CONTRACT ADDENDUM NO. 1
September 27, 2023

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
Reader’s Lounge & Wayfinding Signage
HTK Project No.: 2001.01-012

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 the performance of the Work.

SPECIFICATIONS:

Article 1-1: GENERAL:
1. Prebid meeting notes and attendance sheets are enclosed.
2. Due to concurrent construction of the Library’s Loading dock, all construction equipment, materials, and dumpsters must be housed in the West Parking lot. Provide construction fencing around storage area. Contractor to coordinate final location with the Library.
3. Reference attached Fire Marshall Review Comments

Article 1-2: FIRE SPRINKLERS:
1. Clarification: In response to Fire Marshall Review Comment #1: Contractor shall coordinate locations of existing heads and relocate as necessary per NFPA 13, for new lighting layouts and clouds. New heads shall be extended into the new clouds and be coordinated with the architect for shielding of heads in the slat ceiling to prevent cold soldering of the heads in the clouds.

Article 1-3: 012100 ALLOWANCES:
1. Add specification section 012100 ALLOWANCES to project manual.

Article 1-4: 095426 SUSPENDED WOOD CEILINGS:
1. Clarification to revise section 2.2.A Decorative Wood Ceiling Panel “Type W” approved manufacturers. Add Rulon International to approved list of manufacturers.

DRAWINGS:

Article 1-5: Drawing Sheet G201:
1. Revise Reader’s Lounge Phasing Floor Plan per attached Drawing Sheet G201 – CODE FOOTPRINTS

Article 1-6: Drawing Sheet D101:
1. Add Demolition Plan Note 19 – Remove existing integral light fixtures and overhead support structure above all existing shelving units. Abandon existing power to integral light fixtures and cap.

Article 1-7: Drawing Sheet A802:
1. Revise Sign Type O: Sign – Occupancy number from “59” to “###”. Occupancy number to be confirmed through signage submittal.
<table>
<thead>
<tr>
<th>Attendee Name</th>
<th>Company Name</th>
<th>E-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maddie Safford</td>
<td>HTK Architects</td>
<td><a href="mailto:mms@htkarchitects.com">mms@htkarchitects.com</a></td>
</tr>
<tr>
<td>Tad Hartman</td>
<td>TSCPL</td>
<td><a href="mailto:theartmon@tscpl.org">theartmon@tscpl.org</a></td>
</tr>
<tr>
<td>Steve Graham</td>
<td>D.F. Osborne Constr</td>
<td><a href="mailto:sgraham@osborneconm.com">sgraham@osborneconm.com</a></td>
</tr>
<tr>
<td>Ray Wall</td>
<td>Service Company</td>
<td><a href="mailto:chuck.downey@servicecompany.com">chuck.downey@servicecompany.com</a></td>
</tr>
<tr>
<td>Bernard Shepard</td>
<td>Kelley Const</td>
<td><a href="mailto:bshephard@kelley-construction.com">bshephard@kelley-construction.com</a></td>
</tr>
<tr>
<td>David Cooper</td>
<td>Kendall Const.</td>
<td><a href="mailto:cooper@trustkendall.com">cooper@trustkendall.com</a></td>
</tr>
<tr>
<td>Steve Bassett</td>
<td>Drywall Aesthetic</td>
<td><a href="mailto:drywallaesthetic@gmail.com">drywallaesthetic@gmail.com</a></td>
</tr>
<tr>
<td>Jason Jackson</td>
<td>Kendall Const.</td>
<td><a href="mailto:jason@trustkendall.com">jason@trustkendall.com</a></td>
</tr>
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Topeka & Shawnee County Public Library
Reader’s Lounge & Wayfinding Signage
HTK Project Number: 2001.01-012
September 20, 2023

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
      b. LSA: Kyle Wilk
      c. HTK: Maddie Safford

II. Data Confirmation
   A. Bid Receiving: Tuesday, October 10th 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 thartman@tscpl.org and copy mms@htkarchitects.com
         1. Email subject: Reader’s Lounge and Wayfinding Signage Bid
      c. Bid Opening Place: Zoom attendance online or call 1-346-248-7799
         1. Meeting ID: 880 0835 4276
         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: Library RFP Webpage https://tscpl.org/request-for-proposals
   D. Bid Results: on or before Wednesday, October 25th 2023 (via email)
   E. Known Addendum Items:
      1. Pre-Bid Minutes
      2. Rulon as approved manufacturer for suspended wood ceiling clouds
      3. TBD
   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 thartman@tscpl.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. Reader’s Lounge & Wayfinding Signage – HTK Architects
      1. Demolition work and renovations associated with updating finishes. Build out and installation
         of a media wall clad by millwork panels and an electric fireplace clad by millwork panels. The
         majority of work will occur in the Reader’s Lounge Wings. Wayfinding and Room signage to
         be fabricated and installed throughout the building as shown on the Drawing Sheets. All
         furniture and shelving to be provided through a separate contract.
   B. Electrical– LS&A Engineers
   C. Alternates – HTK Architects
      1. Alt. 1 – Tiling on Fireplace
2. Alt. 2 – Ceiling Tile and Air Register Replacement
3. Alt. 3 – Perimeter Cove Lighting Replacement

