedule: Review progress since the last meeting. Determine whether each activity is on time, ahead of schedule, or behind schedule, in relation to Contractor's Construction Schedule. Determine how construction behind schedule will be expedited; secure commitments from parties involved to do so. Discuss whether schedule revisions are required to ensure that current and subsequent activities will be completed within the Contract Time.
      - 1) Review schedule for next period.
    - b. Application for Payment: Contractor shall bring copy of Application for Payment to meeting. Review Application for Payment and required attachments, record drawing and documents status, waivers of mechanic's liens, list of completed tests, checklists, commissioning, reports, and similar requirements for the work are submitted and in compliance with the Contract Documents.
    - c. Review present and future needs of each entity present.
  3. Minutes: Record and distribute the meeting minutes.
    - a. Include action items and responsible party.
  4. Reporting: Distribute minutes of the meeting to each party present and to parties who should have been present.
    - a. Schedule Updating: Revise Contractor's Construction Schedule after each progress meeting where revisions to the schedule have been made or recognized. Issue revised schedule concurrently with the report of each meeting.
- E. Coordination/Progress Meetings: Conduct Project coordination/progress meetings at weekly intervals. Project coordination meetings are in addition to specific meetings held for other purposes, such as progress meetings and preinstallation conferences.
1. Attendees: In addition to representatives of Owner, each contractor, subcontractor, supplier, and other entity concerned with current progress or involved in planning, coordination, or performance of future activities shall be represented at these meetings. All participants at the conference shall be familiar with Project and authorized to conclude matters relating to the Work
  2. Agenda: Review and correct or approve minutes of the previous coordination meeting. Review other items of significance that could affect progress. Include topics for discussion as appropriate to status of Project.
    - a. Combined Contractor's Construction Schedule: Review progress since the last coordination meeting. Determine whether each contract is on time, ahead of schedule, or behind schedule, in relation to Combined Contractor's Construction Schedule. Determine how construction behind schedule will be expedited; secure commitments from parties involved to do so. Discuss whether schedule revisions are required to ensure that current and subsequent activities will be completed within the Contract Time.
    - b. Schedule Updating: Revise Combined Contractor's Construction Schedule after each coordination meeting where revisions to the schedule have been made or recognized. Issue revised schedule concurrently with report of each meeting.
  3. Reporting: Record meeting results and distribute copies to everyone in attendance and to others affected by decisions or actions resulting from each meeting.
    - a. Include action items and responsible party.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 013100

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