CONTRACT ADDENDUM NO. 1
August 25, 2022

HTK Architects
900 S Kansas Avenue
Topeka, Kansas 66612
Contact: Maddie Safford (mms@htkarchitects.com)
Telephone: 785-266-5373

NOTICE TO ALL BIDDERS FOR THE:
Topeka & Shawnee County Public Library
Media Lounge Renovations
HTK Project No.: 2001.01-009

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.

DRAWINGS:
Article 1-2: Drawing Sheet A101:
1. Clarification for Demolition Floor Plan: Add dimensions of existing casework to be removed.
3. Revision for Architectural Floor Plan: Remove note 6 from Floor Plan. Remove Note 6 from the Architectural Plan Notes. Sheet Metal column wraps will not be part of the project.

Article 1-3: Drawing Sheet E101:
1. Clarification for Demolition Floor Plan: Floor Boxes tagged as “FB-1” in Foyer 161 are not existing. No demolition work shall occur in the floor of this area.
PRE-BID CONFERENCE – MEETING AGENDA

I. Introductions and Attendance
   A. Please sign the attendance sheet
   B. Introductions:
      a. Owner: Thad Hartman, Library Project Coordinator & Chris Cain, Facilities Manager
      b. LSA: Bill Bassette
      c. HTK: Maddie Safford

II. Data Confirmation
   A. Bid Receiving: Thursday, September 1st, at 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: 785-580-4511
      b. Email to hartman@tscp1.org and copy mms@htkarchitects.com
         1. Email subject: Media Lounge Renovations Bid
      c. Bid Opening Place: Zoom attendance online or call 1-346-248-7799
         1. Meeting ID: 819 8392 7791
         2. Password: TSCPL
         3. Attendance is not required.
            1. Send Maddie a request for the outlook invite if you’d like the invite added to your
               calendar for this Zoom meeting.
   C. Plan-holders list: Topeka Blueprint & Library RFP Webpage https://tscp1.org/request-for-proposals
   D. Bid Results: on or before September 20, 2022 (via email)
   E. Known Addendum Items:
      1. Pre-Bid Minutes
   F. Bid Security: 5% of base bid – payable to: Topeka and Shawnee County Public Library
   G. Send questions to:
      Project Coordinator Thad Hartman, Chief of Staff
      785-580-4511 hartman@tscp1.org
      AND / OR
      Maddie Safford, HTK Architects
      785-266-5373 mms@htkarchitects.com
   H. Sales Tax: the project is tax exempt

III. Project Overview – HTK Architects
   A. Media Lounge Renovations – HTK Architects
      1. Demo a portion of the existing finishes, then provide new finishes and fixtures. The area of
         work currently houses the Library’s DVDs and Music collection and will be renovated to re-
         organize the collections and accommodate additional lounge and dining space. Furniture will
         be ordered and replaced through a separate contract, offering varied seating options and new
         shelving units.
   B. Electrical – LS&A Engineers
   C. Alternates – HTK Architects
      1. No Alternates at this time.
IV. Project Scheduling/Phasing/Staging
A. Project Start Up: Upon final legal approval of the contract
B. Substantial Completion Date:
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.
   1. It is the intent that the library will be open up to the public during the construction project; however, CDC and Shawnee County guidelines and regulations must be monitored and maintained.
D. Staging: A dumpster can be placed on the west and/or east sides of the building. Location shall be coordinated with the library.
E. Contractors can use the library's restrooms, but if there is any damage or additional trash, or other issues, then the contractor will need to bring in temporary plumbing facilities for their own use.
F. Phasing: All existing shelving furniture will be relocated by the Library so that materials may be browsed and checked out during Construction. Areas of work within the building will need to be protected behind a temporary construction sheet barrier.

V. Questions and Comments
- Existing columns are Pre-fabricated fiberglass column covers and metal wall base.
- There is a potential for the metal column wraps at the entrance to the Media Lounge to be removed from the project if it is concluded that a suitable graphic substrate can be procured by the Library.
- Some holds shelves will need to be removed for electrical work.
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<thead>
<tr>
<th>Attendee Name</th>
<th>Company Name</th>
<th>E-mail</th>
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<tbody>
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