

CONTRACT ADDENDUM NO. 1

April 25, 2025

HTK Architects
900 S Kansas Avenue
Topeka, Kansas 66612
Contact: Russ Arfmann (rja@htkarchitects.com)
Telephone: 785-266-5373



NOTICE TO ALL BIDDERS FOR THE:
Topeka & Shawnee County Public Library
Parking Lot Improvements
HTK Project No.: 2001.01-018

The following are changes in the previously issued plans and specifications and supersede conflicting information so included. When a change is made affecting a part of a drawing or specification, the balance of that drawing or specification shall remain unchanged. Bidders must acknowledge receipt of this addendum in the space provided on the Bid Form. Failure to do so may subject Bidder to disqualification. The Contract Addendum is a part of the Contract Bid Documents and Construction Documents and shall govern in the performance of the Work.

SPECIFICATIONS:

Article 1-1: GENERAL:

1. Prebid meeting notes and attendance sheets are enclosed. (3 Pages)
2. Working hours may not start before 7AM.

DRAWINGS:

None

END OF ADDENDUM 1

PRE-BID CONFERENCE – MEETING AGENDA **NOTES**

I. Introductions and Attendance

- A. Please sign the attendance sheet
- B. Introductions:
 - a. Owner: Thad Hartman, Library Project Coordinator & Joe Hobbs, Facilities
 - b. UEG: Steve LaCasse
 - c. HTK: Russell Arfmann

II. Data Confirmation

- A. Bid Receiving: Wednesday, May 7, 2025, 2:00 PM
- B. Bids shall be submitted by Mail, delivery or email:
 - a. Mail to: Thad Hartman
Chief of Staff
TOPEKA & SHAWNEE COUNTY PUBLIC LIBRARY
1515 S.W. 10th Avenue
Topeka, KS 66604-1374
P: 785-580-4481
 - b. Email to thartman@tscpl.org and copy rja@htkarchitects.com
1.Email subject: Parking Lot Improvements Bid
 - c. Bid Opening Place: Microsoft Teams attendance online or call 1-347-991-6844
 - 1. Meeting ID: 295 750 003 794
 - 2.Conference ID: 263897296#
 - 3. Password: HY7Xo6yq
 - 4.Attendance is not required.
 - 1. Send Russell a request for the outlook invite if you'd like the invite added to your calendar for this Microsoft Teams meeting.
- C. Plan-holders available at Topeka and Shawnee County Public Library Website:
 - a. <http://tscpl.org/about/request-for-proposals>
 - b. Bid Results: on or before May 16, 2025 (via email)
- D. Known Addendum Items:
 - 1. Pre-Bid Minutes
- D. Bid Security: 5% of base bid – payable to: Topeka and Shawnee County Public Library
- F. Send questions to:
 - Project Coordinator **Thad Hartman**, Community & Strategic Services Manager
785-580-4511 thartman@tscpl.org
 - AND / OR
 - Russell Arfmann, HTK Architects
785-266-5373 rja@htkarchitects.comQuestions to be submitted in writing by April 30, 2025.
- G. Sales Tax: the project is tax exempt. **Specs say to include Sales Tax???**

III. Project Overview – UEG

- A. Parking Lot Improvements – UEG
 - a. The work includes demolition and replacement of existing concrete drive lanes of the parking lot on the south side of the Library and replacement of damaged curb and guttering.
- B. Alternates – UEG
 - a. Alternate #1 - Provide new Roadway inlet and connection to existing storm inlet at NW drive entrance as indicated on drawings.
 - b. Alternate #2 - Mill and overlay existing asphalt parking. Clean and seal existing cracking. Replace damaged curb and gutter as indicated on the drawings.
 - c. Alternate #3 - Mill and overlay existing asphalt parking. Clean and seal existing cracking. Replace damaged curb and gutter as indicated on the drawings.

IV. Project Scheduling/Phasing/Staging

- A. Project Start Up: Upon final legal approval of the contract.
Start at the end of summer reading program – August 4, 2025
- B. Substantial Completion Date:
 - 1. **Substantial completion by October 3, 2025.**
- C. Work hours: Construction activities may take place during normal hours of operation for the library. But as this is a library, loud activities such as saw cutting or messy activities like pouring concrete that would require extensive temporary flooring and any shutdowns shall occur when the library is not in operation. **Please do not start work before 7am.**
- D. Staging: Location shall be coordinated with the library.

V. Questions and Comments

- **The coarse aggregate for all concrete shall be granite, quartzite or trap rock.**
- **PG 70-28 Asphalt Binder shall be used in all asphalt surface courses.**
- **Book return island remains. Curb is to be replaced as part of base bid.**
- **Erosion control as part of scope of work, inlet protection.**
- **City of Topeka requires Site Construction Activity Permit.**
- **Striping, Paint, etc by Contractor.**



Topeka & Shawnee County Public Library
Parking Lot Improvements
HTK Project Number: 2001.01-018
April 24, 2025

Attendee Name	Company Name	E-mail
Russell Arfmann	HTK Architects	rja@htkarchitects.com
Thad Hartman	TSCPL	thartman@tscpl.org
Madeline Stafford	HTK Architects	mms@htkarchitects.com
Duane Payne	Bettis Asphalt	dpayne@bettisasphalt.com
Steve LaCasse	UEG	slacasse@unitedeng.com