IV. Project Scheduling/Phasing/Staging
A. Project Start Up: Upon final legal approval of the contract
B. Substantial Completion Date:
   1. Substantial completion by March 1, 2024.
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 to the public during the construction project. Coordination with the Owner must occur for all temporary shutdowns and construction barriers required.
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 collections and some existing shelving furniture will be relocated by the Library so that materials may be browsed and checked out during Construction. Some existing shelving will remain and be relocated during the phases of the Construction. Coordination between the Contractor and the Shelving furniture provider will need to occur during Construction to coordinate with the relocation of existing shelves and installation of new shelving. Areas of work within the building will need to be protected behind a temporary construction barrier as indicated on the Drawing Sheets.

V. Questions and Comments

-There will be six stainless glass art pieces furnished by the Library for installation by the Contractor. (2) art pieces will be relocated from the West Collections. (4) additional art pieces will be relocated from on-site storage. Coordinate with Library for final locations.

-Existing B.O. Roof Deck Height in the East and West Collections is 20'-6 ½" above height of Main Level.
SECTION 012100 - ALLOWANCES

PART 1 - GENERAL

1.1 SUMMARY
A. Section includes administrative and procedural requirements governing allowances.

B. Types of allowances include the following:
   1. Lump-sum allowances.

C. Related Requirements:
   1. Section 014000 "Quality Requirements" for procedures governing the use of allowances for testing and inspecting.

1.2 SELECTION AND PURCHASE
A. At the earliest practical date after award of the Contract, advise Architect of the date when final selection and purchase of each product or system described by an allowance must be completed to avoid delaying the Work.

B. At Architect's request, obtain proposals for each allowance for use in making final selections. Include recommendations that are relevant to performing the Work.

C. Purchase products and systems selected by Architect from the designated supplier.

1.3 ACTION SUBMITTALS
A. Submit proposals for purchase of products or systems included in allowances, in the form specified for Change Orders.

1.4 INFORMATIONAL SUBMITTALS
A. Submit invoices or delivery slips to show actual quantities of materials delivered to the site for use in fulfillment of each allowance.

B. Coordinate and process submittals for allowance items in same manner as for other portions of the Work.

1.5 COORDINATION
A. Coordinate allowance items with other portions of the Work. Furnish templates as required to coordinate installation.

1.6 LUMP-SUM ALLOWANCES
A. Allowance shall include cost to Contractor of specific products and materials ordered by Owner or selected by Architect under allowance and shall include freight and delivery to Project site.

B. Unless otherwise indicated, Contractor's costs for receiving and handling at Project site, labor, installation, overhead and profit, and similar costs related to products and materials selected by Architect under allowance shall be included as part of the Contract Sum and not part of the allowance.
C. Unused Materials: Return unused materials purchased under an allowance to manufacturer or supplier for credit to Owner, after installation has been completed and accepted.
   1. Unused allowances or partially used allowances may be applied toward change order items that are unrelated to the allowance. GC overhead and profit for allowances, shall be included in base bid.

1.7 ADJUSTMENT OF ALLOWANCES

A. Allowance Adjustment: To adjust allowance amounts, prepare a Change Order proposal based on the difference between purchase amount and the allowance, multiplied by final measurement of work-in-place where applicable. If applicable, include reasonable allowances for cutting losses, tolerances, mixing wastes, normal product imperfections, and similar margins.

B. Submit claims for increased costs because of a change in scope or nature of the allowance described in the Contract Documents, whether for the purchase order amount or Contractor's handling, labor, installation, overhead, and profit.
   1. Do not include Contractor's or subcontractor's indirect expense in the Change Order cost amount unless it is clearly shown that the nature or extent of work has changed from what could have been foreseen from information in the Contract Documents.
   2. No change to Contractor's indirect expense is permitted for selection of higher- or lower-priced materials or systems of the same scope and nature as originally indicated. No change to Contractor's indirect expense is permitted for unrelated work done with excess allowance.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION

3.1 EXAMINATION

A. Examine products covered by an allowance promptly on delivery for damage or defects. Return damaged or defective products to manufacturer for replacement.

3.2 PREPARATION

A. Coordinate materials and their installation for each allowance with related materials and installations to ensure that each allowance item is completely integrated and interfaced with related work.

3.3 SCHEDULE OF ALLOWANCES

A. Allowance No. 1: Building: Include the sum of $10,000
   1. This allowance is for work required due to unforeseen conditions encountered during construction and includes material cost, receiving, handling, and installation. General Contractor O&P shall be included in base bid.

END OF SECTION 012100
GENERAL DEMOLITION NOTES

A) WALLS & STRUCTURE NOTED TO REMAIN SHALL BE BRACED & SUPPORTED AS NECESSARY ADJACENT UNLESS NOTED OTHERWISE.
B) REMOVE EXISTING CEILING LIGHT FIXTURES FOR THICKNESS OF 1/2" OR MORE.
C) REPAIR SURFACES ADJACENT TO DEMOLITION AREAS AS REQUIRED TO MATCH ADJACENT DEMOLITION.
D) DURING DEMO & UNTIL NEW CONSTRUCTION IS IN PLACE.
E) WHEN REPLACING SURFACE TO MATCH ADJACENT, MAKE NEW SURFACE FLUSH WITH FINISHES.
F) SOME NEW CONSTRUCTION WILL REQUIRE REMOVAL/CUTTING AND ADDITIONAL DEMO WORK.
G) J) WHERE NEW FINISHES ARE INDICATED ON PLANS, SPECIFICATIONS, OR SCHEDULES, ANY SCHED. EXTENTS ONLY. SALVAGE AND REINSTALLATION; COORDINATE WITH OWNER.
H) DEMO WALLS & DOORS SHOWN DASHED IN AREAS OF NEW WORK. CONSULT ARCHITECT FOR NOT SHOWN ON DEMO SHEETS. REF. ENTIRE SET FOR DEMOLITION.
I) REMOVE & SALVAGE CEILING MOUNTED ART MOBILES FOR MECHANICAL VENTS.
J) EXISTING ARTWORK & VISUAL DISPLAY UNITS TO BE SALVAGED BY OWNER.
K) REMOVE & SALVAGE PORTION OF EXISTING CARPET. INSTALL AS SHOWN ON A101.
L) EXISTING CEILING TILE & GRID TO REMAIN, BASE BID.
M) EXISTING FURNITURE TO BE RELOCATED BY OWNER.
N) REMOVE EXISTING CEILING TILE, AIR REGISTERS, & OTHER MEP EXISTING TO REMAIN.
O) REMOVE EXISTING CEILING LIGHT FIXTURES AND REMOVE EXISTING INTEGRAL LIGHT FIXTURES AND OVERHEAD LIGHTING REMOVED BY CONTRACTOR; REF. ELEC. W.O.
P) REMOVE EXISTING CEILING LIGHT FIXTURES FOR THICKNESS OF 1/2" OR MORE.
Q) REMOVE PORTION OF EXISTING WALL FOR NEW DOOR LOCATION OF TEMPORARY CONSTRUCTION BARRIER. PATCH & INSTALL EXISTING.
R) REMOVE PORTION OF EXISTING WALL FOR NEW DOOR LOCATION OF TEMPORARY CONSTRUCTION BARRIER. PATCH & INSTALL EXISTING.
S) REMOVE & RELOCATE EXISTING ILLUMINATED EXIT SIGN TO NEW LOCATION OF TEMPORARY CONSTRUCTION BARRIER. PATCH & INSTALL EXISTING.
T) EXISTING CEILING LIGHT FIXTURES AND OVERHEAD LIGHTING REMOVED BY CONTRACTOR; REF. ELEC. W.O.
U) EXISTING CEILING LIGHT FIXTURES AND OVERHEAD LIGHTING REMOVED BY CONTRACTOR; REF. ELEC. W.O.
V) REMOVE & SALVAGE CEILING MOUNTED ART MOBILES FOR MECHANICAL VENTS.
W) DEMO WALLS & DOORS SHOWN DASHED IN AREAS OF NEW WORK. CONSULT ARCHITECT FOR NOT SHOWN ON DEMO SHEETS. REF. ENTIRE SET FOR DEMOLITION.
X) REMOVE EXISTING WOOD SILL AND WALL BASE AT WINDOW COLLECTIONS FROM THE NEW BOOKS ROOM HORIZONTAL AT SOFFIT TO CONCEAL SPACE AT ENTRANCE TO FOYER.
Y) REMOVE EXISTING FLOORING. EXISTING WALL BASE TO REMAIN.
Z) REMOVE EXISTING FLOORING. EXISTING WALL BASE TO REMAIN.
AA) REMOVE EXISTING CEILING LIGHT FIXTURES FOR THICKNESS OF 1/2" OR MORE.
BB) EXISTING ARTWORK & VISUAL DISPLAY UNITS TO BE SALVAGED BY OWNER.
CC) EXISTING POWER & DATA TO REMAIN.
DD) REMOVE & RELOCATE EXISTING ILLUMINATED EXIT SIGN TO NEW LOCATION OF TEMPORARY CONSTRUCTION BARRIER. PATCH & INSTALL EXISTING.
EE) REMOVE EXISTING CEILING LIGHT FIXTURES AND OVERHEAD LIGHTING REMOVED BY CONTRACTOR; REF. ELEC. W.O.
FF) REMOVE & SALVAGE CEILING MOUNTED ART MOBILES FOR MECHANICAL VENTS.
GG) DEMO WALLS & DOORS SHOWN DASHED IN AREAS OF NEW WORK. CONSULT ARCHITECT FOR NOT SHOWN ON DEMO SHEETS. REF. ENTIRE SET FOR DEMOLITION.
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